



SANDUSKY COUNTY PUBLIC HEALTH



2026 Temporary Food Operation Plan Review Packet

A food vendor is required to make application for a temporary license at least ten (10) days before the start of the event. The application must include a floor plan, list of equipment, a menu, and all pertinent food handling procedures. **The temporary food license fee for 2026 is \$74.00.** Temporary food licenses are issued for a maximum of five (5) consecutive days. An Environmental Health Specialist from Sandusky County Public Health (SCPH) will deliver the license on the first day of the event when they are on-site to conduct the inspection. Operators selling foods that are not time and temperature controlled for safety (TCS), such as whole fresh fruits and vegetables, commercially pre-packaged foods, commercial beverages, and cottage foods may be exempt from licensing. Please contact SCPH beforehand to verify. (Various restrictions apply).

Food

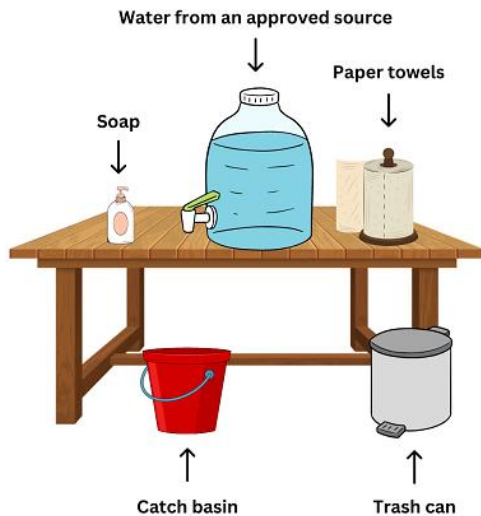
All food must be from an approved source. Food not prepared on-site at the temporary food operation location shall be prepared in a licensed facility and may require additional approval by the Ohio Department of Agriculture. Foods shall be transported to the temporary event site by a CCBH approved method. Foods shall not be prepared at home. Exceptions include cottage foods and home bakeries.

Required Equipment for Temporary Food Operations

1. The health department license to operate a temporary food operation for that specific event
2. A handwashing facility is required if food or food equipment is handled. A water container that dispenses water without requiring hand operation to keep the valve open, soap, disposable towels, and receptacles to collect dirty water.
3. Trash containers and trash bags.
4. Enough food storage equipment to maintain safe internal food temperatures: cold food at 41°F and below and hot food at 135°F and above. Enough food storage equipment to separate different types of raw animal foods from each other and ready-to-eat foods. Equipment must keep food at least 6 inches above the ground. Food and food contact equipment must be protected from dust, insects, rodents, and consumer contamination at all times.
5. Extra clean utensils stored in a clean, covered, washable container. Disposable gloves, deli tissue, or proper utensils to prevent direct hand contact with ready-to-eat food.
6. Hair coverings such as caps, hairnets, or head scarves for people working around exposed food. Hair shall be effectively restrained.
7. A sanitizer: either non-fragranced chlorine bleach or quaternary ammonium with associated test kit.
8. A dishwashing set up that allows for proper washing, rinsing, and sanitizing of utensils and equipment.
9. A metal stem thermometer with a temperature range of 0-220°F.
10. Overhead protection to prevent overhead contamination from trees, birds, and weather.
11. A "floor:" plywood, rubber mats, or a similar set up may be necessary to prevent working in puddles or mud.
12. Covers and lids to prevent dirt and dust contamination of food and food contact surfaces
13. Weights may be required to hold down items that can blow away.



