

# APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

**Siouxland District Health Department**

1014 Nebraska Street  
Sioux City, IA 51105  
712-279-6119 • 800-587-3005

Date of Application \_\_\_\_\_

Event Date \_\_\_\_\_

Application for temporary food stands located in **Woodbury, Plymouth, Sioux, Lyon, Osceola, O'Brien, Cherokee, Clay, Dickinson, Palo Alto, and Emmet** counties in Iowa. A temporary food establishment license is valid in one location for up to 14 days in conjunction with a single community event. Temporary food establishments that operate simultaneously at more than one stand at an event are required to have a separate license for each location.

Applications shall be submitted a minimum of **three business days prior to operating**, and penalties may be assessed if application is not submitted prior to the event. Temporary stands are subject to inspection and preparation and sales may be suspended if all requirements are not complied with. Iowa law prohibits a food establishment (including a Temporary Food Establishment) from opening or operating until a license has first been obtained from the appropriate regulatory authority.

Once the application, other required documents and appropriate fees are received and processed, the Department will review the information to determine if a Temporary License may be issued. Permits will be sent to the email address provided.

**TYPE or PRINT IN INK. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.**

| FOOD ESTABLISHMENT INFORMATION  | EVENT INFORMATION  |
|---|--|
| <b>Food Stand Name</b>  | <b>Event Name</b>  |
| <b>Name of Owner</b>  |  |
| <b>Address</b>  | <b>Date(s) of Event</b>  |
|   | Start Date: _____ End Date: _____  |
| <b>City/State/Zip Code</b>  | <b>Location of Event (Name of Venue or Area)</b>   |
| <b>Contact Information</b><br>Phone: _____<br>Cell or Alternate #: _____<br>Email: _____                                | <b>Address of Event</b>  |
|   | <b>City</b> _____ <b>Zip Code</b> _____  |
| <b>Type of Organization</b><br><input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit | <b>County</b>  |
| <b>Hours of Operation</b><br>Set-up/Prep Time:<br>Service Time:   | <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event *<br>* Event will occur regardless of the weather conditions:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>On-site (Person-in-Charge) Contact</b><br>Name: _____<br>Cell phone: _____<br>Email: _____                           | <b>Event Organizer</b><br>Name: _____<br>Phone: _____<br>Email: _____  |
| <b>Secondary on-site (Person-in-Charge) Contact</b><br>Name: _____<br>Cell phone: _____                                 | <b>Facility Type</b><br><input type="checkbox"/> Booth <input type="checkbox"/> Mobile Food Unit<br><input type="checkbox"/> Permanent Building <input type="checkbox"/> Food Cart                     |

**\*\* FOR FOOD ITEMS THAT WILL BE PREPARED AT ANOTHER LOCATION, PROVIDE THE FOLLOWING INFORMATION**

|   |                       |
|---|-----------------------|
| Food Establishment Name   | Name of Permit Holder |
| Address and City  | License #             |
| Date and Time of preparation  | Contact phone number  |
| Facility Type: <input type="checkbox"/> Licensed Food Establishment<br><input type="checkbox"/> Licensed Mobile Food Unit<br><input type="checkbox"/> Other |                       |

**Menu (disclosure of all food and beverage menu items is required)****Menu Item 1**

|   |   |
|---|---|
| Name of Menu Item 1 as listed on your menu (i.e. fruit salad, chicken quesadillas, lemonade, beer)  |   |
| Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?   | <input type="checkbox"/> Purchased<br><input type="checkbox"/> Prepared |
| Source of food including all ingredients (must provide invoice or receipt at the event)   |   |
| All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No             |
| If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A. |   |

**Menu Item 2**

|   |   |
|---|---|
| Name of Menu Item 2 as listed on your menu  |   |
| Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?   | <input type="checkbox"/> Purchased<br><input type="checkbox"/> Prepared |
| Source of food including all ingredients (must provide invoice or receipt at the event)   |   |
| All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No             |
| If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A. |   |

**Menu Item 3**

|   |   |
|---|---|
| Name of Menu Item 3 as listed on your menu  |   |
| Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?   | <input type="checkbox"/> Purchased<br><input type="checkbox"/> Prepared |
| Source of food including all ingredients (must provide invoice or receipt at the event)   |   |
| All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No             |
| If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A. |   |

**Menu Item 4**

|   |   |
|---|---|
| Name of Menu Item 4 as listed on your menu  |   |
| Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?   | <input type="checkbox"/> Purchased<br><input type="checkbox"/> Prepared |
| Source of food including all ingredients (must provide invoice or receipt at the event)   |   |
| All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No             |
| If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A. |   |

**Menu Item 5**

|   |   |
|---|---|
| Name of Menu Item 5 as listed on your menu  |   |
| Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?   | <input type="checkbox"/> Purchased<br><input type="checkbox"/> Prepared |
| Source of food including all ingredients (must provide invoice or receipt at the event)   |   |
| All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No             |
| If any food prep activities for this item occur at a location other than at the licensed temporary food stand at the event, indicate what activities will take place elsewhere and complete the Food Prep Alternative Location information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A. |   |

