



Will County
Health Department &
Community Health Center

Environmental Health Division

GUIDE FOR
TEMPORARY FOOD
MULTI LOCATION PERMITS
MOBILE UNITS
COTTAGE FOOD OPERATORS

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Intro & table of contents

The Will County Health Department Environmental Health Division offers a variety of permits to allow you to serve food to the public outside of an approved Food Establishment. This guide will help you decide what option works best for your business.

Additional information and all applications can be found on our website www.willcountyhealth.org and WCHD EH staff is always available to help you when choosing a permit that will work for you.

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Definitions

Temporary food establishment: The term “temporary food establishment” shall mean a food establishment that operates onsite at a single location for a period from one day up to fourteen days starting on the first day of food services in conjunction with a public events, festivals, or farmers market.

Multiple location temporary food establishment: The term “Multiple location Temporary food establishment” shall mean a temporary food establishment that operates at a single or multiple locations throughout a jurisdiction at public events, festivals, or farmers markets.

Public Event: The term “public event” shall mean any event to which members of the public are invited to attend., able to attend, or expected to attend.

Private Event: The term “private event” shall mean any event that is a private function, which is unadvertised and by invitation only including but not limited to, a wedding, or individual party such as a birthday or anniversary.

Shared Kitchen: The term “Shared Kitchen” shall mean a food establishment that is used as a place of business for the purpose of providing commercial space and equipment to multiple individuals or businesses entities with commercially prepare or handle food that will be offered for retail sale.

Farmers Market: The term "Farmers' Market" shall mean a common facility or area where the primary purpose is for two or more farmers to gather to sell a variety of fresh fruits and vegetables and other locally produced farm and food products directly to consumers.

Mobile unit means a food service operation that is operated from a movable motor driven or propelled vehicle, portable structure and that can change location. Mobile units shall not operate at a fixed location and must be moved daily.

Base of operation means a location to which a mobile food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

Certified Food Protection Manager (CFPM) The PERSON IN CHARGE shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM.

Temporary Event Permit

A temporary Event permit is issued to a vendor operating at a single event that is open to the public, such as a festival, craft show, or farmers market.

Temp Permits are good for up to 14 dates at the same event location.

All food sold must come from an approved source, and be prepared onsite of the event, or prepared at an approved location. An approved location can be a licensed kitchen, operated by the vendor or a shared kitchen/commissary rented by the vendor. If food is prepped off site, the Food Service license and/or commissary agreement must be provided at time of permit application. No food can be stored or prepared in a private home.

Additional guidelines can be found on pages 12-17

Category	Examples	Fee	With \$50 late fee if not received more than 7 days to the event start	x2 fee if not received more than 3 days of event start
Low Risk	Non-Time/ Temperature controlled for safety foods. i.e. Popcorn, cotton candy, lemon shake ups, pre-package ice cream	\$72	\$122	\$144
Medium risk	Food prep, hot/cold holding. i.e. Burgers, hot dogs, pizza, sandwiches, fried foods, scooped ice cream	\$108	\$158	\$216
High risk	Smoking, cooling & reheating. i.e. pig roast,	\$162	\$212	\$324

Multi Event Location Permit

A Multi Event Location Permit is issued to a vendor who will be attending multiple temporary events through out Will County, between April 1st and October 31st, who serves low or medium risk category foods.

To obtain a Multi-Event Location Permit a vendor :

- Must have a Certified Food Protection Manager (CFPM) present at all times of operation.
- Must have approved base/commissary
- Must provide a tentative list of locations/events attending

After the permit is issued, the physical permit must be onsite and posted at the event. An inspection may not be conducted at each event, however this department may still check you're meeting the requirement of the permit. If the permit is not present, you can be sent home or have to apply for a temporary event permit.

Category	Example	Fee	With late fee
Low Risk	Prepackaged Time/temperature control for safety foods. Popcorn/cotton candy/coffee or other beverages	\$350	\$400
Medium Risk	Food Prep w/hot/cold holding, i.e. Burgers, hot dogs, pizza, sandwiches fried foods.	\$550	\$600

Additional guidelines can be found on pages 12-17

Benefits of having a multi location

- * Avoid late fees for last minute invites to events
- * No need to wait for an inspection to operate.

