



# SOMERSET COUNTY DEPARTMENT OF HEALTH

## TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in N.J.A.C. 8:24, *Sanitation in Retail Food Establishments and Food and Beverage Vending Machines*, is a food establishment that operates in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. Complete and submit an application form (pages 2 & 3) and required fees for each event at least 10 business days prior to the event. **THE FEE FOR THE FIRST DAY IS \$25.00 AND \$10.00 FOR EACH ADDITIONAL DAY**. Incomplete applications will be returned. A rain date or “not applicable” must be entered. Please make checks payable and mail to **BOROUGH OF BOUND BROOK, 230 HAMILTON STREET, BOUND BROOK, NJ 08805**.
  2. Provide a copy of your most recent health inspection rating placard for review.
  3. If you have successfully completed a basic food handler and sanitation course, please include a copy of your Completion Certificate with your application.
  4. If you are a Cottage Food business as defined in N.J.A.C. 8:24 you must provide a copy of your New Jersey Department of Health permit with this application.
- In this application packet you will find information on Hand Washing Facilities, Kitchenware Washing Procedures, and a self-inspection form. The Somerset County Department of Health and the local jurisdiction require that proper facilities be available for hand washing, kitchenware washing, over-head protection, ground covering, and proper storage of hot and cold foods. Additional information on preparing and serving food safely will be provided upon request. Applicants are encouraged to take a food safety course.
  - A digital thermometer and sanitizer test strips are required.
  - Use the self-inspection form, page 6, to ensure that you are prepared and have met the requirements of the Regulations.
  - Please **KEEP pages 4 through 6** for your use and **RETURN pages 2 and 3** (the application) to the Borough of Bound Brook for processing.

An Environmental Health Specialist will call you after your completed application is reviewed to discuss your operation, obtain additional information if needed and answer any questions you may have. Licenses for Temporary Events are issued by the Health Department **on the day of the event**, prior to the start of the food operations. If you have any questions, please contact us at (908) 231-7155. We look forward to working with you.

## **Application for Temporary Food Establishment**

- Please print legibly or type
- **Application fee must be submitted at least 10 business days prior to the event.**
- Failure to provide the necessary information regarding your operation will delay the processing of your application.
- For staffing purposes, a "rain date" or "not applicable" must be included.

### EVENT - GENERAL INFORMATION

Event Name and Sponsoring Organization: \_\_\_\_\_

Event Coordinator and Phone Number: \_\_\_\_\_

Event Location Address and Phone Number: \_\_\_\_\_

Date(s) of operation: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Rain date(s): \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

### APPLICANT INFORMATION

Organization or Individual Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Representative Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Individual Responsible for Food Preparation Onsite: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### TEMPORARY FOOD ESTABLISHMENT INFORMATION

Time when operation will be ready for inspection:

\_\_\_\_\_

Type of food facility (building on site, open air, mobile unit, food trailer, tent/canopy, etc.): \_\_\_\_\_

Please indicate the source of the following to be provided for operation of the food facility:

Potable water source: \_\_\_\_\_  
(private well, public, bottled water, holding tank, etc.)

Garbage disposal: \_\_\_\_\_  
(on-site, off-site, by vendor, by event sponsor, etc.)

Sewage Disposal: \_\_\_\_\_  
(Onsite septic system, public system, etc.)

Liquid Waste Disposal: \_\_\_\_\_  
(dump station on-site or off-site, public, septic system, etc.)

Have you completed a basic food handler and sanitation program? Yes    No

If Yes, year completed: \_\_\_\_\_ (Please include a copy of your certificate with this application)

## FOOD ITEMS AND EQUIPMENT

Food/Beverage Items	Source (where purchased)	Where prepared (i.e., on site at event, at a permitted facility, etc.)	Methods of preparation and serving

*(Please attach another sheet with the same information, if more spaces are needed.)*

Condiments and Serving Methods (individual or bulk containers)	Utensils (serving, cooking, eating,)	Cooking Equipment*	Type of refrigeration (coolers, refrigerator, truck)
			Type of sanitizer/test strips

*\*All cooking or reheating equipment must be able to rapidly heat foods to 165°F or above. **CROCK POTS ARE NOT ACCEPTABLE FOR THE COOKING OR REHEATING OF FOODS.***

