

Application Checklist for Temporary Food Service Operators

This application package contains the forms that are required to apply for a temporary food service permit as well as other materials describing New York State Sanitary Code requirements regarding safe food handling practices during temporary food service events.

The enclosed application packet may be used for all events planned to take place within the jurisdiction of one New York State Department of Health District Office within one calendar year. Please review these materials carefully and contact the jurisdictional District Office with any questions.

The following items are enclosed:

- Application for Permit(s) to Operate a Temporary Food Service
- Fee Determination Schedule
- Worker's Compensation and Disability Insurance information
- Brochure: Temporary Food Service - General Guidance for Operators
- Pre-Operational Checklist for Temporary Food Operators

Please note that the entire application MUST be completed in order to process your permit.

Future events that are not included on this permit application will require a new application and additional fee (if applicable). It is recommended that you submit your application at least three weeks prior to the first event for adequate processing time.

The checklist below will help ensure your application is complete. Please submit the following items:

1. **Application for a Permit** to operate a Temporary Food Service (Form DOH 3695TF)
 - Multiple temporary food service events within the same District Office jurisdiction can be placed on a single application. The **application must be received at least 10 days prior to the event. If not received within this timeframe, a permit may not be issued.**
 - If multiple temporary food service units/stands are operated on the same day, a **separate application and fee is required for each unit.**
 - Your permit will be valid only for the events listed on your application. Adding future events after the permit application has been submitted will require a new application AND additional fee.
2. **Fee Determination Schedule** (Form DOH 2225(j)).
3. **Payment:**
 - A fee of \$30 (if applicable) is required for each application submitted. Unless you are a fee exempt operator/ entity, please enclose a check or money order payable to: New York State Department of Health.
4. **Worker's Compensation Certificate** (or exemption attestation). See enclosed information.
5. **Disability Insurance Certificate** (or exemption attestation). See enclosed information.

Return Original Forms to:

NYSDOH
Oneonta District Office
28 Hill Street, Suite 201
Oneonta, NY 13820

To access these forms or the Sanitary Code online, please visit our website, www.health.ny.gov/tempfood.

If you have any questions regarding the provided forms or information, please do not hesitate to contact the Oneonta District Office at 607-432-3911 or ODO@health.ny.gov

Revised 01/06/2023

Food Allergies

If a Customer Says They Have a Food Allergy

- Take it seriously. Allergic reactions can be life-threatening.
- Be ready to discuss ingredients and food preparation with the customer.
- Communicate the allergy to the kitchen staff.
- Let the customer know when you are unsure if a menu item contains the food allergen.
- Always let the customer make their own informed decision.



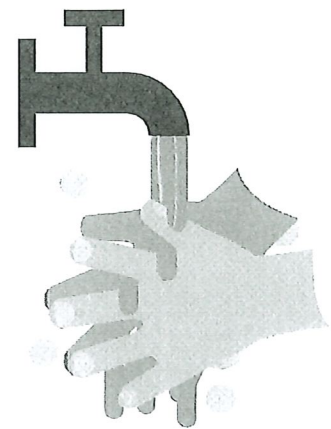
Prevent Cross-Contact

- Keep allergen-containing foods separate from other foods.
- Avoid shortcuts, such as picking nuts out of a salad. Even a tiny amount of an allergen can cause a severe and potentially life-threatening reaction.
- Consider all sources of cross-contact, such as shared surfaces, fryer oils, and cooking splatter.



Before Preparing Allergy-free Foods

- Wash, rinse, and sanitize, or change: utensils, cutting boards, and food-contact surfaces.
- Wash your hands and change gloves.



