



Application for License to Operate a Temporary Food Service Establishment

INSTRUCTIONS

- Complete all sections of the application. Incomplete applications will be returned and will delay the processing of your license.
- The application and fees must be received at least 15 days before the first event.
- Public Health Inspectors will not accept applications or fees at the event.
- Applications must be either typed or legibly printed in pen, except signatures, which must be written in pen.
- Make your check or money order payable to the Vermont Department of Health. Do not send cash. Fees are non-refundable.
- Select the three-day license only if you operate at one single event lasting 2-3 consecutive days. Select the calendar year license to operate at multiple events or a single event lasting four or more days.
- Offsite preparation locations must be licensed by the health department or a local jurisdiction. If licensed out of state, include a copy of the license with this application.
- Mail the application and payment to Vermont Dept. of Health, Food & Lodging Program, PO Box 70, Burlington, VT 05402-0070. UPS or FedEx deliveries should be mailed to 108 Cherry St., Burlington VT 05401. You cannot submit the application online.
- The Temporary Food Service Establishment license will be mailed when the application has been reviewed and approved. You may operate any time after the approval.
- Be prepared for an inspection at any event where you operate.
- License application materials are public records as mandated by Vermont law and may be made available to the public, unless otherwise prohibited by State or Federal law.
- For questions concerning this application, call the Food & Lodging Program at 802-863-7221.

OFFICE USE ONLY	
License ID#	
Date Received	
License Fee Amount Received	
Check or Money Order Number	
License Issuance Approval	Initials Date

III. MENU & PROCEDURE REVIEW Describe all menu items to be sold. Use additional paper if necessary. If food is prepared at an out-of-state location, provide a copy of the license.

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.

IV. LICENSE REQUIREMENTS A summary of the requirements for a temporary food service establishment is listed below. Compliance is required with these items and with the complete Vermont *Health Regulations for Food Service Establishments*. You must initial to indicate you understand and will comply with each requirement.

	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.	

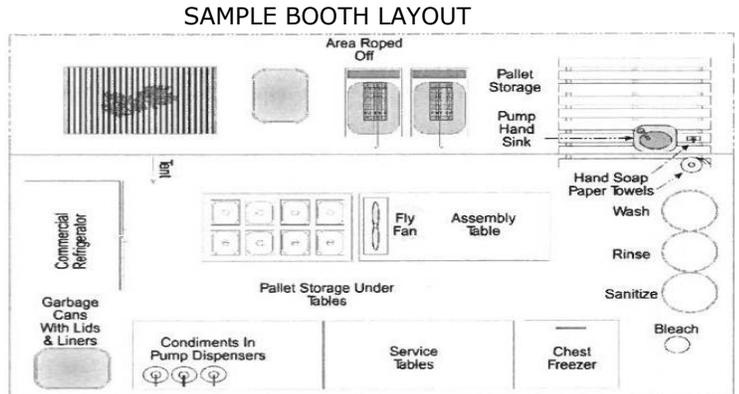
V. BOOTH LAYOUT

Sketch the general layout of the booth below. Identify all equipment including:



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



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: _____

VI. APPLICANT'S STATEMENT REGARDING CHILD SUPPORT AND TAXES

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.

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.

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).

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.

Federal Tax ID Number: _____ **OR** **Social Security #** ___ / ___ / ___

If you don't have a Federal Tax ID number, 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: _____ Title: _____

Signature of Applicant: _____ Date: _____