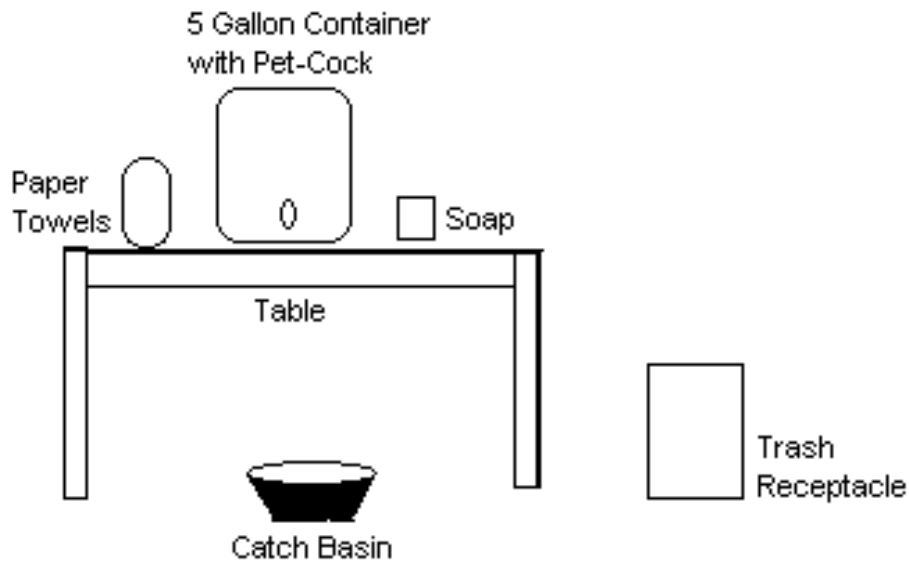
*\*Are accurately calibrated metal stem food thermometers provided to monitor food temperatures? \_\_\_\_\_*

*\* What method will be used to prevent bare hand contact with ready-to-eat foods? \_\_\_\_\_*

I have read the attached instructions, understand them and will comply with their requirements. I understand that failure to comply may result in the denial of my application for a permit and license by the Health Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HAND WASHING FACILITY SET-UP

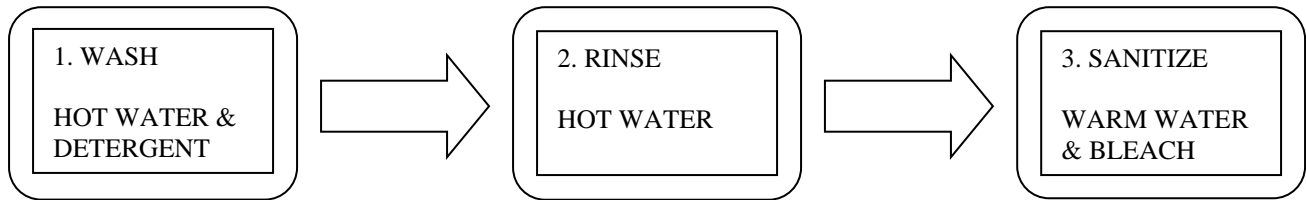


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

### THE HOW-TO'S OF HANDWASHING

1. Wet hands.
2. Apply soap.
3. Briskly rub hands for at least ten (10) seconds.
4. Scrub fingertips and between fingers.
5. Scrub forearm to just below elbow.
6. Rinse forearms and hands.
7. Dry hands and forearms with a disposable paper towel.
8. Turn off water with paper towel.
9. Discard paper towel.

## KITCHENWARE WASHING PROCEDURE



After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

*Unscented* chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All waste water must be disposed of properly, to either a sanitary sewer or a drainfield.

## SELF INSPECTION FORM

ITEM	AREA OF CONCERN
1	Review proper food handling practices and employee hygiene requirements
2	Food Source: approved, in sound condition, no spoilage
3	Potentially hazardous foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service
4	Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals.
5	Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41 F or below. Hot: 135 F or above.
6	Thermometers provided: dial probe or digital thermometer for taking product temps, indicating thermometers for refrigeration units
7	Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended
8	Good employee hygiene; proper hand washing; proper use of gloves; no illness; etc.
9	Proper hair restraints; clean clothing; no artificial nails; no jewelry
10	Equipment cleaned thoroughly <u>prior to the event</u> , kept clean, stored properly
11	Proper facilities to wash, rinse, and sanitize equipment and utensils. MUST HAVE HOT WATER. Wash basins should be large enough to accommodate the biggest item to be washed.
12	Sanitizer with appropriate test strips, i.e. chlorine bleach and chlorine test strips.
13	Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up
14	Water source approved; Hot and cold water provided; food grade hoses used
15	Approved and adequate disposal of sewage and all waste water
16	Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket.
17	Adequate collection and disposal of grease and garbage.
18	Overhead protection (tent, pavilion, etc.); Lighting adequately shielded. Check with fire marshal regarding fire retardant material and use of gas, propane, etc.
19	Public access to cook area, storage area, and service area completely restricted.
20	Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution.
21	Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site.