If a customer has an allergic reaction, call 9-1-1

Application for Permit(s) to Operate Temporary Food Service

State of New York Department of Health

Section A: Owner/Operator Information

Permit Application Information

Operating Corporation _____

Person in Charge _____
First M.I. Last

Legal Address _____ Total Fee: _____

City, State, Zip _____

Other Name(s) to print on Permit: _____ Phone _____

E-mail address _____ Home Cell Other (Circle One)

Section B: Please list all Events for which Permits are needed. USE ADDITIONAL PAGES AS NEEDED

Event/Location Address	Operation Name	Dates/Hours of Operation
2119 NY-145,	WELDON HOUSE/	4/11-13/25 6/13-15/25
EAST DURHAM, NY 12423	CATSKILL MOUNTAIN	8/14-17/25 10/17-19/25
	OFF-ROAD PARK	

Section C: FOODS (Please attach additional foods served info for each event listed, if different)

Name of Food	Supplier of Ingredients	Where and How food will be prepared and served, How kept Hot/Cold

Will all food preparation be at the concession? Yes No

If not, please describe:

FOR OFFICE USE ONLY

Application for Permit(s) to Operate Temporary Food Service

State of New York Department of Health

Section D: Workers' Compensation and Disability Insurance

Submit copies of the following documentation with the application to document compliance with the Worker's Compensation Law.

A. Workers Compensation and Disability Insurance Coverage is PROVIDED

Workers Compensation

Form C-105.2 – Certificate of Worker's Compensation Insurance OR
Form U-26.3 – Certificate of Workers' Compensation Insurance OR
Form SI-12 – Certificate of Workers' Compensation Self-Insurance OR
GSI – 105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

AND

Disability Benefits

DB-120.1 - Certificate of Disability Benefits OR
Form DB-155 – Certificate of Disability Benefits Self-Insurance

B. Workers Compensation and Disability Insurance Coverage is NOT PROVIDED

Form CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

Please return completed application to: State of New York Department of Health
Oneonta District Office
28 Hill Street
Ste. 201
Oneonta NY 13820
(607) 432 - 3911

Section E: Signature of Individual Operator or Authorized Official (Entire section must be completed by all applicants.)

Failure to completely fill out and sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code. False statements made on this application are punishable under the penal law.

Signature X

Print Name _____ Title _____ Date _____

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Permit issuance recommended? ☐ Yes ☐ No Number of Permits Issued _____

Conditions of approval _____

Signature _____ Title _____ Date _____

Caterers, Commissaries, Temporary Food Mobile Vendors & Frozen Desserts (free-standing) Fee Determination Schedule

NEW YORK STATE DEPARTMENT OF HEALTH
Division of Environmental Health Protection

As required by Article 6, PHL, effective 1/1/88

Fee Exemption Requested? ☐ Yes If Yes, complete sections
A, C and D below and return. ☒ No

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Cashline #

Amount \$

Received by

INSTRUCTIONS

Print or type the requested information. Determine the correct fee. Make your check payable to the New York State Department of Health. Mail the completed form and your check to the appropriate Department of Health Regional or District Office within 30 days of receipt of this form.

SECTION A

1a. Name of Establishment

b. Address (No. & Street, City, State, Zip)

2. Type of Operation: ☐ Caterer or Commissary ☐ Mobile Vendor
☒ Temporary Food ☐ Frozen Dessert

3. Name of Operator

Title

SECTION B

1. Check the appropriate category to determine the total fee due.

<input type="checkbox"/> Caterer or Commissary	=	\$200.00
<input checked="" type="checkbox"/> Temporary Food or Mobile Vendor	=	\$30.00
<input type="checkbox"/> Frozen Dessert (free standing)	=	\$25.00

TOTAL FEE DUE: **\$30.00**

SECTION C - Exemption Request

1. Is this facility used for religious, educational or philanthropic purposes? ☐ Yes ☐ No
2. Is this facility operated by a municipality (city, town, village)? ☐ Yes ☐ No
3. If the answer to questions 1 or 2 is "yes," may request exemption from payment of the annual registration fee. Please indicate documentation that will be made available upon inspection request.
- ☐ Incorporation Papers ☐ Other (specify) _____

SECTION D - Certification

False Statements on this application are punishable under article 170 of the Penal Law.

I hereby certify that the statements made on this form are accurate to the best of my knowledge.

