

Temporary Food License Application for Food Vendors Exhibiting at a Trade Show in Hamilton County, OH

Hamilton County Public Health is required to license and inspect temporary food service operations. **Temporary food service operation licenses are required for any person/group who wishes to prepare and sell food for 5 consecutive days or fewer in the same location.** This includes booths at a trade show, community festival or fair, yard sales and school booster events. Facilities that already have a permanent food service operation license must also apply for a temporary license if they plan to prepare and sell food outside their facility walls (in a booth, in a tent on their property, at a community festival, etc.)

The following information will help you apply for a temporary food service license:

- **Read over this [Temporary Mobile Food Service Packet](#)**
- **Apply at least 10 days prior to event**
- **Application fee is \$64.75 as of 02/27/2025 from the HCPH**

Authorization to conduct a temporary food service operation will be issued upon inspection of your food booth by Health District personnel. To prevent delays in opening your booth it is suggested that you be completely operational at least one hour prior to the event's starting time.

[Click Here to Complete the Application Online](#)

If you cannot complete the application online please print this document and return to:

**Hamilton County Public Health
250 William Howard Taft Rd 2nd Floor
Cincinnati OH 45219**

**Please Call: Hamilton County Public Health at
513-946-7800 with any additional questions.**

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

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: **HCPH**
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

**Hamilton County Public Health
 250 William Howard Taft Rd 2nd Floor
 Cincinnati OH 45219**

Before 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.

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		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

<i>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:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: \$64.75
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.



250 William Howard Taft Road, 2nd Floor
Cincinnati, OH 45219 • 513.946.7800
hamiltoncountyhealth.org



TEMPORARY FOOD OPERATION REQUIREMENTS

1. **FOODS** shall be obtained from approved sources only. Home-prepared foods are not permitted. All foods shall be prepared either at the temporary location or a licensed food facility in the State of Ohio.
2. **FOOD STORAGE** shall be in such a manner that all foods are protected which includes keeping foods covered and at a minimum of **six inches off floor/ground**.
3. **HOT AND COLD** storage of foods:
 - a. All TCS/potentially hazardous foods must be stored below 41° F or above 135° F at all times; e.g.: Cold-hold in coolers with ice or refrigerators; Hot-hold on a grill-top or cook unit, chaffing dish, or steam table.
 - b. **Ambient thermometers** must be located inside all cold- and hot-hold units.
 - c. **Food/probe thermometer must be available** to determine proper cooking and holding temperatures.
4. **THAWING** of frozen foods must be done in one of the following ways:
 - a. Under refrigeration below 41° F
 - b. As part of the cooking process (cook from frozen)
 - c. Microwave thaw, then immediately cook when thawed
 - d. Under cool, running water
5. **HAND WASHING** station must be set up at each temporary facility that prepares or cooks food and must have:
 - a. Continuous running water (e.g. cooler with spigot, coffee/tea urn, water jug with nozzle, etc.) – failing to do so will result in the withholding of the temporary license until water is obtained or **facility may not be able to operate**.
 - b. Hand soap & single-use towels – **hand sanitizer may only be used after washing hands with soap**.
 - c. Catch basin or bucket
6. **WATER SUPPLY** shall be adequate, safe, and from approved potable water source.
7. **BARE HAND CONTACT** must be prevented while cooking and preparing foods using single-use gloves and utensils such as tongs, scoops, and spatulas.
8. **CONDIMENTS** must be stored in squeeze bottles, pump dispensers, or individual packets.
9. **UTENSIL WASHING EQUIPMENT** must be present when there are multi-use utensils or food storage containers.
 - a. Multi-use utensils are to be washed, rinsed and sanitized (in that order) as needed to prevent contamination. A 3-basin setup must be in place (use clean buckets, pans, foil cooking trays, etc.)
 - b. Correct test strips must be available to check sanitizer concentration.
 - c. Sanitizer concentration is 50-100ppm chlorine, 12.5-25ppm iodine, or 150-400ppm quaternary ammonium.
10. **WIPING CLOTHS** shall be stored in sanitizer solution between uses.
11. **STRUCTURES** must be complete with flooring and **overhead covering** (tents/canopies). **On soft surfaces such as grass or dirt, flooring (mats, platforms, duckboards, or other materials that control dust and mud) is required** in all food preparation and serving areas.
12. **MATERIALS** for counters and tables shall be smooth and easily cleanable.
13. **LIGHTING** shall be provided if there is to be any cooking or service after sunset. Bulbs must be shatter-resistant.
14. **SMOKING, EATING, AND DRINKING is not permitted** within temporary facility.
15. **CLOTHING AND HAIR CONTROL** – food workers are to have clean clothing and hair must be restrained.
16. **WASTE STORAGE AND DISPOSAL**
 - a. Liquid waste must be stored in watertight containers until final disposal into sanitary sewer or sewage discharge system. No waste is to be placed directly onto ground.
 - b. Garbage and refuse to be stored in metal or plastic containers with tight fitting lids.
17. **FIRE PROTECTION** –check with the local fire department to determine fire safety risks. Fire extinguishers may be required if grilling or frying. Grills and fryers may need to be kept outside of covered areas.

THE ABOVE ITEMS MUST BE ADHERED TO FOR ISSUANCE OF TEMPORARY LICENSE



TEMPORARY FOOD OPERATION INFORMATION FORM

Completed application must be submitted at least **10 DAYS** prior to the event or may be rejected.

All food must be cooked on-site or at a licensed facility. **Food prepared at home is prohibited.**

If you have any questions, please contact the Environmental Health Division at (513) 946-7847.

* indicates a required field

Name of Temporary Food Facility*: _____

Name of Event: _____

Contact Person*: _____ Phone Number*: _____

Explain your hand washing setup*: _____

How will you keep food cold? _____

How will you keep food hot? _____

If you sell, serve, or handle any of the Big Nine Allergens (milk, eggs, wheat, soy, fish, shellfish, peanuts, tree nuts, sesame), provide an allergen statement at set up. Statement informs customers of major food allergens and may be listed on a menu, table tent, placard, display board, or other written means.

What equipment will be used? _____

How will contamination be prevented (e.g. tent, lids)? _____

Will the operation be using a 3-compartment sink or bucket set up for washing, rinsing, and sanitizing equipment and utensils?

Will Bleach or Quaternary Ammonium sanitizer be used? Ensure to have test strips. _____

All food is required to come from an approved source. Where will food be obtained from?*

Does this operation use support facilities? If so, include a copy of food service establishment license.

All food is required to come from an approved and inspected source - this could be an Ohio Department of Agriculture (ODA) licensed commissary or approved FSO/RFE. If using a commissary, provide copy of ODA license. If source is from a county other than Hamilton County, a Food Processing Facility registration is required from the ODA (614.728.6250).

Prior to opening, an inspection must occur to ensure that your operation meets the required standards (see Page 1). To prevent delays in opening, it is suggested to be ready to operate at least one hour prior to event start. Upon passing inspection the Temporary License may be issued.

What date/time will your operation be ready for an inspection?



Menu*: All food must be prepared on site or at a licensed facility. Food prepared at home is prohibited.

Diagram of Operations*: Include handwashing set up, dishwashing, coolers, grills, etc.

Issuance of a temporary food operation license requires final approval of Hamilton County Public Health. License fees must accompany this application with payment made to Hamilton County Public Health. Application must be received at **least 10 days prior** to the event or may be rejected.

A signature acknowledges acceptance of all requirements listed above and the temporary food service operation will meet all requirements in the Ohio Revised Code Chapter 3717.

SIGNATURE*: _____

Date*: _____