**BOROUGH OF BOUND BROOK**

**BUREAU OF FIRE PREVENTION**

230 Hamilton St., Bound Brook, NJ 08805

Office of The Borough Fire Marshall

Phone: (732) 356-0833

Fax: (732) 560-9136

**APPLICATION FOR BURN PERMIT – NOTE: Applications MUST be submitted 5 days BEFORE any permit is issued. Payment must be made at time of submission**

The Uniform Fire Code states:

“Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.” [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_ Emer. # : \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration #: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indication location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

State quantities for each category to be stored, or used and the method stored or used:

Read through the permit Types (1 through 5) listed below and select the permit type required. Pay the total due for that permit. If the Fire Official determines that the type is incorrect, you will be responsible for any additional fees before permit issued.

TYPE 1 - \$70.00  TYPE 2 - \$258.00  TYPE 3 - \$456.00  TYPE 4 - \$685  TYPE 5 - \$1,410.00

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner’s behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Official

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Marshall Signature

**TYPE 1- PERMIT - \$70.00**

1. Bonfires;
2. The use of the torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a Type B Life Hazard use;
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;

9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class II or 111A combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent coding operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.
14. The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year.
15. The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy excluding those used for recreational camping purposes, that meets the criteria in (a) 3xvi (1) or (2) below shall require a Type 1 permit. Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area and greater than 140 feet in any dimension, whether one unit or composed of multiple units; December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code N.J.A.0 5:23-2.14.
  1. The tent, tensioned membrane structure, or canopy is greater than 900 feet and more than 30 feet in any dimension whether it is one unit or composed of multiple units but 16,00 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
  2. The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height;
16. The erection, operation, or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.0 5:23-2.14.
  1. For the purposes of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them.
    - a. Mazes consisting solely of living, rooted plants, such as corn stalks or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit.
    - b. No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw.

**TYPE 2 - PERMIT - \$258.00**

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation of thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
  - a. Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - b. Temporarily using the mall as a place of assembly;
  - c. Using open flame or flame devices;
  - d. Displaying liquid or gas fueled powered equipment; or
  - e. Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 lb. capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

**TYPE 3 - PERMIT - \$456.00**

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed;
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks.

**TYPE 4 - PERMIT - \$685.00**

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet or non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, non-toxic, cryogenic liquids;
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;



4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
- a. More than 55 gallons of corrosive liquids;
  - b. More than 500 pounds of oxidizing materials;
  - c. More than 10 pounds of organic peroxides;
  - d. More than 500 pounds of nitromethane;
  - e. More than 1000 pounds of ammonium nitrate;
  - f. More than one microcurie of radium not contained in a sealed source;
  - g. More than one millicurie of radium or other radiation material in a sealed source or sources;
  - h. Any amount of radioactive materials for which the specific license from the Nuclear Regulator Commission is required; or
  - i. More than 10 pounds of flammable solids.
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day;  
or

**TYPE 5 - PERMIT - \$1,410.00**

1. Reserved.

## **Fire Safety Requirements for Food Service Vendors**

(Carnivals, Fairs, exterior Public Gatherings Etc.)

### **Cooking:**

A type 1 fire safety permit is required for any operation that uses an open flame with a public gathering.

Open flame appliances shall be a minimum of 5 feet from combustible materials.

~~A minimum 10-lb ABC fire extinguisher shall be in close proximity to the cooking appliance.~~

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A class K fire extinguisher is required when deep frying.

### **Tents:**

Tents that are to be used for cooking operation shall be composed of materials that meet the flame propagation performance criteria of NFPA 701. Proof of treated material shall be provided to the Fire Official.

Open flame or other heat producing appliances shall not be permitted inside tents, canopies or membrane structures unless the material is treated in accordance with NFPA 701.

Suitable barricades shall be provided to maintain a minimum of 5 feet between the heat producing appliance and the public.

### **LP Gas (propane):**

LP gas containers shall be located outside or on the exterior perimeter of tents or canopies, safety relief devices shall be directed away from tents or canopies.

LP gas containers shall be located a minimum of 5 feet away from the heat producing appliance.

LP gas containers shall be securely fastened in place to prevent unauthorized movement.

### **Fees:**

A permit shall not be issued until the designated fees are paid.

The fire Official may revoke a Permit if any violation of the Code exists.