

**Application for a License to Conduct a Temporary: (check one only)**

- Food Service Operation
- Retail Food Establishment

**Instruction:**

1. Complete the applicable section. (Make any corrections, if necessary)
2. Sign and date the application.
3. Make check or money order payable to: **Division of Assessment & License**
4. Return check and signed application to: **CITY OF CLEVELAND**

**601 Lakeside Avenue - Room 122  
Cleveland, Ohio 44114**

Before the license application can be processed, the application must be completed and the Indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

<b>NAME OF EVENT</b>		
<b>LOCATION OF EVENT</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>START DATE</b>	<b>END DATE</b>	<b>OPERATION TIME(S)</b>
<b>PERSON IN CHARGE OF FOOD SERVICE OPERATION</b>		<b>PHONE NUMBER</b>
<b>ADDRESS OF LICENSE HOLDER</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>LIST ALL PROPOSED MENU ITEMS</b>		

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.	
<b>SIGNATURE</b>	<b>DATE</b>

**CITY USE ONLY - LICENSOR TO COMPLETE BELOW**

<b>VALID DATE(S)</b>	<b>LICENSE FEE:</b>
----------------------	---------------------

**APPLICATION APPROVED FOR LICENSE AS REQUIRED BY CHAPTER 3717 OF THE OHIO REVISED CODE**

<b>BY</b>	<b>DATE</b>
<b>AUDIT NUMBER</b>	<b>LICENSE NUMBER</b>

**CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH  
TEMPORARY FOOD SERVICE INFORMATION**

NAME: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_ DATE \_\_\_\_\_

**FOOD PROTECTION**

If food is prepared in advance, how will it be transported to the event and where was it prepared:

\_\_\_\_\_

\_\_\_\_\_

**A. How will the foods be held cold (< 41°F)?**

- Mechanical Refrigeration
- Cooler Chests
- Other - Specify \_\_\_\_\_

**B. How will the food be cooked and / or held hot (> 135°F)?**

**NO CROCKPOTS FOR COOKING POTENTIALLY HAZARDOUS FOODS**

- Stove
- Electric Roasters or Skillets
- Charcoal / Gas Grills
- Gas Camping Stoves
- Other - Specify \_\_\_\_\_

**C. Name of water source - (water that will be used for cooking or serving):**

- Municipal Supply  
Name of Municipality \_\_\_\_\_
- Other Approved Source  
Name of Source \_\_\_\_\_

Below make a detailed drawing of your floor plan.

Show all equipment and utensils, support facilities and serving areas.

(T)

Inspector: ROBERT GRACE

CITY OF CLEVELAND  
DEPARTMENT OF PUBLIC SAFETY – DIVISION OF FIRE  
FIRE PREVENTION BUREAU  
1645 SUPERIOR AVE., CLEVELAND, OHIO 44114  
[(216) 664-6664; (216) 664- 6681, fax]

**APPLICATION FOR THE TEMPORARY STORAGE, HANDLING, SALES OR  
USE OF HAZARDOUS SUBSTANCES/MATERIALS**

PERMIT NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
FEE: 20<sup>00</sup> (Payable by check/money order to the "City of Cleveland")

NAME OF FACILITY/EVENT: \_\_\_\_\_  
LOCATION/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**SEPARATE APPLICATION REQUIRED FOR EACH CATEGORY –**

- |   |                              |
|---|------------------------------|
| 1. Flammable Liquid _____                     | 4. Compressed Gas _____      |
| 2. Combustible Liquid _____                   | 5. Cryogenic Liquid _____    |
| 3. Liquefied Petroleum Gas _____<br>(propane) | 6. Other _____<br>(charcoal) |

