



Health and Human Services Department
Environmental Health Division
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Seasonal Food Establishment Permit Application

SEASONAL FOOD ESTABLISHMENT: A food establishment which operates for no more than six (6) months out of the calendar year. The menu of a seasonal food establishment will be limited based on the Evanston Health Department's review of the establishment and its operations. All seasonal food establishments must be operated in compliance with the Evanston retail food service code, and will be charged according to the fee schedule set out in section 8-8-7, "License And Other Fees", of this chapter. (8-8-2)

APPLICATION REQUIREMENTS

1. Submit one application for each venue where you plan to operate for no more than 6 consecutive months.
2. Include payment of the **non-refundable fee of \$247 per application**. Make checks payable to City of Evanston.
3. Include a copy of the latest inspection for your business that was performed by a local health authority.
4. Include a copy of the valid food service manager certificate issued to the person responsible for this operation.
5. The license period will begin the date of the first date of operation and will expire the last date of operation. The period may not exceed a period of 6 months. The license is not transferable or renewable.

ABOUT THE BUSINESS

Business Name _____

Contact Name _____

Business Street, City, State, Zip _____

Phone 1 _____ Phone 2 _____

Email _____

ABOUT THE VENUE OF FOOD ESTABLISHMENT OPERATIONS DURING THE LICENSE PERIOD

Location of Operation _____

Expected First Date of Operation (**start of license period**) _____

Expected Last Date of Operation (**end of license period**) _____

Dates & Hours of Operation (you may attach a schedule, if available) _____

Name & Phone of Manager Responsible for this Venue _____

FOOD INSPECTION INFORMATION **You must attach a copy of the most recent inspection with the application.*

Name of Agency that Inspects Your Business _____

Phone _____ Date of Most Recent Inspection* _____

FOOD STORAGE

Where will food be stored before, during and after food service? _____

MENU AND FOOD SOURCE

MENU ITEMS (may be restricted)

SOURCE OF FOOD PRODUCTS

_____	_____
_____	_____
_____	_____
_____	_____

CHECKLIST

In order for your application to be considered, your mark next to each of the items in this checklist is required.

Your mark indicates that you agree to operate your seasonal food establishment in compliance with these guidelines and that your license, once issued, is subject to suspension or revocation if you do not.

I AGREE TO PROVIDE

_____ 1. A source of constant and adequate power as required to run and operate the food establishment when food is stored, prepared, cooked and refrigerated.

Describe the power source: _____

_____ 2. A hand sink that is supplied with dispensed hand soap and disposable paper towels for hand washing. If there are no commercially-installed hand sinks with waste lines, to provide a jug or container (for example, a camping cooler) with a tap and toggle switch with a bucket placed to catch the waste water from hand washing.

Indicate which type of hand washing set up you will provide: _____

_____ 3. A tent or overhead protection in order to protect the food service area from poor weather conditions.

_____ 4. Dunnage racks or pallets so that all food and non-food items can be stored 6” off the ground.

_____ 5. Enough clean utensils on site (supplies to be stored in ziploc bags) to get through the day **IF THERE IS NO COMMERICALLY-INSTALLED 3-COMPARTMENT SINK WITH WASTE LINES.**

_____ 6. One or more buckets for soaking and rinsing wiping cloths and chemical test kits to test concentration of sanitizer solution. Use bleach in the water for sanitizing cloths at a rate of 50 ppm.

_____ 7. Cleanable garbage containers with lids and bags for garbage disposal in the booth area. Cardboard boxes are not allowed.

_____ 8. Clean aprons or shirts, hats and adequate hair control for all workers.

_____ 9. Mechanical refrigeration or freezers for holding or maintaining cold potentially hazardous foods **at 41°F or below. ICE IS NOT ALLOWED.** Please contact us if there are questions as to what foods are or are not potentially hazardous.

_____ 10. Electric or propane-fired equipment for holding or maintaining hot potentially hazardous foods **at 135°F or above. STERNOS ARE NOT ALLOWED.**

_____ 11. Probe thermometers with a range of 0° to 220°F for monitoring food temperatures. Additional thermometers shall be located inside refrigerators and freezers.

