

**CITY OF PATERSON  
DEPARTMENT OF HEALTH & HUMAN  
SERVICES**

Joel D. Ramirez, MBA. *Director*



**ENVIRONMENTAL DEPT.  
176 BROADWAY  
PATERSON, NEW JERSEY 07505**

**DIVISION OF HEALTH**  
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*Health Officer*

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**André Sayegh**  
*Mayor*

**SEASONAL & TEMPORARY EVENT LICENSE APPLICATION**

**EVENT INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_  TEMPORARY FEE: \$75.00  SEASONAL FEE: \$300

TENT/TABLE(S)  FOOD TRUCK  PUSH CART  OTHER \_\_\_\_\_

**NOTE: EACH VENDOR IS REQUIRED TO OBTAIN THEIR OWN TEMPORARY LICENSE. VENDORS ARE NOT PERMITTED TO TRANSFER OR OPERATE UNDER A SHARED LICENSE OR TENT.**

EVENT NAME:

EVENT LOCATION:

INDOOR  OUTDOOR  EVENT DATE(S): \_\_\_\_\_  EVENT TIME(S): \_\_\_\_\_

**FOOD VENDOR INFORMATION**

NAME OF FOOD VENDOR/BUSINESS: \_\_\_\_\_ STREET ADDRESS, CITY, STATE & ZIP CODE \_\_\_\_\_

NAME OF OWNER(S), CORPORATION, REGISTERED AGENT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE(S) OF PARTICIPATION: \_\_\_\_\_ TIME(S) OF PARTICIPATION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**REQUIREMENTS**

- Letter From Sponsor Of Event.
- Complete Application With All Required Information. Vendors Must Also Participate In A Pre-Event Educational Session With A Registered Environmental Health Specialist (REHS).
- Copy Of Required Food Handlers Certificate Or Food Safety Certification For All Employees Handling, Serving Or Preparing Any Food.
- Commissary Information And/ Or Receipt And/or Copy Of Satisfactory Placard Of A Retail Food Inspection Done Less Than 6 Months Of Location Where Food/Beverage Items Were Purchased From (See Page 6)

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_

**TEMPORARY EVENT FOOD LICENSE APPLICATION AND REQUIREMENTS**

**APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROVIDE COPY OF MENU THAT WILL BE SERVED TO THE PUBLIC.

NUMBER OF INDIVIDUAL SPACES/TABLES AT EVENT: \_\_\_\_\_

(\$75.00 TEMPORARY FEE & \$300 SEASONAL FEE). A License is required for each individual independent vendor for the location originally applied for and the specific dates indicated.

**NOTE: FOOD CAN ONLY BE PREPARED AT THE EVENT ON-SITE OR AT A LICENSED RETAIL FOOD ESTABLISHMENT THAT HAS A SATISFACTORY. COPIES OF THE SATISFACTORY PLACARD (WITHIN THE LAST 6 MONTHS) AND PROOF FOOD WAS PREPARED IN A LICENSED AND AN INSPECTED KITCHEN MUST BE PROVIDED WITH THIS APPLICATION. EXCEPT IF, IT MEETS THE COTTAGE LAW.**

**CERTIFIED FOOD HANDLER INFORMATION**

NAME: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

NAME: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

NAME: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

PLEASE PROVIDE FOOD HANDLERS CERTIFICATES AND PHOTO IDs OF ALL EMPLOYEES THAT ARE WORKING EVENT

**SPONSOR INFORMATION**

SPONSOR OF EVENT: \_\_\_\_\_

SPONSER ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HAS PERMIT BEEN ISSUED BY CITY BUREAU (such as; Fire Dept., Department of Public Works etc.?) YES \_\_\_\_\_ NO \_\_\_\_\_  
(A copy of this permit **MUST** be on file in the Environmental Health Office **PRIOR** to issuing Temporary License)