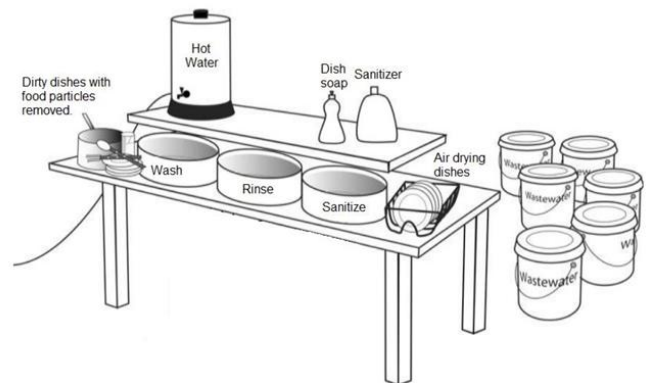
Example Handwashing Set up



Metal Stem Thermometer



Example Dishwashing Set up



Sanitizer test kits



- Potable water must be from an approved source (city water, tested well water, or bottled water)
- Hand sanitizer cannot be used as a substitution for handwashing.
- Wastewater must be discarded to the sanitary sewer. **Dumping water in storm drains or on the ground is not approved.**
- Chlorine sanitizer concentration should be 50-99 ppm. Quaternary Ammonium sanitizer concentration should be 150-300 ppm.
- All work surfaces should be smooth and easily cleanable.
- If the booth is placed in grass or dirt, flooring must be provided.
- Approved Cooking & Holding Temperatures:
 - Cold holding – 41°F and below
 - Hot holding – 135°F and above
 - Chicken & Stuffed foods cooked to 165°F
 - Ground Meats cooked to 155°F
 - Seafood/Roasts/Chops cooked to 145°F
 - Fruits/Vegetable cooked to 135°F



APPLICATION TO CONDUCT A TEMPORARY FOOD OPERATION

Name of Event:		
Name of Group/Person Organizing Event:	Phone Number:	Email:
Name of Person In Charge of Food Service:	Phone Number:	Email:

Statement of Understanding

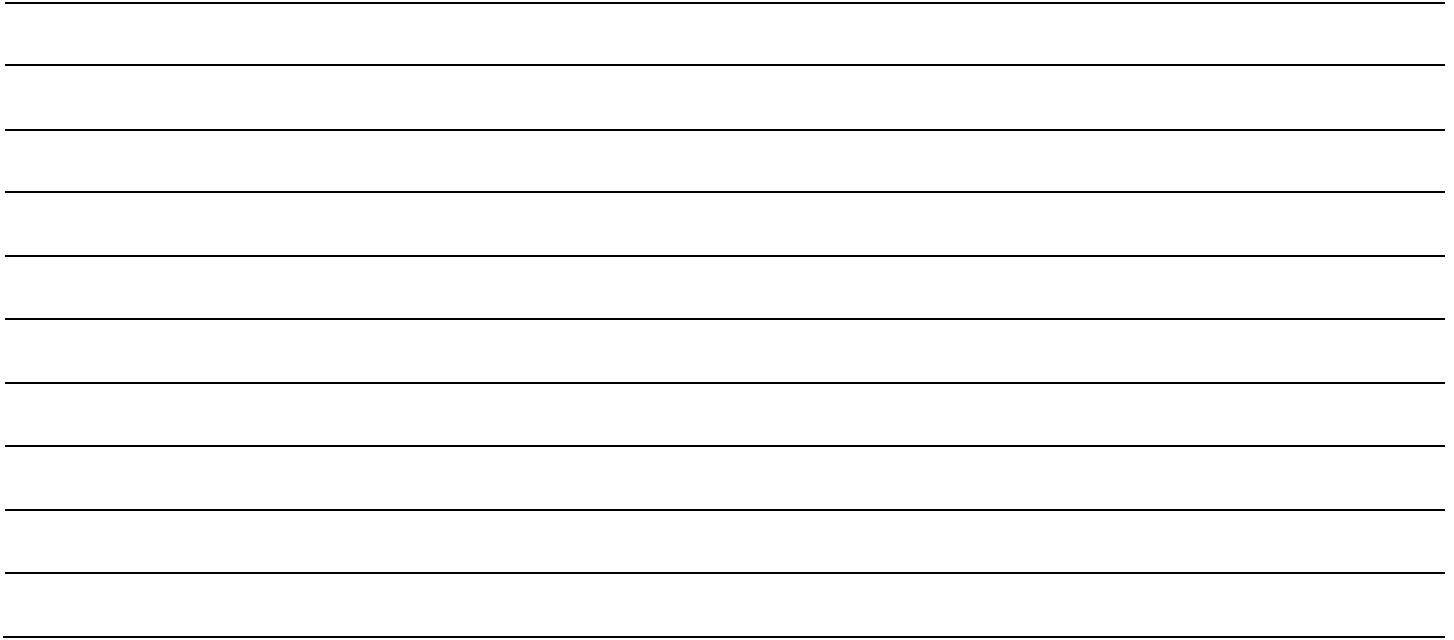
- ☐ I understand that Sandusky County Public Health has **10 days** to review my plans for a temporary food license once they are submitted.
- ☐ I understand this temporary permit (if granted) is limited to 5 consecutive days.
- ☐ I understand I'm not permitted to acquire more than 10 temporary permits within 1 licensing year.
- ☐ I understand that incomplete plans may delay the plan approval process.
- ☐ I understand it is my responsibility to comply with the Ohio Uniform Food Safety Code 3717-1.

