

Department of Health

Environmental Health

Food and Lodging Program

108 Cherry Street – PO Box 70

Burlington, VT 05402-0070

HealthVermont.gov*Agency of Human Services*

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March 29, 2017

Dear Event Coordinator:

The Vermont Department of Health (VDH) has changed the application process for temporary food service licensing (also called “fair stands”) to improve the process for businesses and the department in 2017. Please review this information carefully. Vendors with a temporary food service license last year were mailed this information directly.

Applications for a Temporary Food Service Establishment and the corresponding license fee are required to be submitted to the Department of Health at least 15 days prior to the first proposed event of operation. Public Health Inspectors will not collect applications and license fees in the field at events. **Incomplete applications submitted will be returned with a request for more information.**

Each temporary food service establishment needs to hold an individual license to operate; separate applications and fees are required for operating more than one temporary food service stand at events or locations.

Once submitted, VDH will review the application for compliance with regulations and if satisfactory, issue a license to operate. Public Health Inspectors will verify compliance in the field when conducting inspections with vendors at events. Vendors found without a license or submitted application, or with critical item violations that cannot be satisfactorily corrected, will be required to cease operations.

Information is available on our website: <http://healthvermont.gov/environment/food-lodging>

As an event coordinator, you play a vital role in helping to share this information with vendors, and verifying licensing status with your vendors to help avoid licensing issues during your events. Public Health Inspectors will not collect applications or license vendors on-site at the event.

Please communicate details of your event with the program in advance of the event by email:

AHS.VDHFooodandLodging@vermont.gov

- Dates of the event – specifically, when will vendors be on-site and ready for inspection
- Business names of vendors participating in the event
- Are handwashing stations provided or will vendors bring their own equipment?
- Is potable water provided to vendors or the public?

Thank you for your partnership in working toward a successful temporary event season in 2017.

Sincerely,

Elisabeth Wirsing, MPH

VDH Food and Lodging Program

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Phone: 802-863-7221 or 1-800-439-8550 (toll-free in VT)

Email: AHS.VDHFooodandLodging@Vermont.gov





Food & Lodging Program
 108 Cherry Street
 P.O. Box 70
 Burlington, VT 05402-0070
 802-863-7221

For office use only:

 ID # _____

**APPLICATION FOR LICENSE TO OPERATE A
 TEMPORARY FOOD SERVICE ESTABLISHMENT**

SELECT ONE:

- 3-Day or Less Event License **\$125.00** 2017 Calendar Year License **\$230.00**

Application and fee must be submitted at least 15 days before the first event. Incomplete applications will be returned and will delay processing of your license.

FOOD STAND NAME (dba): _____

FULL LEGAL NAME OF CORPORATION, LLC, PARTNERSHIP, OR SOLE PROPRIETOR: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

NAME(S) OF PERSON-IN-CHARGE (PIC) AT EVENT: _____

PIC CELL PHONE: _____ PIC EMAIL: _____

LIST ALL EVENTS YOU WILL BE ATTENDING IN VERMONT. Use additional paper if necessary.

FIRST EVENT	LOCATION	DATES

ALL OTHER EVENTS	LOCATION	DATES

FOR OFFICE USE ONLY:
 Date Received _____ Amount \$ _____ Ck. _____ Inspector Assigned _____

MENU & PROCEDURE REVIEW Describe all menu items to be sold. Use additional paper if necessary.

Food product to be sold, sampled or prepared	Preparation Process: Include any cooking, cooling, hot and cold holding steps.	Preparation Location Specify any offsite locations.

LICENSE REQUIREMENTS A summary of the core regulatory requirements for a temporary food service operation is listed below. Compliance is required with these items and with the complete Vermont *Health Regulations for Food Service Establishments*. Initial to indicate you understand and will comply with each requirement. Not providing the necessary information may cause your application to be denied.

