



**Woodford County  
Health Department**

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**APPLICATION FOR MULTIPLE USE TEMPORARY FOOD OR DRINK PERMIT  
(EXPIRATION DATE: DECEMBER 31, 2026)  
FIELDS IN BOLD FOR OFFICE USE ONLY**

NAME OF ESTABLISHMENT \_\_\_\_\_ APPT. DATE/TIME \_\_\_\_\_  
LOCATION OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
PERSON-IN-CHARGE \_\_\_\_\_ CITY/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

LICENSE PLATE# \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ ISSUING STATE \_\_\_\_\_

WATER SUPPLY: PUBLIC ☐ PRIVATE ☐ IF PRIVATE – COLLECT A WATER SAMPLE AT LEAST 3 WEEKS PRIOR TO EVENT

**TEMPORARY PERMIT FEE: \$75.00**

**NOT FOR PROFIT - NO CHARGE**

**PERMIT FEE IS NON-REFUNDABLE**

APPLICANT'S SIGNATURE \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_

A typed or signed name indicates agreement to the terms and conditions of this document and intention to proceed in the manner indicated. (815 ILCS 333/1 et al).

The following must be provided at the time of application and must be maintained and used during the entire period of operation: Items marked are available. Items not marked are N/A. Vendors with any violations will NOT be allowed to operate.

- \_\_\_\_\_ 1. Three sinks, pails, or basins for washing, rinsing, and sanitizing utensils and equipment. **Distributed dish washing sign \_\_\_\_\_**
- \_\_\_\_\_ 2. Have and use a metal-stem thermometer that is accurate to plus or minus 2° F for checking internal food temperatures.
- \_\_\_\_\_ 3. Provide a thermometer for each mechanical refrigeration unit (fridge or freezer) which is accurate to plus or minus 3° F.
- \_\_\_\_\_ 4. All equipment, utensils, etc. must be in good condition (no chips, pitting, etc). All equipment and utensils must be cleaned and sanitized before the beginning of the event and as often as necessary but not less than once per day. Any stand that is found to have a food build up on their equipment shall be shut down until all equipment is disassembled, cleaned, and sanitized.
- \_\_\_\_\_ 5. Detergent, sanitizer, and sanitizer test strips must be available in each stand where utensils are cleaned.
- \_\_\_\_\_ 6. **Chlorine = 50-99 ppm** at sink/pail/basin, immersion for 10 seconds; **100 ppm** for swabbing, moist-wipe cloth, spray bottle
- \_\_\_\_\_ 7. Provide warm water, hand soap, and paper towels for hand washing. **Distributed hand washing signs \_\_\_\_\_**
- \_\_\_\_\_ 8. Provide sufficient mechanical refrigeration that will maintain (time/temperature control for safety food) cold food temperatures below 41° F (maximum) at all times. Commercial-grade refrigeration units are strongly suggested.
- \_\_\_\_\_ 9. Provide mechanical hot holding equipment that will maintain (time/temperature control for safety food) hot food temperatures of 135° F (minimum) or above at all times. **Distributed food safety guidelines \_\_\_\_\_**
- \_\_\_\_\_ 10. Hair restraints must be available and used by all employees.
- \_\_\_\_\_ 11. All food prepared in an approved area, commercial kitchen, or approved location. Food prepared from an unapproved site or home kitchen will NOT be allowed.
- \_\_\_\_\_ 12. All food stands must be constructed to facilitate the cleaning of the food preparation area. Any food stand that is not in good repair (holes in screens, chipped paint, unsealed wood preparation tables, etc) will not be allowed to open.
- \_\_\_\_\_ 13. All walls, ceiling and windows must be screened or protected with approved air curtain to prevent entry of insects. Door must be kept closed at all times. Concrete, asphalt, duckboard, or cleanable platform floors in the food preparation area.

**NOTE: Any leftover, time/temperature control for safety food from the previous day or time/temperature control for safety food having temperatures between 41° F and 135° F shall be destroyed.**

**HOURS:** \_\_\_\_\_

**REMARKS DISCUSSED WITH PERSON-IN-CHARGE:**

**AMOUNT RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_**

THE WOODFORD COUNTY HEALTH DEPARTMENT RESERVES THE RIGHT TO CONDUCT FUTURE INSPECTIONS REGARDING THIS MULTIPLE USE TEMPORARY FOOD OR DRINK PERMIT.

After form is completed, save and email document to [wchd@woodfordcountyil.gov](mailto:wchd@woodfordcountyil.gov)