

NORTH SHORE ENVIRONMENTAL HEALTH CONSORTIUM

Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay

4800 W Green Brook Drive
Brown Deer, WI 53223-2496

Phone: (414) 371-2986
Fax: (414) 371-2988

REQUIREMENTS FOR TEMPORARY/FARMER'S MARKET FOOD FACILITIES

A Permit or License is Required

A permit or license to operate a temporary food facility is required to sell any kind of food or beverage before the facility may open for business. It is the applicant's responsibility to contact any other agencies, such as Village Hall, Police Department or Fire Department for other licenses or permits that may apply.

Application Process

As a temporary food/farmer's market vendor, you will need to contact the organizer of the event you would like to participate in. Also, it is your responsibility to obtain a temporary food/farmer's market license to sell food. You must submit your temporary food/farmer's market application to the North Shore Environmental Health Consortium at least 48 hours prior to the event. License fees vary based on the frequency in which food is to be sold and the complexity of the operation. The license category is to be determined by the inspector.

Fees

All fees are non-refundable. Non-profit facilities must provide documentation confirming their non-profit status and non-profit tax I.D. number to be exempt from permit or license fees. **Fees may be paid in the form of cash, check or money order, made payable to the North Shore Environmental Health Consortium or NSEHC.** Payment will not be accepted at the time of the event. All fees must be delivered or mailed to 4800 West Green Brook Drive, Brown Deer, WI, 53223. Payment must be received 48 hours prior to the event or market in order for the permit or license to be processed.

Training and Consultation Available

Environmental health staff are available for training and consultation with food facility operators and coordinators. For more information on scheduling a training or consultation, please contact Brad Simerly, R.S., Public Health Sanitarian at (414) 371-2986.

Food Sources

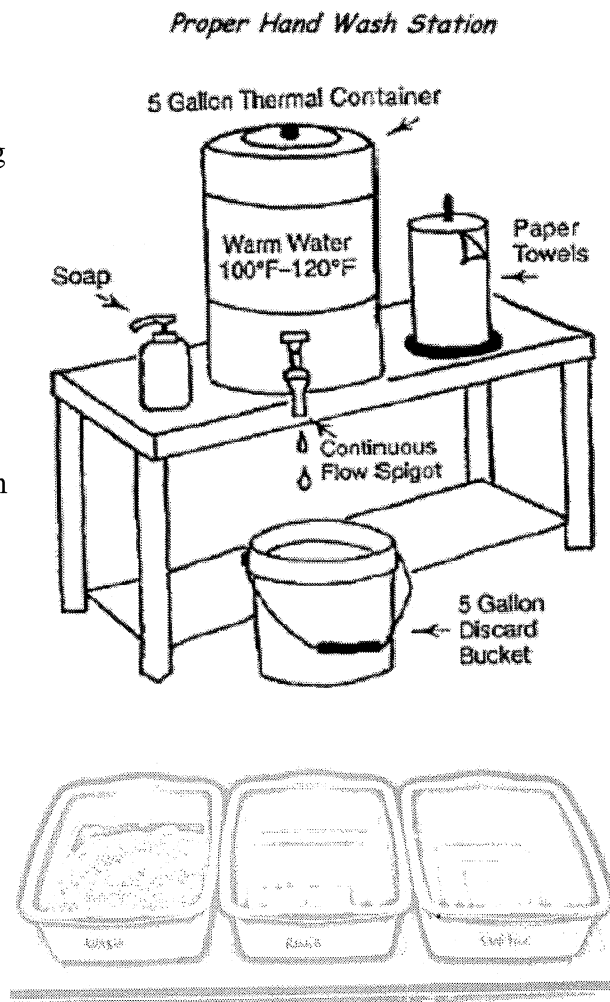
- ☐ Approved labels for all prepackaged food items are provided. Information on proper labeling is available on our website at www.nshealthdept.org.
- ☐ **Home prepared foods or foods prepared in unlicensed food facilities are PROHIBITED, unless prepared foods meet the requirements of the Pickle Bill.** Provide a copy of the license for the kitchen in which foods are prepared.
- ☐ All foods provided are from approved sources.

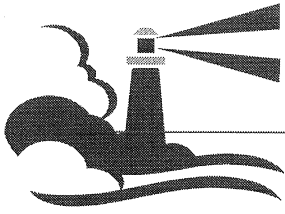
Time/Temperature Control for Safety Foods (TCS)

- ☐ Time/Temperature Control for Safety Foods (TCS) are kept at/or below 41° F or at/or above 135° F. These foods include meats, seafood, poultry, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melons, tofu, eggs or any other TCS food.
- ☐ Foods that have been properly cooked and cooled must be reheated to 165° F before hot holding.
- ☐ Hot foods are held in approved hot-holding units.
- ☐ TCS foods are transported at/or below 41° F or at/or above 135° F in an approved container capable of maintaining these temperatures. Frozen food is transported frozen with no signs of thawing.
- ☐ An accurate food service thermometer must be provided if the facility is handling TCS foods. The device must be accurate to $\pm 2^{\circ}$ F and sanitized prior to use.

