



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Norristown Health Center**  
1430 DeKalb Street, PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**  
364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

**Eastern Court House Annex**  
102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

## **APPLICATION FOR TEMPORARY FOOD SERVICE LICENSE**

In compliance with Montgomery County Public Health Code, Chapter IV FOOD PROTECTION, I hereby make application for a Temporary Food Service Establishment License. This application must be submitted to Montgomery County Health Department at least ten working days prior to the first day of the event so that paperwork can be processed. A Temporary Special Event with 1–5 food vendor booths is \$83.00 and each additional food booth is \$19.00. Send fee with the completed application to the above applicable address. Make check or money order payable to “Treasurer of Montgomery County”. **DO NOT SEND CASH.**

### **PLEASE PRINT**

NAME OF EVENT:	CONTACT NAME:
LOCATION OF EVENT/ADDRESS:	CONTACT TELEPHONE NUMBER:
TOWNSHIP OR BOROUGH OF EVENT:	DATES OF OPERATION:
SPONSOR OF EVENT:	HOURS OF OPERATION:
SPONSOR'S TELEPHONE NUMBER:	RAIN DATE:
NUMBER OF FOOD VENDORS:	SPONSOR'S MAILING ADDRESS

I, \_\_\_\_\_, hereby certify that the facts set forth on this application are true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of Proprietor)

\_\_\_\_\_  
(Date)



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Dear Sponsor of Event:

This letter is to inform you of the Montgomery County Health Department's licensing and inspection procedure.

Please note the following:

1. Read all information regarding requirements for Petting Zoo's/Animal Exhibitors, Water Quality and Temporary Food Service Operations.
2. **Application for Temporary Food Service License:** Please submit application and applicable fees within ten working days prior to the event.
3. **Division of Water Quality Management:** Please submit application within ten working days.
4. **Requirements for food vendors:** An Environmental Health Specialist will contact you regarding the packet.
5. **Special Event Fact Sheets (Three Pages):** Please complete the fact sheets and submit with the application as above. The fact sheets must be filled out by **EACH PARTICIPATING VENDOR**. Please make extra copies as necessary.

If you have any questions please do not hesitate to call our office. Phone numbers and locations are list above.



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## **Requirements for Petting Zoo's/Animal Exhibitors**

- A. All exhibitors must be in strict compliance with local, state, and federal guidelines regarding animal exhibits, including compliance with the Pennsylvania Department of Agriculture and the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS).
- B. Montgomery County Health Department (MCHD) does not recommend, inspect or approve venues where the public has contact with animals. Please see the below mentioned websites/contacts to assist you in proper licensing and/or registration requirements. Also information on reducing the risk for transmission of enteric pathogens at petting zoos, open farms, animal exhibits, and other venues where the public has contact with animals.
- C. This information is intended to clarify the MCHD's stance with regard to petting zoo's, animal exhibits, and/or any public venue where people may come into contact with animals, animal waste or byproduct. Please do not hesitate to contact the MCHD if you have any questions. The locations and phone numbers of our three centers are noted above.

Contact information:

**Animal Care Regional Offices**  
**USDA, APHIS, AC**  
**920 Main Campus Drive**  
**Suite 200, Unit 3040**  
**Raleigh, NC 27606**  
**Phone number – 919-855-7100**  
**Fax – 919-855-7123**  
[www.aphis.usda.gov](http://www.aphis.usda.gov)

**Centers for Disease Control and Prevention**  
**1600 Clifton Rd, Atlanta GA 30333, U.S.A.**  
**Switchboard: (404) 639-3311**  
**Public Inquiries: (404) 639-3534**  
**(800) 311-3435**  
[www.cdc.gov](http://www.cdc.gov)



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## Special Event Application Procedure Division of Water Quality Management

The Division of Water Quality Management (WQM) Special Event application must be completed by the event coordinator/organizer. The application must be submitted no later than two (2) weeks before the event date. The applicant and/or appointed representative shall accept full responsibility and/or liability for any information submitted in the application. Failure to comply may result in the closure of the event or issuance of non-traffic citations.

Contact Information: Rachel DeMarzio, Supervisor WQM  
610-278-5117, extension 6727  
[rdemarzi@montcopa.org](mailto:rdemarzi@montcopa.org)

Jennifer Paul, Environmental Health Specialist  
610-278-5117, extension 6731  
[jpaul@montcopa.org](mailto:jpaul@montcopa.org)



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## Special Event Application Division of Water Quality Management

**FOR OFFICIAL USE ONLY:** \_\_\_\_\_  
Date Received by MCHD: \_\_\_\_\_  
Date Received by WQM: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_  
Approved by: \_\_\_\_\_

### PART I: EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_  
ADDRESS OF EVENT: \_\_\_\_\_  
TOWNSHIP OR BOROUGH OF EVENT: \_\_\_\_\_  
DATE(S) OF EVENT (INCLUDING RAINDATE): \_\_\_\_\_  
HOURS OF OPERATION: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
CONTACT ADDRESS: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_

### PART II: WATER AND WASTEWATER INFORMATION

1. Estimate the number of visitors to this event. \_\_\_\_\_
2. What type of water supply will service this event (public water supply or an individual water supply well)? \_\_\_\_\_
  - a. Who is the public water supplier, if applicable? \_\_\_\_\_
  - b. If your event is served by an individual water supply well:
    - i. Where is the well located? \_\_\_\_\_
    - ii. Was the well tested prior to the event (please include a copy of the water results)? \_\_\_\_\_
    - iii. Who is responsible for the private on-site well? \_\_\_\_\_