MOBILE UNIT/FOOD TRUCK

PERMITTING PROCESS

- ◆ Mobile units with food preparation shall submit a vehicle registration, driver's license, a completed mobile unit application and mobile unit checklist, CFPM and food handler training certificates.
- ◆ Mobile units without food preparation shall submit a vehicle registration, driver's license and a completed mobile unit application.
- ◆ The plan review fee shall be included with the application. The plan review process is a one-time fee. Mobile units will be billed annually for the permit fee.
- ◆ A completed Use of Base of Operation agreement shall be included with the application.
- ◆ Upon completion of the review, an inspection will be scheduled to issue a permit sticker.

Type	Permit Fee	Plan Review
Push Carts for Frozen Novelties	\$250	N/A
Mobile Units without Preparation	\$325	\$264
Mobile Units with Preparation	\$450	\$420

All equipment shall bear the seal of the National Sanitation Foundation (NSF), ETL, UL Sanitation Standard or equivalent and be approved by this department. Other materials may be evaluated and approved by the Health Department on a case by case basis.

Mechanical Refrigeration shall be provided for the storage of Time/Temperature Control for Safety Food, which is: sufficient in capacity, and capable of maintaining TCS food at 41°F or less, and in the case of frozen foods at 0°F or less. Dry ice is only allowed for frozen novelties.

Hot holding storage equipment shall be provided for the storage of cooked TCS food prior to service, which is: sufficient in capacity, and capable of maintaining TCS food at 135°F or higher.

A 3-compartment sink with two drain boards is required along with an appropriately sized faucet, lockable drain plugs and an indirect connection to the holding tank. **A Chemical Test** kit for your sanitizer type shall be provided.



Temperature measuring devices, appropriate to the operation, shall be used for monitoring temperatures for the types of TCS foods prepared and held, as specified in the Food Code. Food temperature measuring devices shall be accurate to $\pm 2^{\circ}\text{F}$ and have a range of 0°F to 220°F .

A separate hand sink shall be provided and equipped with potable hot and cold running water, soap in a dispenser and single use hand towels. A hand-washing sign is to be posted at the handwashing sink.

Note: Exemption – mobile food units which sell only pre-packaged foods and/or beverages may be exempted from the provision of a 3-compartment sink.

An operator should meet the following requirements regarding water under pressure: a water source from an approved commissary shall be specified, hot and cold water under pressure is required. Hand pumps are not acceptable for this purpose, hot water shall be supplied at a minimum temperature of 85°F , and piping and fixtures should be designed for potable water (e.g., food grade).

Holding Tanks

If liquid waste results from the operation, the waste shall be stored in a permanently installed retention tank at least 15% larger than the water supply tank. All liquid waste shall be disposed of at the commissary.

Floors, Walls, Ceiling

Surfaces shall be smooth, durable, easily cleanable, light in color. (6-Raw wood surfaces are not permitted).

Hoods

All grease or smoke-producing cooking units shall be provided with approved exhaust system as outlined in BOCA, NFPA 96, UL and NSF. All exhaust systems shall be designed per manufacturer's recommendations and based upon the grease and heat load. All hood systems shall comply with Section (6-304.11) of the Food Code.

All openings to the outside shall be screened or provided with air curtains and all doors shall be self-closing and tight fitting.

Food handlers shall wear hair restraints and use, disposable gloves, use deli paper or utensils when handling ready to eat foods.

Only single service disposable utensils shall be used for the service of food and drink.

All beverages, ice, bakery products, sandwiches and all other food must be **obtained from an approved and permitted commissary.**

Cottage Food Operators

Cottage food operations are home-based food businesses conducted by a person who produces food or drink, other than foods and drinks listed as prohibited by Illinois law, in a kitchen located in that person's primary domestic residence or another appropriately designed kitchen on a farm. The law allows cottage food operations to sell food directly to consumers, including sales by the owner, a family member, or employee, but may not be sold for resale or in retail food establishments.

Generally, cottage food products must be packaged and labeled with ingredients and allergens. Certain foods and ingredients are prohibited under cottage food regulations. Some products, such as canned tomatoes, acidified, and fermented foods, have additional requirements for food safety. You can learn more about prohibited ingredients and additional requirements by reviewing the cottage food guide available [Cottage Food \(illinois.gov\)](http://Cottage Food (illinois.gov))

Anyone wishing to operate under the Cottage Food Act must register in the county they live in and should be able to provide proof of registration.

