

2026 License

A food vendor is required to make application for a temporary license at least ten (10) days before the start of the event. The application must include a floor plan, list of equipment, a menu, and all pertinent food handling procedures. **The temporary food license fee is \$64.00 per day and \$32.00 per day for non-profit operations.** Temporary food licenses are issued for a maximum of five (5) days. A sanitarian from the Cuyahoga County Board of Health (CCBH) will deliver the license on the first day of the event when they are on-site to conduct the inspection. Operators selling foods that are shelf stable and not time and temperature controlled for safety (TCS), such as whole fresh fruits and vegetables, commercially pre-packaged foods, commercial beverages, and cottage foods maybe exempt from licensing at certain events (restrictions apply).

Food

All food must be from an approved source. All food must be prepared on site or at a licensed facility and transported to the temporary event site by a CCBH approved method. Home-produced foods are not permitted. Exceptions include cottage foods and licensed home bakery products.

Food Protection

- A. All TCS foods shall be maintained at 41°F and below or 135°F and above. Mechanical refrigeration shall be used for overnight storage of all TCS foods.
- B. Frozen foods are to be thawed utilizing acceptable methods.
- C. Foods must be protected at all times. Covers or approved sneeze guards must be utilized for any open or exposed food displays.
- D. Food and food containers shall be stored a minimum of six (6) inches above the floor or ground.
- E. Utensils and non-latex gloves shall be provided and utilized for the transfer, preparation and/or serving of foods.
- F. Provide and use a properly calibrated probe thermometer to verify cooking and holding temperatures.

Equipment, Utensils and Supplies

Depending on the type of foods, methods of transport, preparation and hot/cold holding, all or some of these items are required:

- A. **Handwashing facilities.** Method will be approved by CCBH based on the type of food and preparation.
- B. **Three compartment sink** or equivalent (three bucket system).
- C. **Sanitizer with test strips** [chlorine (bleach 5.25% concentration), quaternary ammonium, or iodine].
- D. **Probe thermometer(s).** For use if handling or preparing TCS foods.
- E. **Hot and cold holding equipment** (coolers, refrigerators, grills, etc.)
- F. **Utensils and disposable non-latex gloves.**

Structural Requirements

If it is determined by CCBH that floors, walls or ceilings are necessary, the materials used must be smooth, impermeable and easy to clean.

Support Facilities

Water is to be provided from an approved source only.

Adequate sewage / wastewater disposal site(s) must be available.

Portable toilet facilities, hand sinks, and garbage/refuse disposal are required.

OPERATION GUIDANCE

Food Sources

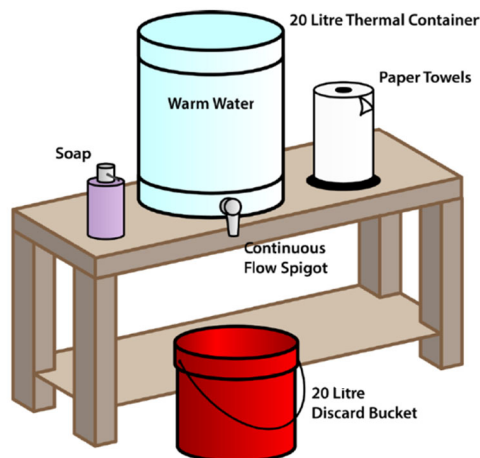
- * **ALL** foods must come from an approved source.
- * **ALL** foods are to be prepared at the event or at an approved licensed facility.
- * **HOMEMADE FOODS ARE PROHIBITED** (Except for properly labeled cottage foods and licensed home bakery products.)



Approved Hand Washing

Each temporary booth is required to have a temporary hand washing station which includes: Warm flowing water, soap, paper towels, and a bucket for waste disposal.

*Hand sanitizer is **NOT** to be used as a substitution.



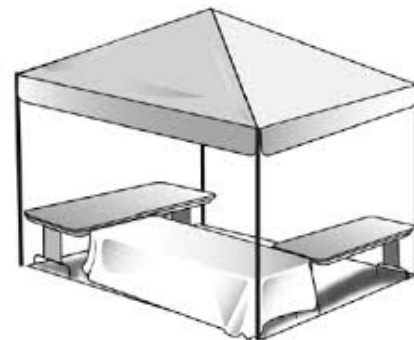
Approved Cooking & Holding Temperatures

- Cold Holding 41°F & below
- Hot Holding 135°F & above
- Chicken Cooking 165°F
- Ground Beef/Pork Cooking 155°F
- Seafood/Roasts/Chops Cooking 145°F
- Fruits and Vegetables Cooking 135°F



Work Space Requirements

Work surfaces shall be easily cleanable & non-absorbent. Flooring shall be provided if booth is placed in grass. All foods, utensils and equipment must be 6" off of the ground.



Support Facilities

Make portable toilet facilities, hand sinks and garbage disposal available for patrons. Water shall be provided by an approved source. All waste water is to be discarded to the sanitary sewer.

***Dumping grey water in storm drains or on the ground is not an approved form of disposal.**



Approved Method for Sanitizing Equipment & Utensils

A three compartment sink must be provided to properly wash, rinse and sanitize all equipment (must be able to fit largest piece of equipment.)



Application for a License to Conduct a Temporary (Check one):

- ☐ Food Service Operation
☐ Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

Cuyahoga County Board of Health
Attn: Environmental Public Health
5550 Venture Dr.
Parma, OH 44130

Temporary Applications Must Be Submitted Ten (10) Days Prior to the Event for Approval

Before a license application can be processed and approved, the application must be completed and the required fee submitted. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder	Name of Noncommercial Organization (if applicable)	Phone number
Email Address		
Address of license holder		
City	State	ZIP
List all foods being served/sold		

I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

TEMPORARY FOOD SERVICE INFORMATION

1. FOOD

- A. List all food and beverage sources. All ingredients/items must be purchased from a licensed grocery store or licensed wholesale distributor (*Ex: Giant Eagle, Sysco, Costco, GFS*).