**\*Please be advised that all water supply connections must use disinfected NSF approved food grade hoses/piping\***

3. What type of sewage facilities will service this event (public sewer, on-lot septic system, portable facilities)? \_\_\_\_\_
  - a. Who is the public sewer authority, if applicable? \_\_\_\_\_
  - b. Who is responsible for the on-lot septic system and when was the last time it was pumped (please include a copy of the pumping receipt)? \_\_\_\_\_
  - c. If portable facilities, who is the pumping contractor (please include a copy of your pumping contract) and how many are planned for use? \_\_\_\_\_
  - d. If existing restroom facilities, how many restrooms will service this event and what are their locations? \_\_\_\_\_
4. Please submit a plan/layout of event including the above information.

I, \_\_\_\_\_, hereby certify that the facts set forth on this application are true and correct to the best of my knowledge.

**Signature of Proprietor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIVISION OF ENVIRONMENTAL FIELD SERVICES**  
**REQUIREMENTS FOR TEMPORARY FOOD SERVICE OPERATIONS**

- A. Food Protection – all food items must be properly protected from contamination at all times:
1. All booths/food service areas must have overhead protection canopy, tarp, tent, etcetera. If the wind presents a contamination hazard, then side protection/barriers may be required.
  2. All cooking, heating, and hot-holding equipment must be located away from the public for safety.
  3. No food may be displayed without being wrapped or enclosed by a properly designed sneeze guard.
  4. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be single-service portions.
  5. Equipment must be provided for proper storage of all food, ice, and food-related items off the ground at all times.
  6. On-site food preparation must be done away from the patrons to prevent contamination.
  7. All food items must be transported, stored, and served using food-grade, approved containers, utensils, and equipment. All food containers for refrigerated food items must be sized to be shallow in depth – not more than 2 inches deep.
- B. Cleanliness – all equipment, utensils, personnel, and area must be kept clean at all times:
1. Refuse containers must be provided for the operation, and for patrons.
  2. Handwashing facilities must be provided when food is being prepared. Provide a dispenser of water with a catch basin, dispenser of soap (no bar soap) and single service towels. Pre-packaged towelettes are acceptable only when prior approval has been obtained for non-food preparation operations.
  3. Extra food handling utensils must be brought if approved equipment washing facilities are not provided.
- C. Temperature Requirements – all food items must be held at proper temperatures at all times during food preparation, handling, storage, and display:
1. Forty-one degrees Fahrenheit (41°F) or below for refrigerated (cold) perishable food items.
  2. Frozen foods must remain frozen.
  3. One hundred thirty-five degrees Fahrenheit (135°F) or above for hot food items.

4. A proper thermometer must be provided to test the temperatures of the food items.

D. Ice – the use of block ice is not approved. All ice must be from an approved source and properly stored and used:

1. Refrigeration units (coolers, cans, bins) must be continuously self-draining to an appropriate wastewater-holding unit and drain so that no water accumulates in the refrigeration unit.
2. Ice used for cooling food or beverages may not be used for human consumption. Appropriate scoops/utensils must be provided for dispensing customers' ice.



Indicate the method(s) of protecting the food/drink items from contamination at the event site: Note that overhead protection must be provided, usually in the form of a canopy, umbrella, tarp, or enclosure, for your entire food-service operation.

Type of Protection Needed	Equipment or Method
Overhead	
Food/Drink Items Off the Ground	
Food Displayed, Wrapped, Covered or Protected by a Sneeze-Guard	
Food/Drink Items Not Accessible to Customers	

What handwashing facilities are provided? \_\_\_\_\_

Indicate the number, size, and location of the refuse/trash containers you will be providing:

\_\_\_\_\_

Indicate the location for the preparation of the food/drink items:

Preparation Location	Food/Drink Items
<input type="checkbox"/> On Site – Raw ingredients mixed, assembled, or cooked at event site.	
<input type="checkbox"/> At Establishment/Home	
<input type="checkbox"/> Purchased already commercially prepared requiring further handling.	
<input type="checkbox"/> Prepackaged	

Indicate the method(s) for maintaining proper food/drink item temperatures during storage, transport, preparation, and display. Food/drink items that spoil easily must be held at temperatures below 41 degrees Fahrenheit (41°F), or above 135 degrees Fahrenheit (135°F) at all times.

Refrigeration equipment includes mechanical refrigerators, and insulated containers such as ice chests/coolers. Cold sources include electricity, dry ice, ice packs, and drained wet ice. Drained wet ice means that the container will continuously drain the water that accumulates from the melting ice to a water storage container.

Heating equipment includes grills, ovens, stoves, and units to keep hot food hot such as chafing dishes. Heat sources—fuel—include charcoal, gas (propane), sterno, and electricity.

<b>Food/Drink Items</b>	<b>Refrigeration/ Heating Equipment Type</b>	<b>Cold or Heat Source - Fuel</b>	<b>Equipment Size</b>	<b># of Units</b>

Indicate the method(s) of customer protection from the cooking/heating equipment through proper location of equipment, or through barriers:

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Indicate the use of any leftover food after the event:

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On a separate piece of paper sketch a diagram of your booth/setup showing the location of all equipment, and food/drink items.