**METHOD OF STORAGE (tanks; cylinders; drums; etc.); QUANTITY OF  
MATERIAL; INTENDED USE:**

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

**SPECIAL REQUIREMENTS (Check all that apply):**

- \_\_\_\_\_ Open Flame/Barbecue Grills –  
Method of hot ash disposal: \_\_\_\_\_
- \_\_\_\_\_ Propane (LPG) – A maximum of two (2) one hundred pound (100#)  
cylinders per area, unless prior approval has been granted by the Fire  
Prevention Bureau. *All propane cylinders shall be adequately secured (i.e.  
chained) and shall be stored in an upright position.*
- \_\_\_\_\_ Fire Extinguisher (tent/canopy/concession stands – no cooking) = Dry  
Chemical, 2-A20-B:C rating.
- \_\_\_\_\_ Fire Extinguisher (tent/canopy/concession stand – cooking) = Dry  
Chemical, (40-B:C) or Type K (2-A:1-B:C) required when utilizing cooking  
oils. *(Prior approval must be obtained by the Fire Prevention Bureau in  
order to cook under or to utilize open flame within a tent or canopy).*

The acceptance of the permit herein applied for shall constitute an agreement on (my/our) part to abide by all of the conditions herein contained, and to comply with all ordinances of the City of Cleveland, the laws of the State of Ohio, and all of the rules and regulations of the State Fire Marshal, the Chief of the Division of Fire and the Board of Building Standards & Building Appeals as it relates to the storing, handling, sales and use of Hazardous Substances/Materials.

APPLICANT: \_\_\_\_\_  
(Please print)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

DRIVER LICENSE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**PROPERTY OWNER'S PERMISSION**

The owner of the premises described in the foregoing application hereby grants the lessee or agent permission to store, handle, sell or use the above mentioned Hazardous Substances/Materials at this location.

Owner: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
(Please print name)

Owner's Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**FIRE PREVENTION BUREAU**

Building Height \_\_\_\_\_ Stories \_\_\_\_\_ Area: \_\_\_\_\_  
Construction Type: I \_\_\_\_\_; II \_\_\_\_\_; III \_\_\_\_\_; IV \_\_\_\_\_; V \_\_\_\_\_  
Type of Occupancy: \_\_\_\_\_

Special Event Information:

Event Location: \_\_\_\_\_

Sponsor's/Coordinator's -

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

( ) Approved ( ) Disapproved By: \_\_\_\_\_  
(Inspector)

Comments/Special Conditions: \_\_\_\_\_  
\_\_\_\_\_

**CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH**  
**DIVISION OF ENVIRONMENT**  
**75 Erievue Plaza, 3rd Floor**  
**(216) 664 – 2300**



## **FOOD VENDOR GUIDELINES**

### **SPECIFIC GUIDELINES AND INSTRUCTIONS FOR TEMPORARY FOOD SERVICE OPERATIONS AT SPECIAL EVENTS AND FESTIVALS**

The following guidelines have been prepared by the Department of Public Health to insure that all **Special Events and Festivals** in the City of Cleveland, which include the handling and sale of food products, are conducted in a safe and sanitary manner. The Health Department's goal in developing these minimum guidelines is to protect the Health and Welfare of all the citizens and visitors of our City

**Each Food Service Operator is responsible for adhering to the following guidelines:**

#### **PRE-EVENT**

##### **APPROVAL OF PLANS, EQUIPMENT & MENU:**

At least 48 hours before opening a temporary food service or temporary food service or temporary retail food establishment. The operator, promoter, or a designated person shall provide the Department of Public Health at 75 Erievue Plaza, 3rd Floor., with a drawing showing the layout of the facilities and a letter of intent providing the following pertinent information:

1. The number of Food Service stands at the event.
2. List of foods to be prepared and served:
  - a. Potentially hazardous foods not prepared at the Temporary Food Service Operation shall be prepared in a licensed food service operation and transported to the temporary food service operation by a method approved by the Department of Public Health.
3. Source of food:
  - a. All food products **must** come from an approved supplier.

