



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT



*"A Tradition of Service"*

Margaret Paul  
*Town Clerk & Health Board Secretary*

David J. Avila  
*Town Supervisor & Health Board President*

Jacqueline Pereda  
*Town Assessor & Health Board Treasurer*

## TEMPORARY FOOD PERMIT INSTRUCTIONS & GUIDELINES

Dear Applicant:

This packet contains temporary food guidelines and a Temporary Food Application. A Temporary Food Permit must be obtained from the Berwyn Public Health District before any person or group can serve food or beverages at a public event. The only exceptions are farmers selling whole fruits and vegetables they have grown or vendors who offer packaged beverages or food that is not perishable and obtained from a commercial, regulated source. The sale or distribution of food made in a private home without a Cottage Food Certificate or unlicensed business is prohibited.

To acquire a Temporary Food Permit, please submit the following:

1. A fully completed Temporary Food Application (pages 5-6).
2. NO FEE is required for Applications received seven (7) business days before the event.
3. A **\$25 expedited fee** is required for Applications received less than seven (7) days of the event. Make checks payable to **Berwyn Public Health District**.
4. If using a commercial kitchen outside of Berwyn for food preparation, a copy of the last two inspection reports from the licensing health department will be required).
5. Return all information to:
  - Email**     inspector@berwyntownship.org
  - In person** Berwyn Public Health District  
6600 W. 26th Street, 2nd Floor  
Berwyn, IL 60402

A Temporary Food Permit will be issued if your Application and Menu meet food codes. Please review the Temporary Food Vendor Checklist to help you prepare for the event. You will be required to pass a pre-operational inspection that an Inspector will conduct on the event day.

If you have any questions, or need assistance filling out your application for a temporary food permit, call the Inspector at **(708)765-4532** or email [inspector@berwyntownship.org](mailto:inspector@berwyntownship.org)

Berwyn Public Health District



## TEMPORARY FOOD VENDOR CHECKLIST

The following checklist has been provided to help you prepare for the event.

- Complete your application and submit to Berwyn Public Health District seven days prior to the event or include a \$25 expedited fee (pages 5-6).
- Determine your electrical needs. Verify with the event organizer that your booth will have the necessary power available.
- Determine if potable water is available at the site or provide prepackaged water from an approved source.
- Hot holding equipment or heating elements.
- Cold holding equipment (refrigeration, freezer, or ice coolers).
- Probe thermometers for checking proper food temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Table, racks or pallets to store all food and paper goods 6-inches off the ground.
- Additional clean, wrapped cooking utensils.
- Dispensers for condiments, such as pre-packaged, squeeze bottles or hinged lid containers.
- Handwashing facilities with paper towels and liquid pump hand soap, such as a camp sink or water dispenser and a bucket to catch the wastewater (see Diagram A, page 3).
- Separate containers to wash vegetables and fruit.
- Clean clothes and hair restraints for employees, such as caps, visors or bandanas.
- Wash, rinse and sanitize containers that are large enough to hold the largest piece of equipment to be cleaned (see Diagram A, page 3).
- Cleaning supplies such as dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids.
- Single use gloves (non-latex/powder gloves prohibited).
- Wiping cloths, extra buckets, sanitizers, containers to clean food and non-food preparation surfaces.
- Extra containers to discard used cooking oil and charcoal.

# Steps to Safe & Sanitary Food Service at Temporary Events

**Booth:** Design your booth with food safety in mind. The ideal booth will have an overhead covering and a level floor. No cooking equipment or food containers may be accessible to the public. Only food workers may be permitted inside – no animals or children.

**Cold and Hot Storage:** Foods that need refrigeration must be held at 41°F or less until ready to serve. Foods being held hot must be held at 135°F or more. Check foods frequently to ensure the proper holding temperature is being maintained.

**Cooking:** Use a NSF approved food thermometer to check cooking temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F.

**Dishwashing:** Use disposable utensils for food service whenever possible. Wash equipment and utensils in a three step process – wash in hot, soapy water, rinse in hot water and submerge in chemical sanitizer for 60 seconds. All utensils and equipment must be air dried (see Diagram A).