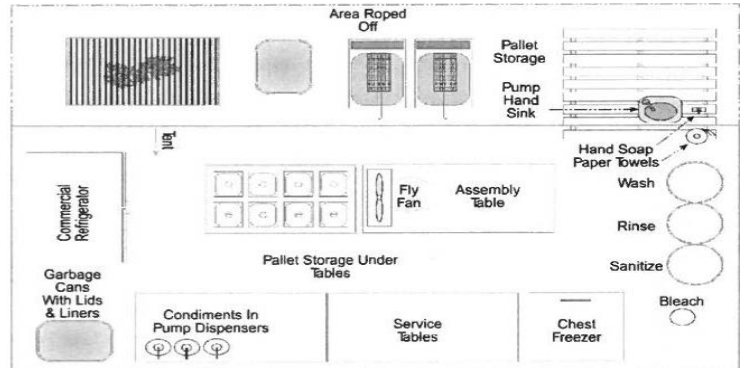
	Requirement	Initial
a.	All food, drink and ice must be from an approved source.	
b.	All food must be properly labeled and stored to prevent contamination.	
c.	All potentially hazardous foods must be cooked to the appropriate temperature then stored, displayed and served above 135° F or below 41° F.	
d.	No bare hand contact with ready-to-eat foods. Appropriate utensils or gloves must be provided. Employees shall wash their hands, with warm 100° F water and soap with a scrubbing action for at least 20 seconds as required.	
e.	Ice shall be stored in a container that is properly drained and protected from contamination.	
f.	Provide equipment to maintain temperature of all potentially hazardous food at required temperatures during storage, preparation, display and service.	
g.	All potentially hazardous foods must be thawed under refrigeration or as part of the cooking process.	
h.	Use good hygienic practices.	
i.	Restrict ill food workers from handling and preparing food.	
j.	Appropriate hair restraints and clean outer clothing or uniforms must be worn.	
k.	Provide approved facilities to wash, rinse and sanitize equipment and utensils.	
l.	Provide appropriate thermometers and sanitizer test kit.	
m.	Store and dispense single-service articles appropriately.	
n.	Manual warewashing must include an appropriate sanitization rinse.	
o.	Wiping cloths are used appropriately and stored in chemical sanitizer.	
p.	Food contact surfaces of equipment and utensils are cleaned appropriately.	
q.	Store clean equipment and utensils properly.	
r.	Water is from an approved source.	
s.	Waste water / sewage is properly disposed of.	
t.	Plumbing system shall be installed to prevent backflow and back siphonage.	
u.	Handwashing facilities are conveniently located and provide water that is 100° F.	
v.	Prevent insects, rodents and pests from entering the area.	
w.	Adequate lighting is provided and all fixtures are installed with shatter-resistant bulbs.	
x.	All toxic items must be labeled and stored properly.	
y.	All areas must be free of rubbish, litter and debris.	

BOOTH LAYOUT

Use the box below to draw and identify all equipment including:

- handwash facilities
- hot and cold holding
- refrigerators
- worktables
- food/single service storage
- wash/rinse/sanitize sinks
- waste receptacle
- wastewater disposal
- floor covering

SAMPLE BOOTH LAYOUT



[A large empty rectangular box provided for drawing and identifying the booth layout equipment.]

I certify that all information on this application is true and accurate to the best of my knowledge and that I understand providing false information or omission of information is unlawful and may jeopardize my license status.

Printed Name: _____ Date: _____

Signature: _____

APPLICANT'S STATEMENT REGARDING CHILD SUPPORT AND TAXES

You must answer questions 1 and 2.

Regarding Child Support

Title 15 § 795 requires that: A professional license or other authority to conduct a trade or business may not be issued or renewed unless the person certifies that he or she is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date the application is filed. "Good standing" means that less than one-twelfth of the annual support obligation is overdue; or liability for any support payable is being contested in a judicial or quasi-judicial proceeding; or he or she is in compliance with a repayment plan approved by the office of child support or agreed to by the parties; or the licensing authority determines that immediate payment of support would impose an unreasonable hardship. (15 V.S.A. § 795)

1. You must check one of the statements below regarding child support regardless whether or not you have children:

- I hereby certify that, as of the date of this application: (a) I am not subject to any support order or (b) I am subject to a support order and I am in good standing with respect to it, or (c) I am subject to a support order and I am in full compliance with a plan to pay any and all child support due under that order.
or
- I hereby certify that I am NOT in good standing with respect to child support dues as of the date of this application and I hereby request that the licensing authority determine that immediate payment of child support would impose an unreasonable hardship. Please forward an "Application for Hardship".
or
- I hereby certify that 15 V.S.A. § 795 is not applicable, because this is a business seeking certification.