- B. Location where food items will be prepared, including the washing of produce? Food must be prepared on site at the event OR received from a licensed facility. **If preparing food at a licensed food facility, please include a copy of the food license.**

- C. How will proper food temperatures be maintained during transport to the event? (*Ex: insulated cambros, coolers with ice*)

- D. How will foods be held hot (135°F and above)? (*Ex: mechanical hot holding unit, chafing warmers, grills, insulated cambros*)

- E. How will foods be held cold (41°F and below)? (*Ex: mechanical refrigeration, coolers with ice*)

***THERMOMETERS MUST BE AVAILABLE TO ENSURE PROPER COOKING AND/OR HOLDING TEMPERATURES. A THERMOMETER MUST HAVE THE AVAILABILITY TO MEASURE TEMPERATURES FROM 0-220°F. (LASER THERMOMETERS ARE NOT SUFFICIENT.)**

2. FOOD PROTECTION

- A. How will food on display be protected from contamination? (*Ex: covered containers, sneeze guards*)

- B. How will employees prevent bare hand contact during preparation? (*Ex. non-latex gloves, tongs, utensils*)

- C. How will employees restrain their hair? (*Ex: Hats, beard covers, hairnets*)

3. SANITATION

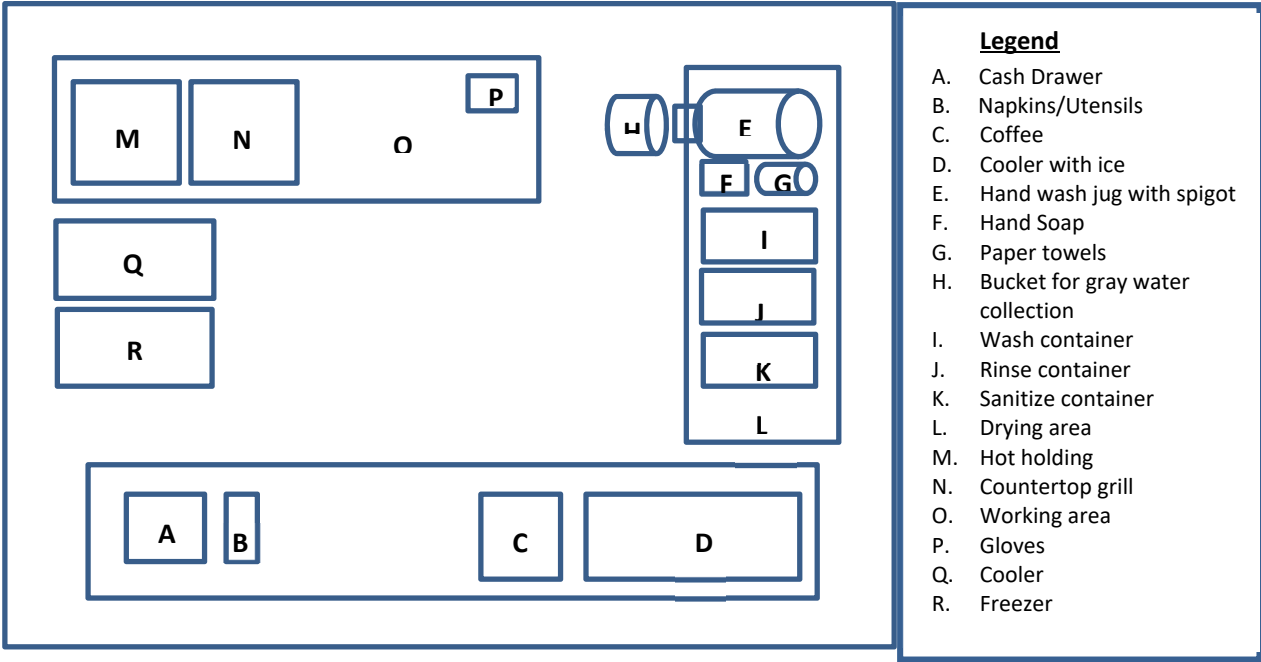
- A. How will food handlers wash their hands on site at the event? Restroom sinks are not approved food service sinks; hand sanitizer shall not be used in place of handwashing. *(Ex: Portable handsink with running water, container with spigot)*
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- B. How will equipment and utensils be washed, rinsed and sanitized on site? *(Ex: 3-compartment sink or 3 portable containers)*
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- C. Type of food contact surface sanitizer used? How will the concentration of the sanitizer be measured? *(Approved Concentrations: Iodine=12-25ppm, Chlorine=50-100ppm, Quaternary Ammonium=200-400ppm or per manufacturer's recommendations)*
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- D. Water source? (Where is the water coming from)
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- E. Where will waste-water be collected and discarded? (Not on ground or storm drain)
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4. STRUCTURAL REQUIREMENTS (OUTDOOR OPERATION ONLY)

- A. If operating outdoors, what floor structure will be present? Temporary flooring shall be provided if the temporary booth is operating on grass, gravel, or non-paved surfaces).
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- B. What type of overhead structure will be present to protect food from inclement weather? *(Ex. Tent, awning, carport)*
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5. DRAWING OF LAYOUT

A. Example



B. Provide a detailed drawing of your floor plan. Show all equipment and utensils, support facilities, and serving areas.

	<p>Legend</p>
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