**MAJOR REQUIREMENTS**

1. **THE SPONSOR OF THE EVENT MUST PROVIDE PORTABLE HAND WASHING FACILITIES FOR THOSE VENDORS THAT DO NOT HAVE HANDWASHING FACILITIES (A PORTABLE HANDWASHING STATION WITH COLD AND HOT WATER BETWEEN 90° TO 110° MUST BE PROVIDED FOR EVERY VENDOR).**
2. **YOU MUST OBTAIN FROM THE SPONSOR -WRITTEN PROOF OF APPROVAL TO PARTICIPATE IN THE EVENT AND IT MUST BE ATTACHED TO THIS APPLICATION.**
3. **ALL PARTICIPANTS HANDLING FOOD MUST OBTAIN a Food Handler’s Course” certificate prior to the Temporary Event. If you fail to obtain your food handlers certificate, you WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT.**

This license is considered temporary and may not be used for any other location AND ONLY FOR THE DATES INDICATED. The licensed issued by this department **MUST** be present during all dates of operation. Vending vehicles with a current valid Food Vending Vehicle license from the City of Paterson are not required to obtain any other license. **APPLICATION AND FEES MUST BE RECEIVED NO LATER THAN ONE (1) WEEK BEFORE THE EVENT. MONEY ORDER, CREDIT, DEBIT, OR BUSINESS CHECK ONLY!**

VENDOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**FOOD PREPARATION AND MENU**

- Menu: Only food items listed below will be approved to be served.
- Food items prepared on site, from start to finish, the day of the event in the licensed food stand if not prepared at a licensed kitchen
- Any food found in the Danger Zone between 41°F and 135°F the day of the event **will be discarded.**

**FOOD HANDLING INFORMATION**

Please describe the food/beverage items to be prepared, sold and/or served at the event. Include how it will be served (hot/cold), whether the item will be made to order and prepared on-site or off-site. If food items are prepared off-site (\*) please include the location of where the food will be prepared. A copy of the establishment's retail food license and inspection report or placard will be required by the Health Department. **As a reminder, food preparation and storage at home are not permitted.**

Food Item(s)	How are food items served?		Off-site preparation	
	Hot	Cold	Yes	No

**TEMPERATURE CONTROL**

Please describe the method(s) in which you will maintain temperature(s).

How will you provide temperature control during transport to the location?  This does not apply to my operation

How will you reheat food(s) if applicable?  This does not apply to my operation

How will you maintain hot holding temperatures during the event?  This does not apply to my operation

How will you maintain cold holding temperatures during the event?  This does not apply to my operation

**BEGINNING AND PREPARATION**

Planning prior to the event:

- Submit your application for a Temporary Event Permit \* Don't operate without a valid permit from the Health Department.
- Plan your Menu \*Don't prepare or cook food at a private home to be used at the event.
- Clean and sanitize coolers, pans, all utensils and all food contact surfaces.
- Be sure you have adequate cold storage to hold all of your products and enough ice for cold holding if ice is to be used.
- Chill the ice chests.
- Purchase the food items from an approved source (keep receipts).
- Thaw frozen food items under refrigeration temperature at a licensed and inspected establishment.

**HANDWASHING FACILITIES**

HANDWASHING FACILITIES: Handwashing facilities must be provided at each food booth/stand (check one)

- I will set up a portable hand washing station with sufficient water for the entire event. (see page 8)
- I am operating in a mobile food truck that has a hand sink with running hot and cold water.
- I DO NOT need a handwashing sink, as I am selling ONLY prepackaged food and/or drink (Hand sanitizer is required).

**WAREWASHING FACILITIES**

WAREWASHING FACILITIES: warewashing facilities must be available for operators who engage in on-site food preparation. (check one)

- I will set up a portable warewashing station with containers large enough to accommodate largest equipment/utensils. (see on page 9)
- I am operating in a mobile food truck that has dishwashing facilities on-site with running hot and cold water.
- I DO NOT need dishwashing facilities, as I am not engaging in on-site food preparation.

**SAFE FOOD STORAGE/DISPLAY**

Where will food be stored prior to the event? (check one)

- Approved Kitchen (No food items to be stored at a residential premises)
- Licensed and Inspected Food Truck
- Purchased day of the Event (provide receipts)
- Other: \_\_\_\_\_

**PROTECTION FROM CONTAMINATION**

To protect food from potential consumer/environmental contamination, no open containers are allowed.