_____ 12. Dispensers (individual packets, squeeze bottles and/or pump dispensers) for condiments.

_____ 13. Brooms, oil dry, etc. for booth clean-up during the day and at the end of the day.

_____ 14. Containers to transport, store or remove used charcoal and/or fryer grease.

_____ 15. Single-use disposable gloves for handling read-to-eat foods.

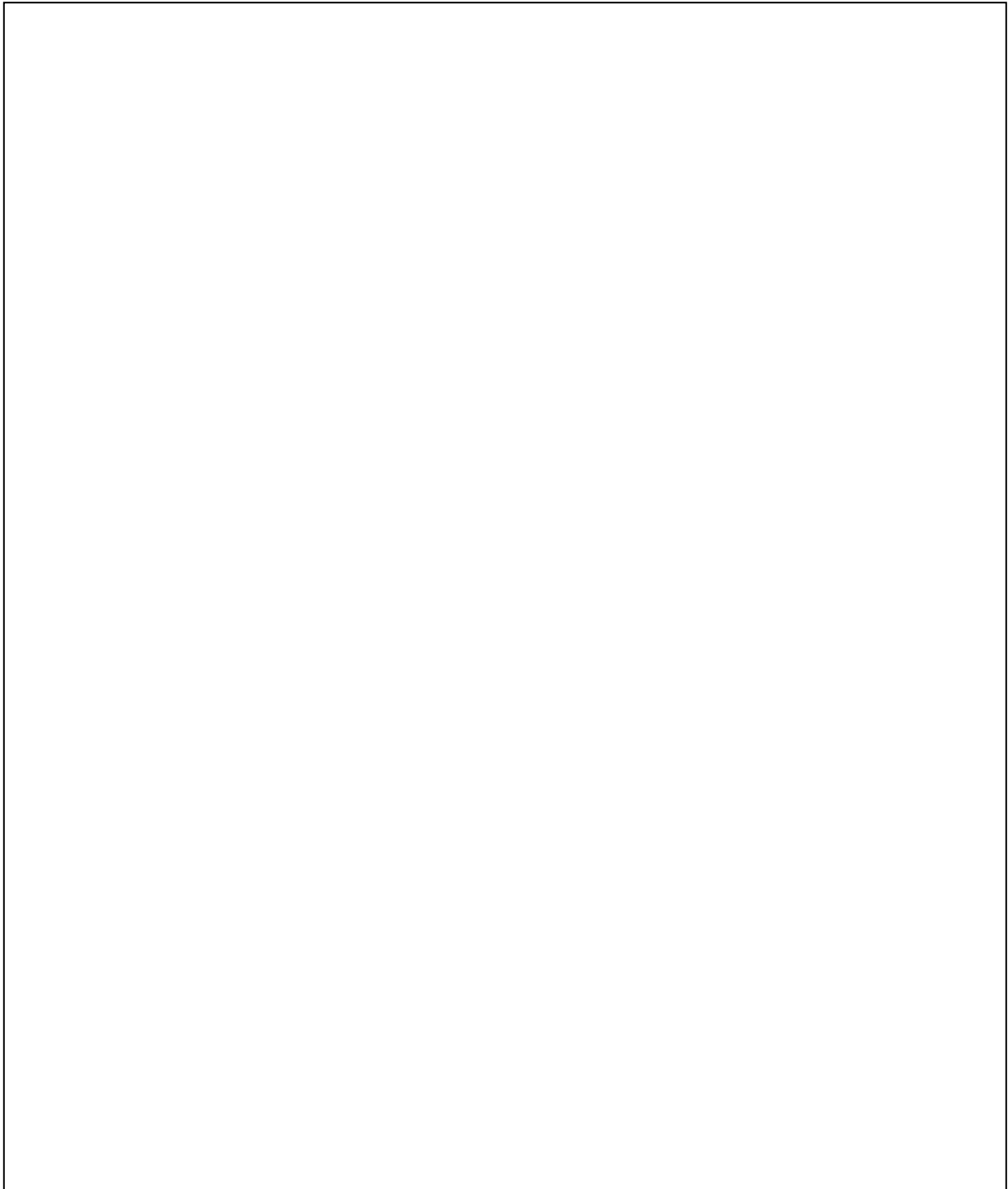
_____ 16. Water from a commercial source in a commercially-sealed container.

_____ 17. Ground covering of concrete, tight wood, asphalt, cleanable platforms or duckboards.

_____ 18. All food, which needs to be re-heated, shall be reheated **to 165°F within 2 hours. ALL FOOD THAT WAS OFFERED FOR SALE DURING THE DAY SHALL BE DISCARDED AT THE END OF THE DAY.**

SETUP DIAGRAM

Inside the box below, please show all equipment (label each piece) you will be using at the event.
Diagram should represent what inspector will see during the on-site inspection.

A large, empty rectangular box with a thin black border, intended for drawing a setup diagram. The box is currently blank.