Signature of Operator **X**

Date

ATTENTION

IMPORTANT NOTICE REGARDING DEPARTMENT OF HEALTH OPERATING PERMITS

Workers' Comp and Disability Insurance Requirements for Obtaining a Permit to Operate

Before a NYS Establishment permit can be issued, you must prove compliance with NYS Workers' Compensation AND Disability Insurance requirements.

If you maintain Worker's Compensation and Disability Insurance coverage, the following forms must be submitted with each permit application. (If you do not maintain this coverage, you need to provide the CE-200 Attestation of Exemption Certificate mid page below).

1. Workers' Compensation	2. Disability Insurance
Submit one from this list:	Submit one from this list:
<ul style="list-style-type: none">➤ Form C-105.2 (issued by your insurance carrier)➤ Form U-26.3 (issued by the State Insurance Fund)➤ Form SI-12➤ Form GSI-105.2➤ Form SI-105.2P	<ul style="list-style-type: none">➤ Form DB-120.1 (issued by your insurance carrier)➤ Form DB-155

Where do I get these forms?

- Contact your **insurance carrier** for these forms.

Do I have to submit new forms each time I apply?

- Yes, please submit NEW forms with each permit application. We are unable to substitute insurance forms submitted with recent permit applications.
- The legal entity named on the insurance forms must match the Legal Operator listed on the permit application.
- Box two must read: NYSDOH, Oneonta District Office, 28 Hill Street, Oneonta, NY 13820
- If you do not maintain this coverage, please see the instructions below to obtain a CE-200 Attestation of Exemption.

If you are exempt from Workers' Compensation and/or Disability coverage:

- A CE-200 Attestation of Exemption Certificate must be submitted. You can apply for this certificate online at: <https://www.businessexpress.ny.gov/app>

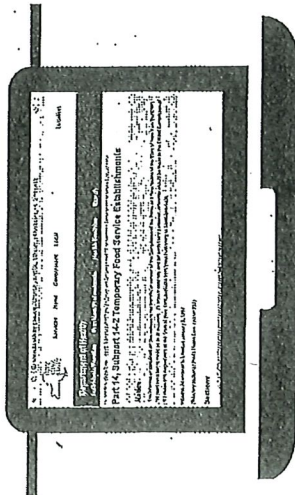
Instructions:

1. Follow the link at the bottom of the page under "TOP REQUESTS".
2. Select "CERTIFICATE OF ATTESTATION OF EXEMPTION(CE-200)".
3. Next, select "Apply Online as Business". You will need to create a NY.gov account if you do not already have one.
4. Follow the instructions, print, and **SIGN** the Exemption Certificate. Submit your original CE-200 (not a copy) with your permit application. A CE-200 is required for each permit application. Copies cannot be accepted.
5. You can also request an Exemption Certificate by calling the NYS Workers' Compensation Board at 866-298-7830. Please note, it can take up to 8 weeks to process this request.
6. Box two must read: NYSDOH, Oneonta District Office, 28 Hill Street, Oneonta, NY 13820

Questions about Workers' Compensation and Disability forms:

Workers' Compensation Board Office 518-462-8880 or 877-632-4996 or 1-866-750-5157

If you will be serving food at an event, even at no charge, you likely will be required to have a Temporary Food Service Establishment permit. This brochure provides information about New York State requirements for Temporary Food Service Operators at events.



The complete regulatory requirements for Temporary Food Service Establishments can be found in Subpart 14-2 of the New York State Sanitary Code www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-2.htm

REQUIRED

KNOW WHAT PERMITS YOU NEED

Check with your local health department early in your planning to discuss temporary food service establishment requirements (www.health.ny.gov/environmental/contacts) and to obtain any permit(s) you might need. Allow 3-4 weeks for processing permit applications.