| <b>Stand Construction</b>   |   |
|---|---|
| Overhead Covering   | <input type="checkbox"/> Canvas<br><input type="checkbox"/> Wood<br><input type="checkbox"/> Other _____  |
| Floor   | <input type="checkbox"/> Asphalt<br><input type="checkbox"/> Concrete<br><input type="checkbox"/> Wood<br><input type="checkbox"/> Other _____  |
| Walls   | <input type="checkbox"/> Screens<br><input type="checkbox"/> Concrete<br><input type="checkbox"/> Wood<br><input type="checkbox"/> Other _____  |
| Booth supplied by   | <input type="checkbox"/> Food Stand Operator<br><input type="checkbox"/> Event Coordinator<br><input type="checkbox"/> Other _____  |
| <b>Utensils and Equipment</b>   |   |
| Utensil Types Used  | <input type="checkbox"/> Providing Single Use Eating and Drinking Utensils<br><input type="checkbox"/> Multiuse Kitchen Utensils (knives, cutting board, pots/pans, etc)  |
| Type of Utensil Washing Setup   | <input type="checkbox"/> Three Basin Setup on site<br><input type="checkbox"/> Shared Three Compartment Sink on site<br><input type="checkbox"/> Ware washing within a licensed Food Establishment<br><input type="checkbox"/> NA   |
| Sanitizer to be used  | <input type="checkbox"/> Chlorine (such as unscented bleach)<br><input type="checkbox"/> Quaternary Ammonium<br><input type="checkbox"/> Other _____  |
| Test strips provided (test strips are required if using sanitizer on site)                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| <b>Handwashing Facilities</b>   |   |
| Provided by   | <input type="checkbox"/> Food Stand Operator<br><input type="checkbox"/> Event Coordinator<br><input type="checkbox"/> NA (all pre-packaged food items)   |
| Type of handwashing facility  | <input type="checkbox"/> Gravity Fed Water with Spigot and Bucket (such as Igloo cooler)<br><input type="checkbox"/> Self-Contained Portable Unit (in each stand)<br><input type="checkbox"/> Plumbed with Hot and Cold Water Under Pressure<br><input type="checkbox"/> NA |
| Handwashing stations are required in each food stand and are required to be set up prior to food preparation. |   |
| Disposable gloves provided  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| <b>Food Storage or Display Equipment</b>  |   |
| List all equipment used for food storage and display. Enter N/A if necessary.                                 |   |
| Hot   |   |
| Cold  |   |
| Dry   |   |
| Condiments  |   |
| <b>Water Supply</b>   |   |
| Provided By   | <input type="checkbox"/> Event Coordinator<br><input type="checkbox"/> Food Stand Operator  |
| Source of Water   | <input type="checkbox"/> NA<br><input type="checkbox"/> Public<br><input type="checkbox"/> Non-Public (Results of most recent test must be submitted)   |
| Method of providing hot water for handwashing and warewashing   |   |
| <b>Cooking Equipment</b>  |   |
| List all cooking equipment: (example grills, fryers, etc.)  |   |
| Provided By   | <input type="checkbox"/> Event Coordinator<br><input type="checkbox"/> Food Stand Operator  |

| Electrical Supply   |   |
|---|---|
| Type  | <input type="checkbox"/> Generator<br><input type="checkbox"/> Power Hook Up<br><input type="checkbox"/> No Power Needed<br><input type="checkbox"/> Lighting Available<br><input type="checkbox"/> Other _____ |
| Provided By   | <input type="checkbox"/> Event Coordinator<br><input type="checkbox"/> Food Stand Operator  |
| Food Transportation   |   |
| Identify how food will be transported to event in order to maintain safe temperatures.  |   |
| Food Employees/Volunteers   |   |
| Certified Food Protection Manager available   | <input type="checkbox"/> Yes      Name: _____<br><input type="checkbox"/> No  |
| # of food employees/volunteers  |   |
| Person responsible for maintaining log book (required)<br>A log book is a record of employees with dates and times worked in the stand. |   |
| Refuse Removal (Liquid waste = water, grease, etc.) (Refuse = trash)  |   |
| Describe how liquid waste will be disposed of. Enter N/A if there is no liquid waste.   |   |
| Frequency of liquid waste removal (times per day)   |   |
| Describe how trash will be disposed of.   |   |
| Thermometers  |   |
| Holding Thermometer Description. Enter N/A if temperature control is not required for safety.   | <input type="checkbox"/> Thin Tip Probe Thermometer<br><input type="checkbox"/> Other (describe) _____  |
| Cooking Thermometer Description. Enter N/A if there is no cooking.  | <input type="checkbox"/> Thin Tip Probe Thermometer<br><input type="checkbox"/> Other (describe) _____  |

**A Temporary Food Establishment License will not be issued unless this application meets all applicable requirements found in the Iowa Food Code as summarized in the Temporary Food Establishment Rules and the regulatory authority has approved the license. All Temporary food stands are subject to inspection. Non-compliance may result in closure of the Temporary Food Establishment.**

**Reminders:**

- No homemade foods, with the exception of non-time/temperature control for safety food only sold at non-profit stands
- No bare hand contact with ready-to-eat foods
- All meats must be USDA or IA inspected with a stamp of inspection
- Self-serve condiments shall be individually packaged or in pump or squeeze-type dispensers
- Handwashing facilities must be provided in any stand with unpackaged foods or beverages

**License Fee \$50.00**

(Nonrefundable)

Submit payment to: **Siouxland District Health Department**  
**1014 Nebraska Street**  
**Sioux City, IA 51105**

Phone number 712-279-6119

I hereby certify that I have read the Temporary Food Stand Requirements and I understand and agree to comply with these requirements.

**Applicant's Name (Print):** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

|            |                |                 |
|------------|----------------|-----------------|
| Check #    | Date Received  | Amount Received |
| Check Name | Penalty Amount | Amount Due      |

Reviewed by \_\_\_\_\_  Approved      License # / Date Issued \_\_\_\_\_  
 Health Department Representative

Not Approved      Reason \_\_\_\_\_

Sketch below the general layout of the Temporary Food Establishment including the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage
5. Location of condiments

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is currently blank.