By signing this statement any information submitted is believed to be true and accurate.

I acknowledge that an incomplete plan review application will delay the process of obtaining my plan approval.

Signature

Date



Do you have a metal stem thermometer? YES OR NO



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Food must be prepared on site, or at a licensed food facility. If food is prepared in advance, off site at a licensed facility, when and where is it prepared? How is it transported to the event? No foods made in a home are permitted to be sold. If cottage foods are sold, proper labeling is required.

How will foods be held hot? (135° and above)

How will foods be held cold? (41° and below)

List all food service/kitchen equipment that will be used

How will food handlers wash their hands?

How will employees restrain their hair?



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How & when will equipment and utensils be washed?

Describe your dish washing set-up including type of sanitizer.

Do you have the correct test kit for the kind of sanitizer you will be using? YES OR NO

What is your water source?

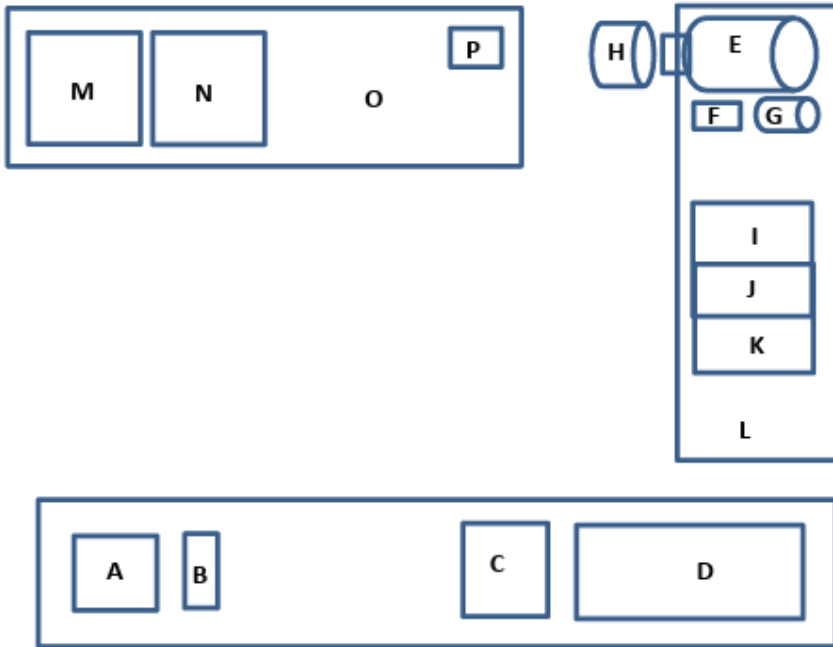
Where will you discard used water (grey water)?

How will food be protected from contamination? (overhead protection? Off the ground/floor?)

Will disposable gloves be used? What kind? (Latex gloves are prohibited related to allergies).



Example Layout



Legend

- A. Cash Drawer
- B. Napkins/Utensils
- C. Coffee
- D. Cooler with ice
- E. Hand wash jug with spigot
- F. Hand Soap
- G. Paper towels
- H. Bucket for gray water collection
- I. Wash container
- J. Rinse container
- K. Sanitize container
- L. Drying area
- M. Hot holding
- N. Countertop grill
- O. Working area
- P. Gloves

Provide a detailed drawing of your floor plan. Show all equipment, utensils, support facilities, and serving areas

Layout

Legend

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

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: SCPH
4. Return check and signed application to:

- ☐ **Food Service Operation**
☐ **Retail Food Establishment**

Sandusky County Public Health Department
2000 Countryside Drive
Fremont, OH 43420

Before the 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	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold 			

I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

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

By	Date
Audit no.	License no.