When submitting your application be sure to include the following:

- ◇ Completed application
- ◇ Copy of CFPM
- ◇ Labels for products
- ◇ Example of Point of sales signage
- ◇ Water sample results if applicable
- ◇ Lab results if applicable
- ◇ Self inspection



Event Coordinator

When a larger event such as a Farmers Market, Festival or similar multi-vendor event is held, an event coordinator or contact should be identified on the application. This is important for the inspector to have a point of contact to discuss the event and determine if vendors require permits. A separate application for an Event Coordinator is available on our website or by contacting any of our office locations.



Certified Food Protection Manager (CFPM)

A Certified Food Protection Manager (CFPM) is required when applying for a multi event permit, cottage food, and Mobile Food truck. To be certified one must complete an ANSI accredited Certified Food Protection Manager course and pass an exam. Accredited courses may be available online or by local providers. Certificates are valid for five years. More information can be found on the IDPH website [Certified Food Protection Manager \(CFPM\)/Food Service Sanitation Manager \(FSSMC\) \(illinois.gov\)](https://www.idph.state.il.us/CFPM/FSSMC/illinois.gov)



Farmers Markets



Farmers markets offer consumers farm-fresh, affordable, convenient, and healthy products, such as fruits, vegetables, cheese, meats and more. Farmers markets are regulated by local health departments in Illinois.

Temporary Event permits issued are valid for 14 dates at the market, additional permits may be required due to the length of the market .

Farmers Market Sampler Certificate

IDPH supports farmers market vendors by offering a Farmers Market Food Product Sampling Handler Certificate to allow food sampling at a farmers market without having to get a separate license from the local health department (applies to samples only).

This certificate is required for persons who engage in performing tasks such as unpacking, cutting, slicing, preparing, or distributing food product samples. Certificates are not transferrable between individuals and are valid for three years from the issue date. Visit the IDPH website for more information on this certificate.

Vendors must provide a copy of the certificate to the inspector.

No Permit required/Non-For Profit

A permit is not required when:

- ⇒ You are selling only prepackaged, non-Time/temperature controlled for safety foods from an approved source, Such as chips, candy and bottled/canned beverages.
- ⇒ You are a farmer selling uncut produce.
- ⇒ Selling unaltered raw honey.
- ⇒ Grilling at your permitted facility.
- ⇒ You are hosting a private event, as defined by the Will County Food Sanitation Ordinance.
- ⇒ A bake sale, where items are made in a home kitchen and sold as a fundraiser.
- ⇒ A potluck event, per Section 3.1 of the Food Handling Enforcement Act.
- ⇒ A lemonade stand, per Illinois Law, children under the age of 16 can run a lemonade stand without a permit or license.



*** WHEN HOSTING A BAKE SALE OR POTLUCK IT IS SUGGESTED WARNING SIGNS BE POSTED STATING THAT THE FOODS BEING PROVIDED ARE MADE IN A HOME KITCHEN AND NOT INSPECTED BY A HEALTH DEPARTMENT.**

Non-For Profit (NFP)

Government entities, schools, churches, and non-for profit (NFP) groups pay 50% of temporary event fees, however, are still subject to the full late fee. NFPs are required to provide proof of their NFP status.

Temporary & Multi Location Set up Requirements

Food Stand Construction

Pop up Canopy style can be used to protect your food prep and service areas. Floors in the food preparation area shall be well drained concrete or asphalt. If this is not feasible, a temporary floor shall be constructed of wood, canvas, rubber mats or cardboard that is switched out regularly. GRASS OR GRAVEL IS NOT ACCEPTABLE. If wood is used it shall be freshly painted so it is smooth, easily cleanable, and nonabsorbent. Light bulbs shall be shielded or be of “shatter resistant” construction.

Food Storage

All time/temperature controlled for safety foods shall be maintained at an internal temperature of 41 °F or below or at an internal temperature of 135 °F or above. Note: “Time/Temperature Controlled for Safety Foods” means any food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Proper mechanical refrigeration must be provided at booth for storage of all time/temperature controlled for safety foods. Insulated coolers and ice are prohibited for use for food storage. Cambro units may be used only for transportation of foods, not for storage.

All food shall be covered and stored at least six inches off the ground. All food must be protected (i.e. covered) to prevent contamination from insects.

Wet storage (non-drained ice) of food is prohibited, except for cans of soft drinks, bottled water, and beer may be stored in non-drained ice. The water must contain at least 50 ppm chlorine and changed as needed.

Refrigeration trucks and remote storage trucks shall be inspected and comply with temporary event regulations. Such as providing mechanical refrigeration, maintaining proper temperatures of food, and proper food protection during storage.

