TEMPORARY RETAIL FOOD
APPLICATION FOR INSPECTION

Please submit the completed application and inspection fee in the form of check or money order payable to the City of Oak Creek to the above address at least 7 days before the scheduled event. All event participants selling any type of food must submit a completed application, regardless of regulatory or exemption status.

ESTABLISHMENT NAME

ESTABLISHMENT STREET ADDRESS, CITY STATE & ZIP CODE

ESTABLISHMENT TELEPHONE

LEGAL LICENSEE (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)

LICENSEE STREET ADDRESS, CITY, STATE & ZIP CODE

LEGAL LICENSEE TELEPHONE

EVENT NAME AND LOCATION (address)

DATES OF EVENT

Fee Schedule  TFI

Temporary Restaurant Inspection…………………………$75  Temporary Retail Inspection…………………………$35

Not for profit organizations should discuss permitting requirements for exemption with the Environmental Health Specialist.

I, the applicant, understand that the:
• City of Oak Creek field inspection report is required to operate in the City of Oak Creek.
• Permit to operate may be suspended or revoked if serious conditions exist
• Inspection fees cannot be accepted by environmental health specialists in the field.
• Inspection fees are not refundable.

Have all operators reviewed the guidance for temporary food vendors in Oak Creek?  Yes ☐  No ☐

Please list all food safety training that has been completed by the operator(s) and staff and include a copy of your Certified Food Manager’s certification, if applicable (mobile restaurant license):

__________________________________________________________________________________________

Is this facility currently permitted by the State of Wisconsin?  Yes ☐  No ☐

If yes, a copy of the State permit must be included with this application. If no, the Oak Creek Health Department will require an additional application and fees for permitting. Contact the Oak Creek Inspection Department.

APPLICANT SIGNATURE  DATE

Fee payment cannot be completed at the event by environmental health specialists. All required fees must be received in-person or by mail at Oak Creek City Hall at least seven days prior to the event in order to operate. Submit the completed application and inspection fee in the form of check or money order payable to the City of Oak Creek to:

City of Oak Creek
8040 S 6th Street
Oak Creek, Wisconsin  53154

Please complete and submit pages 1-4 to the Oak Creek Inspection Department at least seven days prior to the event. Retain the self-inspection sheet for your use on the day of the event. If you have questions, please call (414) 766-7000.
SKETCH FOOD OPERATION LAYOUT:
(Include all relevant food handling information, i.e. hand washing, waste water disposal, all cooking equipment, food storage, ware-washing equipment, garbage)
FOOD PREPARATION AND MENU

Where will food be purchased? (Examples: Walmart, Pick ‘N Save, Reinhart, Restaurant Depot, etc.)

- Menu: Only food items listed below will be approved to serve. Approval for any changes must be requested at least two business days before the event.
- Temperature Control: Any potentially hazardous food observed above 41°F or below 135°F will be discarded on site.

**MENU**: Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

<table>
<thead>
<tr>
<th>Food Item</th>
<th>How purchased at store? (raw or pre-cooked)</th>
<th>Prepared in Booth or Approved Kitchen?</th>
<th>Transport item hot or cold? What type of equipment for transport?</th>
<th>Cold holding equipment used at event? (41°F or below)</th>
<th>Cooking/reheating equipment used? Final cook/reheat temperature?</th>
<th>Hot holding equipment used? (135°F or above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Hamburger</td>
<td>Raw</td>
<td>Booth</td>
<td>Cold Ice Chest</td>
<td>Ice Chest</td>
<td>Grill 155°F</td>
<td>Grill/Steam Table</td>
</tr>
</tbody>
</table>


EQUIPMENT LIST

Identify equipment used at the event in your temporary food establishment. (check all boxes that apply)

<table>
<thead>
<tr>
<th>Hand washing station (More than one may be required)</th>
<th>Outside cooking area (May require separate permit)</th>
<th>Food Safety/Hygiene Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] 5 gallon container with a continuous flow spigot and 5 gallon catch bucket</td>
<td>[ ] Outside cooking area (BBQ) must have a second handwashing station</td>
<td>[ ] Thermometer (0-220°F)</td>
</tr>
<tr>
<td>[ ] Soap &amp; paper towels</td>
<td>[ ] Cover on cooker</td>
<td>[ ] Sanitizer test strips</td>
</tr>
<tr>
<td>Note: A restroom hand sink cannot be used in place of the hand sink in the temporary food establishment.</td>
<td>[ ] Separation/barrier from public</td>
<td>[ ] Hair restraints/hats</td>
</tr>
<tr>
<td>[ ] 5 gallon container with a continuous flow spigot and 5 gallon catch bucket</td>
<td>[ ] Soap &amp; paper towels</td>
<td>[ ] Clean clothing</td>
</tr>
<tr>
<td>[ ] Soap &amp; paper towels</td>
<td></td>
<td>[ ] Garbage can(s)</td>
</tr>
</tbody>
</table>

Outside cooking area (May require separate permit)

- [ ] Outside cooking area (BBQ) must have a second handwashing station
- [ ] Cover on cooker
- [ ] Separation/barrier from public

Describe Booth Materials

Floor:

Sidewalls:

Ceiling/Overhead:

Utensils to Prevent Hand Contact

- [ ] Single-use gloves
- [ ] Tongs
- [ ] Spatula
- [ ] Spoon or Fork
- [ ] Single-use foil sheets
- [ ] Other____________________
- [ ] Extra utensils in booth

Sanitizer bucket

- [ ] Open container
- [ ] Additional container for booths with raw meat
- [ ] Wiping cloths
- [ ] Bleach/Sanitizer (2 tsp bleach/gal. water)

GENERAL INFORMATION

1. Where will you dispose waste water and grease?

2. Do any of your events last for more than one day?  [ ] Yes  [ ] No

   If yes, where will you store your food and equipment during the overnight hours?

3. How will you clean and sanitize food equipment and utensils at your booth?

   __________________________________________________________________________

Service Base License for Mobile Restaurant/Retail Food

A service base license is required for food prep, cleaning and sanitization, storage, water and waste water handling and disposal. A service base license is not required with a temporary mobile restaurant license, or if you own and use your brick and mortar retail food location for servicing, or if you have a State of Wisconsin variance. A copy of the base license is required to be posted in the mobile retail food establishment.

Please provide a copy of your service base license or variance with this application.

Read and initial:

[ ] I have read and understand the hand washing station requirements (see below).

[ ] I have received and reviewed the Temporary Food Service Guidelines.

[ ] I have received the self-inspection form(s) and understand I must complete a form each day of operation.

[ ] I understand the following conditions will warrant immediate closure:

   * Lack of a current permit for each day of operation
   * Lack of an approved conveniently accessible hand washing station
   * Foods prepared at or brought from home
   * Critical violations and/or imminent health hazards
   * Lack of equipment or capacity to hold potential hazardous foods at required temperatures
Temporary Food Establishment Hand Washing Station

Every operator preparing or handling food at the event location MUST have a fully functional hand washing set up. At minimum, the hand washing station(s) must consist of a 5-gallon container with a spigot that provides a continuous flow of water, soap, paper towels and a 5-gallon bucket to collect the dirty water. The hand washing station(s) must also be conveniently located to all food preparation areas. Any temporary food establishment observed without adequate hand washing facilities will be closed and required to stop selling or giving away food until the violations are corrected. *This temporary hand washing station set up is not applicable or allowed for mobile food trucks.*
**TEMPORARY FOOD ESTABLISHMENT SELF-INSPECTION**
(To be completed by the operator when setting up on the day of the event and verified by the environmental health specialist upon inspection)

<table>
<thead>
<tr>
<th>Establishment Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Inspection Date</td>
<td>/</td>
</tr>
<tr>
<td>Inspected by (sign)</td>
<td>(Print)</td>
<td></td>
</tr>
</tbody>
</table>