SPECIFIC REQUIREMENTS FOR FOOD PREPARATION AND STORAGE

- Food must be prepared on site or in a health department-approved kitchen.
- Home prepared foods are not allowed.
- On-site food preparation should be limited to seasoning and cooking.
- All food must be kept covered while in holding or on display.
- During any transport, proper hot/cold holding temperatures must be maintained.
- All food must be stored at least 6 inches off the ground and placed in food safe containers.

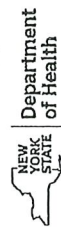
TIPS & INFO

TIPS TO REMEMBER

- Check with your local health department early in your event planning to review all requirements.
- Follow all food handling, preparation, and storage requirements.
- Make sure food is cooked to specified cooking temperature requirements (Subpart 14-2).
- Follow proper procedures to keep food hot or cold.
- Use food thermometers to check cooking and holding temperatures.
- Be sure to use an approved water supply source when preparing food.
- Hand hygiene is important! Wash your hands often, wear your gloves, and change gloves when needed.
- Follow dishwashing procedures.
- Keep garbage in lined containers.
- Keep floors, food preparation, and storage areas clean.

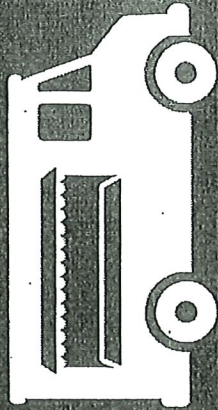
GET MORE INFORMATION

Temporary Food Service at Events
www.health.ny.gov/TempFood
Contact Your Local Health Department
www.health.ny.gov/Environmental/Contacts



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FOOD SERVICE VENDORS

General Guidance for Temporary Food Service Establishments at Events



FOOD

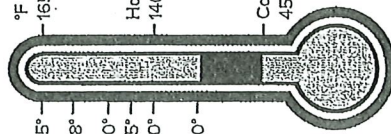
COOKING/HOLDING TEMPERATURES

(See Subpart 14-2 of the New York State Sanitary Code for cooking details)

COOKING TEMPERATURES

Food Containing °F
Poultry 165°
Ground Meats 158°

Reheating and Holding Temperatures
Pork 150°
Eggs 145°
Other Food 140° (cooked)
Beef 130°



Cold Holding 45° or below

COLD STORAGE

(Cold Holding must be 45°F or below)

- Cold storage food must be kept in refrigerators and coolers.
- Accurate thermometers ($\pm 2^\circ\text{F}$) must be in all refrigerators and coolers.
- Ice being used to chill foods cannot be used in beverages.

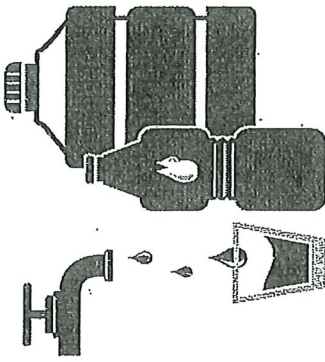
WATER

DRINKING WATER

All water used for drinking, preparing food, and making ice (potable/consumable) must be from these sources:

- a municipal public water supply,
- a NYS or county approved water supply, such as from a restaurant, or certified bottled water.

All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.



WASTE WATER

All waste water must be disposed of in a sanitary sewer, an approved septic system, or in a holding tank.

KEEP AREA CLEAN

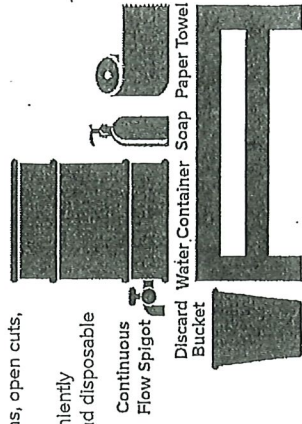
- The ground within the food preparation and food storage areas must be kept clean, and measures should be taken to prevent build-up of dust or mud.
- Place all garbage into trash containers with plastic bag liners.