Temporary & Multi Location Set up Requirements

Food Preparation and Service

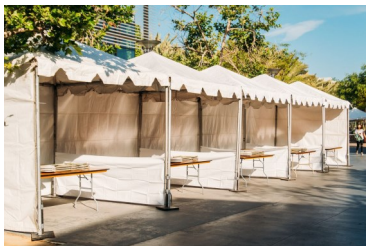
Time/temperature controlled for safety foods preparation shall be kept to a minimum. Time/temperature controlled for safety foods can only be thawed in mechanical refrigeration units or can be cooked from frozen. Thawing outdoors or at room temperatures is prohibited.

If food is being transported to the event, required food temperatures must be maintained. Hot food must arrive at the event at an internal temperature of 135°F or hotter. Cold food must arrive at an internal temperature of 41°F or colder.

All foods are to be cooked or heated to proper internal temperatures and according to health codes. All hot foods must be held at an internal temperature of 135 °F or above. **Cooling and reheating previously cooked items is considered a high risk activity.** Any smoking or long term cooking will require a detailed HACCP plan including the flow of food with all hazards and critical limits identified and detailed record keeping. HACCP forms are available at the Will County Health Department.

Condiments shall be individually packaged or dispensed from a container which protects the condiment from contamination. Condiments that cannot be poured shall be dispensed from a container with a self-closing lid or pump dispenser.

Food and ice shall be handled with scoops, tongs or other serving utensils. These utensils shall be stored in the food with handle extended out of the food or clean and dry.



Temporary & Multi Location Set up Requirements

Equipment and Utensils

Only single service utensils (forks, knives, spoons, plates and cups) shall be provided to the customer. No single service article can be reused.

Single service articles shall not be stored on the floor or ground and shall be at least 6 inches off the floor/ground and protected from contamination at all times.

Single service cups shall be dispensed from an approved tube dispenser or from the plastic shipping wrap surrounding each stack of cups.

Food contact equipment and surfaces shall be smooth, easily cleanable, non absorbent, of food-grade materials and be in good repair and free of rust. Chipped or cracked enamelware, wood, or galvanized surfaces are not acceptable food contact surfaces. Wood utensils are prohibited.



Each mechanically refrigerated unit must be provided with an accurate thermometer, inside the unit.

Each stand which serves time/temperature controlled for safety foods shall have, and use an accurate metal stem-type thermometer reading 0°-220°. Thermometers are to be cleaned and sanitized before and after each use.

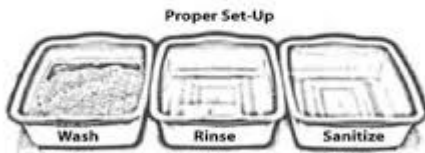


Temporary & Multi Location Set up Requirements

Cleaning

After each use, all equipment and food contact surfaces, (except cooking surfaces) shall be thoroughly washed (hot, soapy water), rinsed (clean water), sanitized in a solution of 50 to 100 ppm available chlorine or 200 ppm quaternary ammonia (quat) solution, and air dried. Containers used for ware washing shall be large enough to hold the utensils and equipment being washed. Cooking surfaces shall be cleaned and sanitized as needed.

Wiping cloths used for cleaning food contact surfaces shall be clean and shall be stored in a separate sanitizing solution of at least 100 ppm chlorine or 200 ppm quat between uses. Another separate cloth and solution shall be used for nonfood contact surfaces.

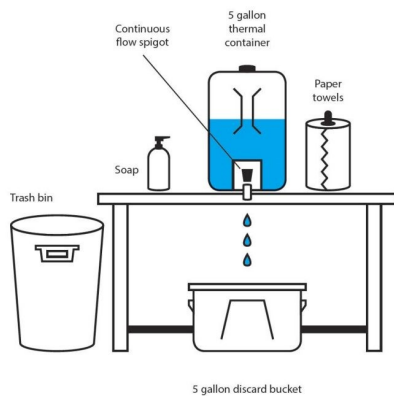


Accuracy of sanitizers must be checked by using the appropriate chlorine or quat test kit depending on which sanitizer is used.

Personal Hygiene

No person with infected cuts, burns, or boils on their hands or arms; with diarrhea; or with a respiratory infection; shall work in a food stand.

A means of hand washing with water, soap, and paper towels shall be provided. This may be done by using a container of water with a spigot and bucket to catch waste if running water is not available. Water must be from a potable source.