How will food be protected from the public and insects? (check all that apply)

- Sneeze guards
- Wrapped with foil/plastic
- Covered with domed lid covers

**NO BARE HAND CONTACT**

To eliminate all bare hand contact with ready-to-eat foods, which of the following will you use? (check all that apply)

- Gloves
- Spoons
- Spatulas
- Scoops
- Other: \_\_\_\_\_

**END OF EVENT BREAKDOWN**

1. Discard your left over food items
2. Clean your equipment
3. Properly dispose of your waste water
4. Clean grounds withing the food preparation and storage areas used at the event

**OFFICE USE ONLY**

License Issued by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_ License#: \_\_\_\_\_

## GUIDELINES FOR COMPLIANCE WITH CHAPTER 24 AT TEMPORARY FOOD STANDS

The following guidelines have been established by this Department and must be met during the operation of any Temporary events.

1. **Adequate hand-washing facilities shall be provided for employees or individuals handling the food.**
  - Hand washing facilities **MUST** be provided within the booth. The set up must include:
    - 5 gallon covered container with spigot for continues flow of water (A push-button spigot is not acceptable)
    - 5 Gallon wastewater collection container
    - Enough water to last the entire event
    - Liquid hand soap
    - Individual disposable paper towels for drying hands
    - waste basket for used towels
    - A sign to remind food employees to wash their hands frequently. (if there is no food preparation and only product samples are being offered then hand sanitizers or pre-treated cleansing towelettes may be utilized)
  - Hands must be thoroughly washed before food handling begins and when changing tasks.
  - Use vinyl gloves when unwrapped food must be handled directly.
  - Use hand wipes/gel in between glove changes and for food stand workers who will not be handling foods directly with their hands (e.g. workers grilling or serving with utensils)
2. **Food must be from an approved source, held at a safe temperature, and protected from contamination.**
  - Food **MUST** be purchased from an approved source or a licensed food establishment. Proof of purchase is required. **The sale of home prepared food is prohibited.**
  - **Hot** foods must be kept at **135°F or above.**
  - **Cold** foods must be kept in a container holding the product at **41°F or below.**
  - Foods requiring hot holding or refrigeration should be **delivered or picked up within one hour of the food stand opening for sales.**
  - **Ice used to cool food, bottles, and cans cannot be used to put into beverages.**
  - The temperature of hot and cold foods should be checked at the time of delivery or pick up to make sure they comply with the **135°F** and/or **41°F** temperature requirements. The vendor should have a metal stem thermometer for checking food temperatures.
  - **Hamburgers** need to be **thoroughly cooked (not pink inside). Cooked to 155° F**
  - Food shall be protected from contamination while being stored, served or displayed by using protective covers, sneeze guards, wraps and elevated platforms to keep it at least 6’ above the ground.
  - All poultry (chicken) to be **cooked to an internal temperature of 165° F**
  - **Beef and pork roasts to be cooked to an internal temperature of 150° F**
  - A baseball cap, paper hat, scarf, or another form of effective hair restraint must to be worn when preparing or handling unwrapped food items.
3. Napkins should be provided for customers.
4. **Suitable waste receptacles need to be located in the vicinity of food stands.**
  - Provide customers an easily accessible waste container with tight fitting lid.
  - Be sure to properly dispose of all food containers, food spillage and trash at the conclusion of each day’s food stand operation.
5. **All temporary events participants must obtain a license from the Paterson Division of Health prior to any event. The “Temporary Food License issued by our office must be displayed at the food stand during operation.**
6. **All those involved in the handling of food must be trained for safe food handling. (Food handlers certificate)**
7. **Any violation to these guidelines will result in embargo of food products and revocation of temporary license or voluntary destruction of food items.**

*By signing, I read and understood that the above are minimum guidelines that are necessary to minimize the risk of a food-borne illness and to provide a safe and sanitary operation. Failure to comply may result in license termination and removal from the event.*

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Vendor Signature)

\_\_\_\_\_  
(Date)

COMMISSARY AGREEMENT

Food Vendor or Organization requiring the use of an off-site kitchen must be reviewed and approved by the health Department. A vendor or Organization requiring the use of an off-site kitchen facility must complete the following information:

I, \_\_\_\_\_ allowed \_\_\_\_\_ to use  
Kitchen Owner/Operator Vendor/Organization

Name of Approved Kitchen: \_\_\_\_\_

Kitchen Facility Address: \_\_\_\_\_

Kitchen Owner/Operator Phone #: \_\_\_\_\_

For:

- Food Preparation
- Cold Food Storage
- Cooking
- Hot Holding
- Dry food Storage
- warewashing

Date Kitchen will be used for this event: \_\_\_\_\_ Time of use: \_\_\_\_\_

\_\_\_\_\_  
Signature of Kitchen Owner/Operator

\_\_\_\_\_  
Date

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For Office Use Only

- Approved
- Denied

Approved by: \_\_\_\_\_

Date approved: \_\_\_\_\_

Comments: \_\_\_\_\_

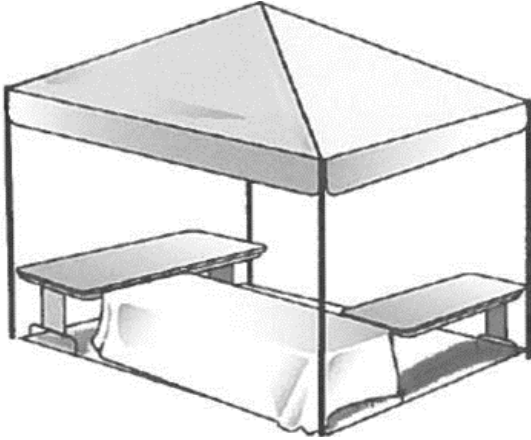
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you have any questions, please contact the  
Paterson Division of Health - Environmental Health  
office at 973-321-1277 Ext. 2756.**

## HOW DO I CONSTRUCT A FOOD SERVICE LOCATION?

The handwashing station must be in the food preparation area and be set up before food preparation begins

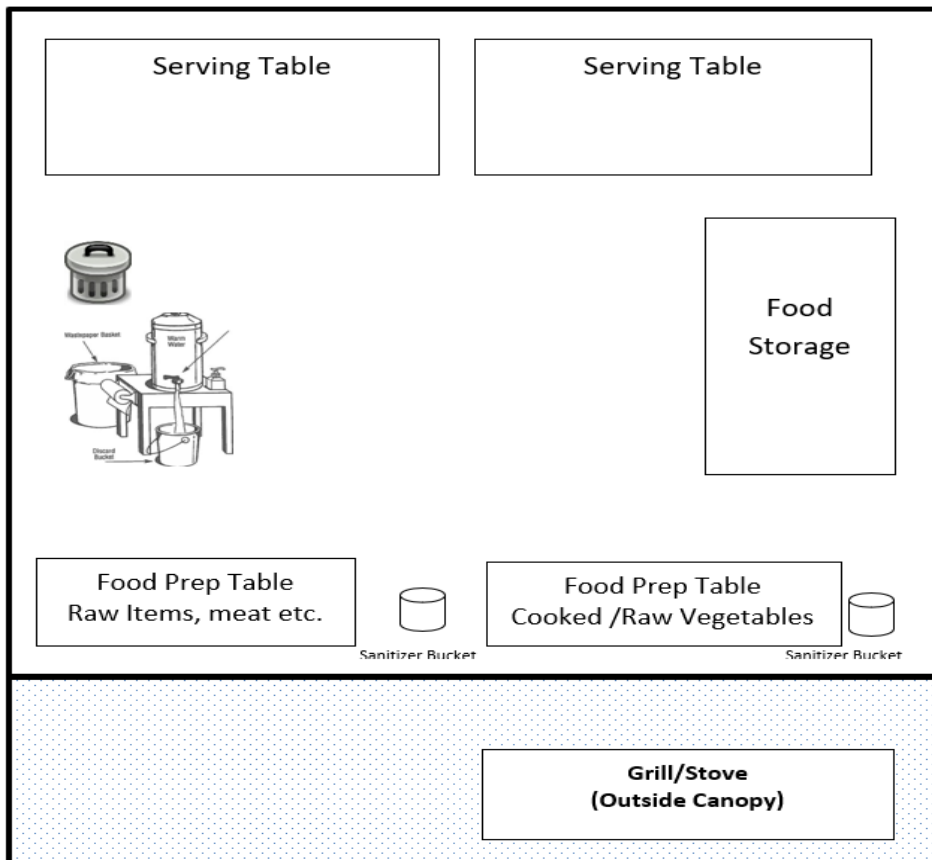
- Locate the stand away from possible contamination sources.
- Provide a canopy or other form of overhead protection. Secure items from wind damage.
- Construct the stand or locate it so that it is protected during bad weather. Try to protect the food from weather, dust, and other debris with covers or immediate service.
- Protect food preparation and cooking areas from the public by a shield or separation by distance.