Regarding Taxes

Title 32 § 3113 requires that: A professional license or other authority to conduct a trade or business shall not be issued or renewed unless the person certifies that he or she is in good standing with the Department of Taxes. "Good standing" means that no taxes are due and payable and all returns have been filed, the tax liability is on appeal, the taxpayer is in compliance with a payment plan approved by the Commissioner of Taxes, or the licensing authority determines that immediate payment of taxes would impose an unreasonable hardship. (32 V.S.A. § 3113)

2. You must check one of the two statements below regarding taxes:

- I hereby certify, under the pains and penalties or perjury, that I am in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont as of the date of this application. (The maximum penalty for perjury is fifteen years in prison, a \$10,000.00 fine or both).
or
- I hereby certify that I am NOT in good standing with respect to taxes due to the State of Vermont as of the date of this application and I hereby request that the licensing authority determine that immediate payment of taxes would impose an unreasonable hardship. Please forward an "Application for Hardship".

Tax ID Number: _____ **OR** **Social Security #*** ____/____/____ **Date of Birth** ____/____/____

* The disclosure of your social security number is mandatory, it is solicited by the authority granted by 42 U.S.C. § 405 (c)(2)(C), and will be used by the Department of Taxes and the Department of Employment and Training in the administration of Vermont tax laws, to identify individuals affected by such laws, and by the Office of Child Support.

STATEMENT OF APPLICANT

I certify that the information stated by me in this application is true and accurate to the best of my knowledge and that I understand providing false information or omission of information is unlawful and may jeopardize my license/certification/registration status.

Printed Name: _____ Date: _____

Signature of Applicant: _____ Title: _____

All Temporary Food Stands must submit an application and fee to the Vermont Department of Health for a license to operate during the calendar year. Licenses for operation at one event (3 days or less) are \$125.00; licenses for the year of operation are \$230.00. Compliance is required with the “*Health Regulations for Food Service Establishments*”.

1. All temporary food stands must have hot and cold or tempered water going to a sink by means of a mixing faucet or a faucet that does not need to be held open fed by pressure or gravity. Soap and paper towels must be provided at the sink for proper hand washing.
2. If a separate three-compartment sink is not available, then you must use three dishpans for the washing, rinsing, and sanitizing of dishes, equipment and utensils.
3. Personal hygiene is a very important aspect of food preparation. Frequent hand washing is required. Hair must be restrained from contaminating food or equipment.
4. Smoking and eating is not allowed during food preparation or near food preparation areas. After smoking or eating, hands must be washed before returning to work.
5. Food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use plastic or vinyl gloves, or dispensing equipment.
6. All potentially hazardous foods (e.g. meats, salads [such as egg or potato], coleslaw, dairy or soy products, and some vegetarian preparations) must be kept at 41°F or below, or at 135°F or above. To maintain these temperatures, you must have the proper mechanical refrigeration and/or hot-holding equipment.
7. Insulated chests will be allowed if you have demonstrated that they are capable of maintaining cold temperatures of 41°F or below, and/or hot temperatures of 135°F or above. If ice is used as a coolant, it must not contaminate food products or food contact surfaces (i.e. tops of soda cans or similar drinks). Water from the melted ice must be allowed to drain continuously.
8. All temporary food stands must have temperature-measuring devices (i.e. probe type thermometers).
9. Food preparation and storage areas must be properly covered. Exposed rafters and studs are allowed for walls and ceilings in temporary establishments.
10. Flies and other insects are not allowed on food. Their presence is considered a critical item during inspection and requires compliance. Screening is not required, but is highly recommended.
11. Trash containers must be kept closed and covered containers must be used.
12. All wastewater from sinks must be discharged by an approved method. Discharge onto the surface of the ground is prohibited. Wastewater cannot be directed underground unless it is directly connected to the public sewer system, to approved holding tanks under a pumping contract, or to an approved septic system.
13. If graded to drain, a floor may be concrete, machine laid asphalt, dirt, or gravel if it is covered with mats, removable platforms, duckboards, or other approved suitable materials that are effectively treated to control dust and mud and can be properly cleaned.
14. All temporary food stands must be kept clean and have wiping cloths in clean sanitizing solutions of the proper concentration. You must have testing devices to check the concentration level.

July 2015