What to expect during your inspection:

Your inspector will confirm a time prior to the start time of the event, food CANNOT be sold or served until you are approved, food prep is allowed prior to the inspection.

The following items must be available at the time of inspection:

√ 3 bucket or 3 comp is set up with sanitizer and proper test kit.

√ Handwashing with soap and paper towels is set up

√ Mechanical Refrigeration/freezer is on and holding at 41° or below with the correct thermometer at booth and/or for storage.

√ Proper temperatures of food are being maintained including storing, cooking and holding.

√ Dial Stem Thermometer with reading of 0°-220°F for monitoring temperatures of food.

√ Food handlers must have a hair restraint such as hat, visor, or hairnet.

√ Gloves or barrier protection for handling of ready to eat foods is provided.

√ Source and proper labeling on foods is available

√ Your booth is set up completely, overhead covering, floors and barrier to public is set up.

Use the self inspection checklist to ensure you'll be ready for your inspection.

Self inspection Checklist

Employee Hygiene	<input type="checkbox"/> Hair Restraints, Hat/Hair Net <input type="checkbox"/> Gloves
Handwashing	<input type="checkbox"/> Container With Hands Free Spigot <input type="checkbox"/> Hand Sink <input type="checkbox"/> Soap And Paper Towels
Ware Washing	<input type="checkbox"/> 3 Buckets <input type="checkbox"/> Extra Utensils <input type="checkbox"/> 3 Comp Sink
Sanitizer	<input type="checkbox"/> Chlorine (Bleach) <input type="checkbox"/> Quat Sanitizer <input type="checkbox"/> Test Strips
Canopy	<input type="checkbox"/> Tent <input type="checkbox"/> Wood <input type="checkbox"/> Food Truck/Trailer
Floor Construction	<input type="checkbox"/> Asphalt/Concrete <input type="checkbox"/> Tarp <input type="checkbox"/> Tile <input type="checkbox"/> Wood <input type="checkbox"/> Stainless Steel
Barrier To Public	<input type="checkbox"/> Tables <input type="checkbox"/> Food Truck <input type="checkbox"/> Interior Kitchen
Pest Control	<input type="checkbox"/> Fans <input type="checkbox"/> Screens <input type="checkbox"/> Food Covers

TEMPERATURES		
Thermometers	<input type="checkbox"/> dial stem <input type="checkbox"/> thermometer for mechanical refrigeration	
Refrigeration	Temperature	
Hot/Cold Food Holding	Product	Temperature

WCHD Contact Information

All of the WCHD applications can be found on our website
www.willcountyhealth.org
or by contacting any of our office locations

Main Office

501 Ella Ave
Joliet IL 60433
815-727-8490

North Branch Office

323 Quadrangle Dr
Boilingbrook IL 60440
630-679-7030

East Branch Office

5601 W Monee-Manhattan Rd Suite 109
Monee, IL 60449
708-534-5721

If you are unsure of your inspectors contact info
All applications can be emailed to
EH@willcountyhealth.org
and will be directed to the appropriate office



Online Payments can be made online at
www.govpaynow.com using **PLC code 7078**



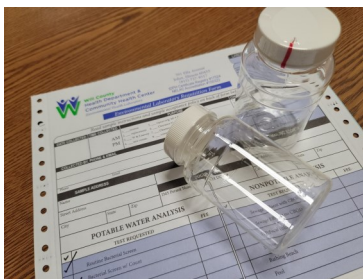
Additional Resources

Water testing

The Will County Health Department has an accredited lab on site at our Main Office, if you require a water sample from your private well, the WCHD Lab offers testing, information and sample bottles can be picked up at any of our office locations.

Testing Fees

Routine Bacterial Screen	\$20
Bacterial Screen with Count	\$25
Chlorine Check	\$5
Nitrate Analysis	\$18
Fluoride Analysis	\$24
Hardness Analysis	\$18



For more information, contact our lab at 815-727-8517

Visit the Illinois Department of Public Health website for additional information on Farmers Markets, sampling permits, Cottage Food Operations and Certified Food Protection Manager training. [Food Safety \(illinois.gov\)](https://www.idph.state.il.us/food-safety/)



Or visit our website for applications as well as additional information. [Environmental Health | Will County Health Department](https://www.willcountyhealth.org/)



Notes:

Inspector name & contact info:

Inspection date/time:

Permit application & Fees due by:

