

# APPLICATION FOR MULTIPLE LOCATION TEMPORARY FOOD EVENTS

## WILL COUNTY HEALTH DEPARTMENT

WCHD— Main office  
501 Ella Avenue  
Joliet, IL 60433  
815-727-8490  
Fax 815-740-8147

WCHD— North Branch  
323 Quadrangle Drive  
Bolingbrook, IL 60440  
630-679-7030  
Fax 630-679-703

WCHD—East Branch  
5601 W Monee-Manhattan Rd Suite 109  
Monee, IL 60449  
708-534-5721  
Fax 708-534-3455

### INITIAL EVENT SPONSOR INFORMATION

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Event Contact Ph# \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Date and Time when ready for initial inspection: \_\_\_\_\_

Menu: \_\_\_\_\_

All food prepared onsite or at remote location (name and address): \_\_\_\_\_  
*Include copy of remote locations permit to operate*

Certified Food Protection Manager (Name, cert. #, and expiration): \_\_\_\_\_  
*A CFPM must be present onsite during operations for medium risk category applicants*

Please list name and dates of future events in which you will be operating. \_\_\_\_\_

*I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_*

*Please consult with WCHD Environmental Health Division to determine your applicable fee*

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of multi-location temporary permit fees however are still subject to the full \$30 late fee. Non-profit organizations will be required to provide proof of their NFP status.

CATEGORY	EXAMPLE	FEE	WITH LATE FEE	PERMIT PERIOD
Low Risk	Non-time/temperature control for safety food	\$250	\$280	April 1—October 31
Medium Risk	Food prep, hot/cold holding	\$425	\$455	April 1—October 31

*A \$30 late fee will be charged if the application & permit fee are not received by WCHD a minimum of 7 days prior to the event in which date of payment doesn't count. All fees paid are not refundable. Make checks payable to the Will County Health Department.*

Credit Card payments make at [www.govpaynow.com](http://www.govpaynow.com) and use PLC7078 or call 888-604-7888 option 1

### FOR OFFICE USE ONLY

DOCUMENT : **PR#** \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_ DATE PAID \_\_\_\_\_

PERMIT FEE PAID \_\_\_\_\_ INVOICE # **IN** \_\_\_\_\_ CHECK # \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ RECEIPT # **RP** \_\_\_\_\_ CC TRANSACTION # \_\_\_\_\_

Temporary Food Establishment Booth Construction

**Hand Washing:** \_\_\_\_ hand sink \_\_\_\_ container with spigot/catch bucket

**Cold Food Holding Equipment:** \_\_\_\_ Refrigerators \_\_\_\_ Freezers

**Hot Food Holding Equipment:** \_\_\_\_ Steam Table \_\_\_\_ Oven/Stove/Hot Box  
\_\_\_\_ Other (\_\_\_\_\_)

**Water Supply:** \_\_\_\_ Public \_\_\_\_ Private *(A satisfactory water sample must be obtained prior to permit approval)*

**Wastewater Disposal:** \_\_\_\_ Sanitary Sewer \_\_\_\_ Mop Basin \_\_\_\_ Holding Tank

**Floor Construction:** \_\_\_\_ Asphalt \_\_\_\_ Concrete \_\_\_\_ Tarp \_\_\_\_ Tile \_\_\_\_ Wood

**Canopy Construction:** \_\_\_\_ Tent \_\_\_\_ Wood  
\_\_\_\_ Trailer

**Barriers to Public:** \_\_\_\_ Tables \_\_\_\_ Enclosed Trailer \_\_\_\_ Interior Kitchen

**Pest Control:** \_\_\_\_ Fans \_\_\_\_ Food Covers \_\_\_\_ Screens

**Provide a sketch of the basic set-up of your temporary food booth. Include the following:**

\_\_\_\_ Tables                      \_\_\_\_ Cooking Equipment                      \_\_\_\_ Food Holding units  
\_\_\_\_ Food Prep area                      \_\_\_\_ Ware Washing Area                      \_\_\_\_ Hand Washing Area

Food Booth Sketch