### Booth Requirements

<table>
<thead>
<tr>
<th></th>
<th>Permits</th>
<th>Complies?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Permits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Temporary food permit is posted in public view.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>A knowledgeable person in charge is present with food handler card or certified manager certificate.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Hand Washing Station</strong> <em>(immediate closure if out of compliance)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Minimum 5-gallons water; container with hands-free spigot</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>5-gallon waste water container</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Pump soap and paper towels</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Floor, Walls, Ceiling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Floors smooth &amp; cleanable in entire booth (no grass, gravel)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>2 sidewalls</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Entire booth has overhead protection</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Food Source/Menu</strong> <em>(immediate closure if out of compliance)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Food was not prepared or stored at home.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Food prepared at licensed service base or on MFE unit.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>No part of the operation was done at home.</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Only foods approved on the application form are served.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Employee Hygiene</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Employees wash hands upon entering the booth.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Employees keep hands clean and wash hands often.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Employees do not have these symptoms: vomiting, diarrhea, sore throat with fever, open wounds</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Gloves or utensils are used - no bare hand contact with food</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Employees have hair restraints or hats. Clean clothing.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>No eating, drinking, or smoking in the booth.</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>
| g. | Tasks are delegated so there are three types of workers:  
   (1) Those who only handle raw meat or poultry  
   (2) Those who only handle ready-to-eat-foods  
   (3) Those who only handle money | YES | |
| h. | Small children are not allowed in the booth. | NO | |
| 6. | **Food Temperature Control** | | |
| a. | Hot foods held at 135°F or above. | YES | |
| b. | Cold foods held at 41°F or below. | NO | |
| c. | Adequate equipment to maintain temperatures hot or cold. | NA | |
| d. | Adequate amount of ice to keep foods cold in ice chests. | YES | |
| e. | No potentially hazardous food stored at room temperature. | NO | |
| f. | Canister fuel not used without wind guards (outdoors only) | NA | |
| g. | Metal probe thermometer with range 0 – 220°F in booth. | YES | |
| h. | Probe thermometer is calibrated/accurate. | NO | |
7. **Storage**
   a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.
   b. Food is not stored in standing water inside ice chests.
   c. All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed waterproof box.

8. **Ice**
   a. Ice stored in waterproof container and kept covered.
   b. Ice used for refrigeration is not used for consumption.
   c. Ice bags never come into contact with the ground.
   d. Ice is not handled with bare hands.

9. **Cooking**
   a. Raw poultry is cooked to at least 165°F.
   b. Raw beef or pork is cooked to at least 155°F.
   c. Raw fish or eggs are cooked to at least 145°F.

10. **Food Protection**
    a. BBQ grills and other cooking equipment are not accessible to the general public.
    b. Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.
    c. All open food is protected from customer spit or sneezes.

11. **Food Equipment**
    a. Good repair – no corrosion, cracks or chips
    b. Food-grade – smooth, easily cleanable, non-absorbent
    c. Extra utensils including tongs, spatulas, spoons available

12. **Sanitizer**
    a. Unscented Bleach or Quaternary (Quat) sanitizer available
    b. Sanitizer test strips available
    c. Bleach concentration at 50-100 ppm or Quat at 200-400 ppm
    d. Wiping cloths stored in bucket with sanitizer water
    e. Separate bucket for raw meat/poultry area

13. **Dish Washing**
    a. Three 5-gallon buckets or tubs available:
       1. Wash in soapy warm water
       2. Rinse in clean warm water
       3. Sanitize in warm water with proper concentration
    e. All food equipment and utensils are washed, rinsed and sanitized prior to use each day of the event.

14. **Garbage**
    a. Garbage containers with plastic liners provided in booth.
    b. Garbage containers are covered if insects are present.

15. **Lighting**
    a. Adequate lighting is available during night events.
    b. Light bulbs are shielded or shatterproof

16. **End of Day Clean-Up**
    a. Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).
    b. Food and equipment stored in a secure location overnight.
    c. Booth operator has identified an approved location for disposal of liquid waste and oil/grease.

17. **Miscellaneous**
    a. Name of the facility is posted and visible to customers.
    b. Self-Inspection sheet is complete & available for inspector.

01/2019