Equipment Requirements for Time/Temperature Control for Safety Foods (TCS)

- ☐ A warm water reservoir with a continuous flow spigot that drains into a waste bucket for handwashing is provided.
- ☐ Soap and single-use towels are provided.
- ☐ Disposable gloves will be used for handling foods.
- ☐ The ability to wash, rinse and sanitize utensils is provided. A three bucket system (or equivalent) capable of submerging 50% of the largest utensil is required. **First Bucket:** clean water from an approved source and detergent. **Second Bucket:** clean water from an approved source for rinsing. **Third Bucket:** clean water from an approved source and bleach (1 tablespoon bleach per 1 gallon water) or other approved sanitizer.
- ☐ Sanitizer test strips for the sanitizer is provided (e.g., chlorine, quaternary ammonia).
- ☐ Utensils will be washed, rinsed and sanitized at least once every 4 hours.
- ☐ All onsite food preparation will take place in a fully enclosed or screened area.
- ☐ All food and utensils on display or in storage will be protected from the environment at all times.





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TEMPORARY EVENT/FARMER'S MARKET FOOD LICENSE APPLICATION (Please Print)

CONTACT PERSON: _____	
NONPROFIT ORGANIZATION: Tax Exempt # _____	
NAME OF GROUP/ORGANIZATION/COMPANY: _____	
TELEPHONE: _____	FAX: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____	
E-MAIL ADDRESS: _____	
PERSON IN CHARGE OF BOOTH: _____ TELEPHONE: _____	

TEMPORARY VENDORS ONLY : Please list all events you may be attending and the times/dates of the events.			
Name of Event(s)	Set-Up Time/Date	Start Time/Date	End Time/Date

Food Item	Preparation Procedures (check all that apply)												Location Prepared
	THAW	COOK	COOL	REHEAT	HOT HOLD	COLD HOLD	MIX	CUT	SLICE	TRANSPORT	PACKAGE		(If the location prepared is other than your booth, provide establishment name and address where it will be prepared) 2980 North Shore Drive Brown Deer, WI 53223
(e.g., Ribs)		✓	✓	✓	✓	✓				✓			

A) **TEMPORARY RESTAURANT ANNUAL FEE: \$120.00.** A restaurant that operates at a fixed location for a period of no longer than 14 days in conjunction with an event or celebration such as a fair, carnival, public exhibition, anniversary sale, or occasional sales promotion. Occasional means fewer than 4 days during a 12 month period. Licenses are issued at the site of the event. A temporary restaurant may move from location to location within the North Shore Environmental Health Consortium (NSEHC) area. The operator shall notify the NSEHC 48 hours prior to the event and shall not operate at the new location until it has been inspected and found to be in compliance. A temporary restaurant license may not be used to operate more than one restaurant at a time or exceed a total of 14 days.

* B) **SHORT TERM TEMPORARY RESTAURANT PERMIT FEE: \$ 60.00.** (TCS - Time/Temperature Control For Safety Food) A restaurant that operates at a fixed location for a period no longer than 3 consecutive days in conjunction with a celebration such as a fair, carnival, public exhibition, anniversary sale or sales promotion. Licenses are issued at the site of the event. Permit is valid for a single event and shall not transfer from location to location.

* C) **TEMPORARY RETAIL FOOD PERMIT FEE: \$ 36.00.** (NON-TCS - Time/temperature Control For Safety Food) Examples include popcorn, cookies, cotton candy, snacks, ice cream novelties, whole or cut fruit (not, including melons), beverages, bulk nuts, unwrapped bakery, scooped ice cream, snow cones, donuts, etc. **NO MEALS.**

* D) **FARMERS MARKETS ANNUAL FEE: \$ 36.00.** (Not engaged in food processing) **NO MEALS.**

* E) **FARMERS MARKETS ANNUAL FEE: \$ 75.00.** (Engaged in food processing) **SERVING MEALS.**

NOTE: Home prepared foods or foods prepared in unlicensed food facilities are prohibited, unless they meet the requirements of the Pickle Bill.

By signing this application you agree the above information is correct and that you will operate your temporary food facility/farmers market in accordance with the Wisconsin Food Code and local ordinances.

Signature	Date	Category (A-E) Chosen	\$.
			Amount Enclosed