**Food Handling:** Food employees must not touch ready-to-eat food with bare hands. Use single-use disposable gloves, tongs, napkins or other tools to handle food.

**Handwashing:** A hand washing facility must be available at all times. It must have warm running water under pressure, or gravity flow such as a large urn full of water for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided (See Diagram B).

**Health and Hygiene:** Only healthy workers may prepare and serve food. Anyone who is ill is not allowed in the food booth. Workers must wear clean outer garments and hair restraints. Smoking is prohibited.

**Ice:** Ice used to cool cans and bottles cannot be used for human consumption. Ice used for drinks should be stored separately. Use a scoop with a handle to serve ice, never use hands or a cup.

**Insect Control and Trash:** Keep foods covered to protect from insects. Place garbage in a trash can with a tight fitting lid.

**Menu:** Keep menu simple and keep potentially hazardous foods such as meats, eggs, dairy products, potato salad, cut fruits and vegetables to a minimum. Cook to order to avoid the potential for food-borne illness. Use only foods from approved sources. Foods cannot be prepared at home.

**Reheating:** Reheat precooked food rapidly to a minimum of 165°F. Do not reheat foods in crock pots, steam tables, with sternos or other hot holding devices.

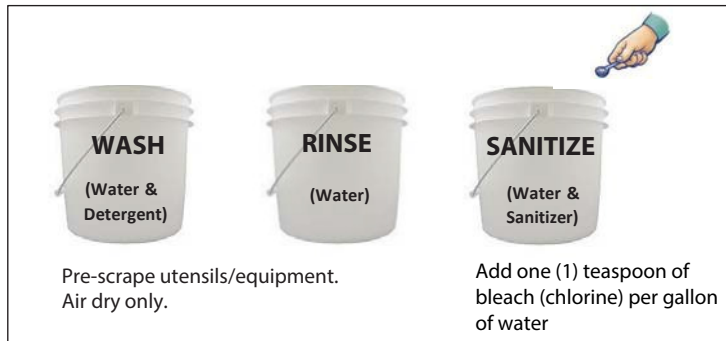
**Source:** All food must be purchased from a licensed wholesaler, grocery store or restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary

food service location by a method approved by the Oak Park Department of Public Health. Food cannot be stored, prepared or cooked at home.

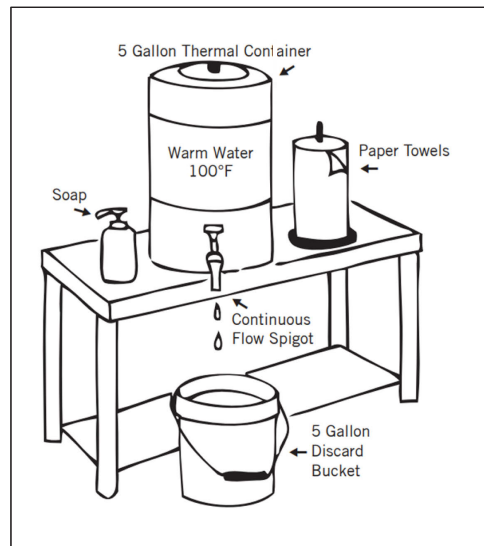
**Support Facilities:** The operator of a temporary food establishment must demonstrate to the satisfaction of the Health Department a safe water supply, a sanitary method of waste water disposal and a sanitary method of garbage disposal. List where safe water will be obtained, where waste water will be disposed of and how you will manage your refuse disposal.

**Transportation:** If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods at 135°F or more and cold foods at 41°F or less.

**Wiping Cloths:** Store wiping cloths in a bucket of water/sanitizer solution that has a sanitizer concentration of 50-200 ppm chlorine or 200 ppm quat ammonia compound. Test strips must be provided to test the sanitizer concentration.