4. **Hot Holding Facilities and Cold Holding Facilities:**
  - a. All potentially hazardous foods shall be maintained at 41° F and below, or at 135° F and above, by a method approved by the Department of Public Health.
  - b. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
5. **Hand Washing:**
  - a. A hand washing facility or an alternate method approved by the Department of Public Health shall be available for employee hand washing.
6. **Equipment and Utensils:**
  - a. A three compartment sink system or another method approved by the Department of Public Health shall be provided or made available and used only for manual washing, rinsing, and sanitizing of equipment and multiple-use utensils. An approved sanitizer shall be used at the final rinse.
7. **Support Facilities:**
  - a. The operator or promoter shall demonstrate to the Department of Public Health that a safe water supply, sewage waste water disposal system, toilet facilities, as well as garbage and refuse disposal systems will be in place for the duration of the event.
  - b. Vendors are reminded that grease may not be discharged into the City's sanitary system.
8. Any other information requested by the Health Department.

#### **LICENSING:**

Before opening a temporary food service operation all operators shall make applications with the Division of License and Assessment in Room 122 – City Hall (601 Lakeside), phone number 664 – 2264. For events with five or more participants, it is recommended that the promoter or a designated person acquire applications from the Division of License and Assessments and distribute them to the operators. The completed application and fees are to be returned to the Division of License and Assessments by the promoter or the designated person. No one person shall be issued more than ten (10) temporary licenses per year. Temporary Licenses shall be effective for not more than five (5) consecutive days.

#### **FEES:**

The fee is \$40.00 for a commercial temporary food service license, \$20.00 for a temporary non-commercial food service license. The fee for a state mobile food service license is \$263.44. For samples, no fees are required.

NOTE: Each individual booth is required to obtain a temporary food service license and to adhere to the HEALTH DEPARTMENT'S GUIDELINES.

## DAY OF EVENT

Health Inspectors will inspect each booth and food handling practices several times a day, each day of the event.

### **EACH BOOTH OPERATION MUST:**

1. Have a temporary food service license. The license must be posted.
2. Have a proper and adequate method of refrigerating / heating foods to proper temperature.
3. Keep food covered at all times to protect from contamination by sources such as dust, dirt, flies and other debris.
4. All food must be stored off the ground.
5. All operations must have covered waste receptacles.
6. All operations must have some type of hand washing.
7. All operations must have access to toilet room facilities.
8. All operations must have heavy-duty wiring, if electrical appliances are used. This is to be installed so as not to create a safety issue / hazards.
9. Cook and serve foods under cover (tent or canopy) to minimize contaminations of foods. (Check with Fire Prevention).
10. Provide three (3) containers, one to wash, one to rinse, and one to sanitize all common utensils coming in direct contact with food,
  - a. Cutting Board
  - b. Pots
  - c. Dishes, etc.
11. Food employees may not contact ready-to-eat foods with their bare hands, they must either use approved utensils,
  - a. Spatulas
  - b. Tongs
  - c. Deli Tissue or
  - d. Single Use Gloves

### **(FOOD WORKERS MUST WASH THEIR HANDS BEFORE PUTTING ON GLOVES)**

12. Food employees shall wear hair restraints.
13. All operations must have a probe thermometer.

## **REMINDER**

**Public Health Sanitarians will inspect each booth and will point out problems they see or concerns they might have. The staff will inspect all food handling booths several times per day.**

**EACH INDIVIDUAL BOOTH MUST  
HAVE A TEMPORARY FOOD SERVICE  
LICENSE.**

For more information regarding temporary food service licensing requirements contact:

Joyce Macon, R.S., Special Event Coordinator, 664 – 4599

Pamela Cross, R.S., Project Director, 664 – 4374

Ronald Smith, R.S., Deputy Commissioner, 664 – 3596

Willie Bess R.S., Commissioner, 664 – 3595

The City of Cleveland, Department of Public Health's responsibilities and authority for enforcement and inspection is derived from Section 241.02 of the City of Cleveland Codified Ordinances.