## UNDER THE CANOPY DIAGRAM

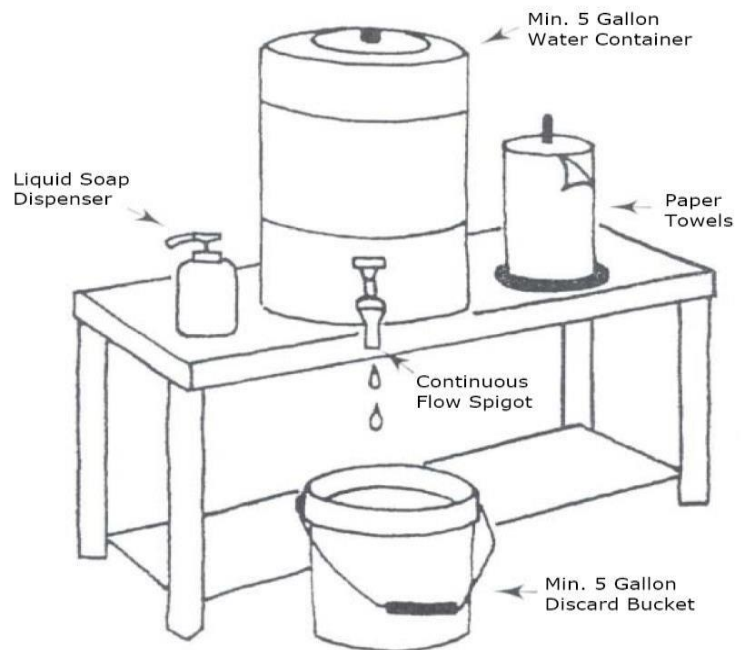
The diagram below is a suggestion of how food preparation area should be arranged. It is important to place the hand wash station in the location where food is being prepared.

- Personal food areas should not be mixed with food for the public.
- Do not eat in a food preparation area.
- Beverage consumption is only allowed from a container that minimizes hand to mouth contact.
- A person in charge (PIC) must oversee serving tables.
- Open food must not be left unattended.



## HANDWASHING STATION DIAGRAM SAMPLE

1. Provide Liquid Soap
2. Provide disposable Paper towels
3. Provide a tank of potable water with warm water (90°F-110°F)
4. Provide a spigot for continuous water flow (Push- button spigot is not acceptable)
5. Provide a wastewater container and trash receptacle



**Gloves and Hand sanitizers do not take the place of this required handwashing station at any temporary food event.**

## ACCEPTABLE CONTAINERS AND SPIGOTS



\*You do not need a handwashing station at your booth if you only sell pre-packaged food items without samples\*



## WAREWASHING STATION DIAGRAM SAMPLE

### **Equipment and Utensils Warewashing Set-up**

1. Test strips required for sanitizer solution (Chlorine, Quaternary, iodine)
2. Approved disinfectant shall be used
3. All equipment shall be washed, rinsed, and sanitized every four hours.
  - #1 Basin: Wash with warm water and detergent
  - #2 Basin: Rinse in clean water
  - #3 Basin: Sanitize with water and sanitizer solution

### **Proper Sanitizer Concentration:**

Chlorine solution = 50-100ppm;

Iodine solution = 12.5 to 25 ppm; or

Quaternary ammonium compound = 200 ppm.

**Containers/tubs (Basins) shall be large enough to accommodate immersion of the largest equipment and utensils**

