



NORTH ANDOVER HEALTH DEPARTMENT
Community Development Division

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Fee: \$35.00 - This application is to be received at least ten (10) days before the event, with the fee, and a copy of the Food Service License from the Town of which you normally operate out of, if applicable. Please make check payable to: Town of North Andover

Date: _____ Name of Operator/ Manager: _____

Name of Food Establishment (if applicable) _____

Address: _____

Town: _____ State: _____ Zip: _____

Contact Phone #'s: _____ (cell) _____ (other)

Federal Tax ID Number: _____ Tax Exempt? _____

Include a copy of your State Hawker/Peddler License if applicable: _____

*****Attach a current ServSafe Certification with every application, even if you think we have one on file*****

Person in Charge: _____ Contact Phone #: _____

Name of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Location of Event: _____

1. **“ARE YOU READY?” Checklist** – (Guideline for plan review and pre-opening inspection). Have you read these materials
_____ **YES** _____ **NO**

2. **MENU:** Attach or list below all items. Any changes must be submitted and approved by the North Andover Health Department at least 5 days prior to the event.

3. **FOOD PREPARATION:** Will all foods be prepared at the temporary food establishment booth?

_____ **YES** Complete **SECTION A** below if you answered **YES** to question 3.

_____ **NO** Attach a copy of the permit where the food will be prepared. If food is prepared at a licensed establishment in North Andover, list name only: _____

4. List each food item prepared, and for each item check which preparation procedure will occur. Please attach a copy of the menu if applicable.

SECTION A: At the Booth

Food	Thaw	Cut / Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging

SECTION B: At the licensed food establishment.

Food	Thaw	Cut / Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging

Source and Storage of water/ice: _____

Storage and disposal of wastewater: _____

Please outline your complete sanitation process from start to finish for this event – for example: method(s) of sanitation, such as: using a 10 gallon igloo of bleach & water for sanitation; your procedures for the care and cleaning of utensils; tables; equipment, etc.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

I certify that I am familiar with 105 CMR 590.00 Minimum Sanitation Standards for Food Establishments-Article X, and the above described establishment will be operated and maintained in accordance with the regulations.

Applicant's Signature: _____ Date: _____

TEMPORARY FOOD SERVICE – “ARE YOU READY?”

Use this guide as a checklist for plan review and pre-opening inspection

Application – A completed temporary food service application is to be submitted to the Board of Health Office a minimum of ten (10) days prior to the event.

FOOD & UTENSIL STORAGE & HANDLING

Dry Storage:

All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.

Cold Storage:

Refrigeration units shall be provided to keep potentially hazardous foods at 45°F or below. An effectively insulated container with sufficient coolant may be approved by the Health Inspector for storage of less hazardous foods, or use at events of short duration.

Hot Storage:

Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140° or above.

Thermometers:

Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit.

A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometer must be accurate to +2°F, and have a minimum range of 40°-165°F.

Wet Storage:

Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.

Food Display:

All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

Food Preparation:

All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.

PERSONNEL

Hand washing:

A minimum of a two gallon insulated container with a spigot and a basin, soap and dispensed paper towels shall be provided for hand washing. The container shall be filled with hot water.

Health:

Employees shall not have any open cuts or sores, or diseases transmittable by food.

Hygiene:

Employees shall have clean outer garments and hair restraints.

CLEANING

Bleach:

Household bleach or other approved sanitizer shall be provided for dishwashing sanitization and wiping cloths.

Wiping Cloths:

Wiping cloths shall be rinsed frequently in a clean 100 ppm chlorine solution

WATER SUPPLY

Water Supply:

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

PREMISES

Floors:

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors shall be finished so cleanable.

Walls & Ceilings:

Walls and ceilings are to be of tight and sound construction to protect from the entrance of the elements, and, where necessary, flying insects. Walls shall be finished so cleanable.

Lighting:

Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.

Counters/Shelving:

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so cleanable.

Garbage:

An adequate number of cleanable containers shall be provided inside and outside the booth.

Restrooms:

An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee use.