HAND WASHING

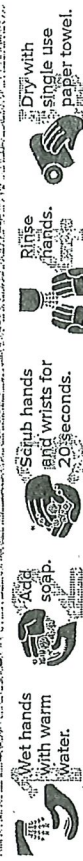
- All food handlers must be free of illness, infections, open cuts, or sores.
- Hand washing facilities must be available, conveniently located on site, and include warm water, soap, and disposable paper towels as shown.

Wash Hands

- Before starting work
- Before putting on single service gloves
- After touching raw, fresh, or frozen beef, poultry, fish, or meat
- After using the bathroom
- After smoking, eating, sneezing, or drinking
- After mopping, sweeping, removing garbage, or using the telephone
- After touching anything that might result in contamination of hands



Proper Hand Washing Procedure



Glove Use

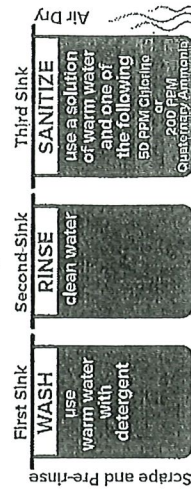
Use gloves, utensils, deli paper, waxed paper, or napkins to prevent bare hand contact with all foods ready to be served to the public.

Always change gloves if they get ripped, torn, or contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing, and in between preparing raw and cooked foods. Food workers' hands must be washed thoroughly and be cleaned before wearing new gloves.

DISHWASHING

A dishwashing station should be set up using the three sink method and sanitizing solution as shown.

Sanitizing solution for dishwashing
1 teaspoon of household bleach per 1 gallon of water. Use chlorine test strips to ensure the concentration is 50 - 100 parts per million (ppm).



Pre-Operational Checklist for Temporary Food Service Operators

The following checklist contains key items that the New York State Department of Health evaluates while inspecting temporary food service establishments. Please use this checklist to prepare for your temporary food service event. As the operator of a Temporary Food Service, you are responsible to ensure that all staff and volunteers are aware of these and other requirements for food preparation and service.

☐ **Water Supply Source** - Water used is from one of the following sources: Municipal water supply; NYS regulated facility; NYS certified bottled water. Ice is commercially bagged from a regulated facility. Food grade hoses are required for all water lines.

☐ **Food Sources** - All food is prepared on-site or at a restaurant or other regulated facility. Home prepared food is not permitted.

☐ **Equipment** - Adequate equipment is available and used to cook food. Adequate Equipment is available and used to hold food. Hot Holding ($\geq 140^{\circ}\text{F}$), Cold Holding ($\leq 45^{\circ}\text{F}$)

☐ **Thermometers** - All ice chests and refrigerators have thermometers to monitor cold storage temperatures. A probe food thermometer (accurate to $\pm 2^{\circ}\text{F}$) is available to monitor cooking/hot holding temperatures

☐ **Hand washing facility** - A Hand washing facility is available using one of the following: Plumbed sink & drain line; or Water container & bucket (see handout); or Commercial portable hand wash sink

☐ **Sanitation of equipment/utensils** - Disposable dishes and utensils are used, or a 3-compartment sink or basin is set-up to wash/rinse/sanitize reusable dishes and utensils

☐ **Sanitizer and Test Strips** - An EPA registered sanitizer is used (such as bleach or quaternary ammonia) to clean food contact surfaces, dishes and utensils; Sanitizer Test Strips are available to ensure proper sanitizer concentrations

☐ **Wastewater Disposal** - Wastewater is disposed of in one of the following ways: Direct connection to sewer or septic system; or portable waste tank or other container; or approved location to empty the portable wastewater tank. Wastewater cannot be disposed of on the ground or in storm drains.

☐ **Site Plan** - Outdoor food preparation and service areas have overhead protection (ex. tent) at all times, and have floor covering where dirt/mud is a concern

☐ **Prevention of bare hand contact with ready to eat foods** is ensured through: Single use gloves, Utensils, Deli paper/napkins

☐ **Food Handlers** - All staff and volunteers handling food are free of illness, which includes symptoms of nausea, diarrhea, vomiting, flu-like symptoms, and open cuts or sores on their hands or arms.