**Diagram A:** Temporary Food Establishment Dishwashing Set-up



**Diagram B:** Proper Hand Washing Set-up



## Questions?

Email [inspector@berwyntownship.org](mailto:inspector@berwyntownship.org) or call (708)765-4532



## RESOURCES TO ASSIST YOU

### ***NEED HELP OR HAVE ADDITIONAL QUESTIONS ABOUT THE TEMPORARY FOOD PERMIT APPLICATION?***

Please call the Clay Riggan at **(708)765-4532** or send an email [inspector@berwyntownship.org](mailto:inspector@berwyntownship.org)

#### **Office Business Hours:**

Mondays, Wednesdays, Thursdays 9:00 AM to 5:00 PM

Tuesdays 9:00 AM to 8:00 PM

Fridays 9:00 AM to 2:00 PM

### ***NEED TO OBTAIN A COTTAGE FOOD CERTIFICATE?***

*"If it's made in your home kitchen – its considered cottage food."*

#### **Please contact Kamala Nagaraj, LEHP**

Manager of Food Safety

Cook County Department of Public Health

2121 Euclid Avenue, Room 250

Rolling Meadows, IL 60008

**O: 847-818-2844**

**C: 312-617-1766**

[knagaraj@cookcountyhhs.org](mailto:knagaraj@cookcountyhhs.org)

**For Chicago Cottage Food You can also try reaching:**

**Christopher Roy**

Chicago Department of Public Health  
Food Protection Program

2133 W Lexington Street

Chicago, IL 60612

**(312) 746-8030**

[Christopher.RoyJr@cityofchicago.org](mailto:Christopher.RoyJr@cityofchicago.org)

"As defined in Illinois's law, "Cottage Food Operation" means an operation conducted by a person who produces food or drink, other than foods and drinks listed as prohibited in the law, in a kitchen located in that person's primary domestic residence or another appropriately designed and equipped kitchen on a farm for direct sale by the owner, a family member, or employee. In other words, a Cottage Food Operation is a home-based food business.

Cottage Food Law was created with the intent of supporting the growth of small businesses by creating regulations that allow food entrepreneurs to use their home kitchens to make certain, relatively low-risk food products for sale directly to consumers. Cottage Food Operations are not intended to compete with brick and mortar establishments and are limited in the type of products they can make, the places they can sell their products, and by additional labeling and signage not required of commercially licensed food establishments. Cottage Food Law provides food entrepreneurs with the opportunity to start small, test their products, and grow a customer base before deciding whether or not to scale into a commercial kitchen. Cottage Food Law allows a broad range of low-risk food products, as well as some higher risk food products that have additional requirements. Prohibited ingredients or products, as outlined by the law (see page 11), may not be produced by a Cottage Food Operation. All food or drink produced in a Cottage Food Operation must physically be altered or processed." – 2023 Cottage Food Guide, IDPH, PAGE 1



For Office Use Only:

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

## APPLICATION FOR TEMPORARY FOOD EVENT PERMIT

To acquire a Temporary Food Permit, please submit the following:

1. A fully completed Temporary Food Application.
2. **Applications received less than seven (7) business days before the event must include a \$25 expedited fee.** Make checks payable to **Berwyn Public Health District.**
3. Return all information to:
  - **Email**            inspector@berwynthowship.org
  - **In person**       Berwyn Public Health District  
6600 W. 26th Street, 2nd Floor  
Berwyn, IL 60402

Who is completing this application?

**VENDOR**

**HOST/ORGANIZER**

NAME	
ADDRESS	
PHONE	

### EVENT DETAILS

EVENT NAME		DATE	
EVENT LOCATION		START TIME	
		END TIME	

### FOOD VENDOR INFORMATION *(NOT APPLICABLE IF HOST/ORGANIZER)*

FOOD VENDOR		PHONE	
ESTABLISHMENT ADDRESS			
CERTIFIED SANITARIAN <input type="checkbox"/> <b>NA if Catered Event</b>			
CERTIFICATE #		EXPIRATION DATE	

*I hereby agree to comply with all applicable food service rules and regulations. When my food operation is inspected by the Berwyn Public Health District and found to be in violation of any food service rules and regulations, I will immediately correct all noted violations as specified or will cease food service operations as directed. I will not resume food service operations until I am authorized to do so by the Berwyn Public Health District.*

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SIGNATURE

DATE

*(Turn page)*

