

BOROUGH OF CLOSTER

DEPARTMENT OF HEALTH

JAMES M. FEDORKO
HEALTH OFFICER

BOROUGH HALL
201-784-0600 EXT.493
FAX No. 201-784-0371

JIN BAE
REGISTERED ENVIRONMENTAL
HEALTH SPECIALIST
BOH SECRETARY, LICENSING OFFICIAL
CERTIFIED MUNICIPAL REGISTRAR



TEMPORARY FOOD ESTABLISHMENT PERMIT PACKET

INSTRUCTIONS TO FOOD VENDORS

REQUIREMENTS

As per NJAC 8:24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines." All temporary food events require prior approval from the Health Department. In addition, if any cooking is to take place, the event may also require Fire Prevention Bureau approval prior to the event and/or use of any tents may require Building Department and Fire Prevention Bureau approvals. Contact them directly to determine specific requirements.

TEMPORARY FOOD PERMITS

- Submit completed "Temporary Food Establishment Application" and applicable fees.
- Applications MUST be submitted at least 10 days in advance. Late or incomplete applications will be rejected.
- If food will be prepared utilizing propane and/or portable generators, you MUST contact Fire Prevention Bureau @ 201-768-3698 or email: fireprev@closterboro.com at least 10 days in advance. Failure to meet fire code will result food permit being NOT issued.
- Applications and fees can be mailed or submitted in person to the Closter Health Department, 295 Closter Dock Road, Closter, New Jersey 07624
- Make checks payable to: **Borough of Closter**
- If approved, Temporary Food Permit will be issued by the Registered Environmental Health Specialist (REHS) on day of the event after passing an inspection.

NON-PROFIT CHARITABLE ORGANIZATIONS

- Permit application is required;
- Non-profit vendors are exempt from permit fees; and
- Submit proof of non-profit status: Federal IRS 501(c)3 is the standard letter.

MOBILE FOOD VENDORS

- Mobile food vendors may operate at temporary events if they hold license issued from municipality where temporary event is being held.

If you have questions regarding Temporary Events, contact:

Jin Bae, Health Director
201-784-0600 ext. 493 or Email Jbae@closternj.us

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TEMPORARY FOOD ESTABLISHMENT APPLICATION

FEE: 1-3 Day Event: \$75.00

4-7 Day Event: \$125.00

NAME OF EVENT: _____

DATE(S) OF EVENT: _____ Hours: _____

NAME OF EVENT ORGANIZER: _____ Phone: _____

EVENT ORGANIZER'S EMAIL ADDRESS: _____

FOR NON-PROFIT ORGANIZATIONS ONLY

NAME OF ORGANIZATION*: _____ PHONE: _____

EVENT ORGANIZER EMAIL ADDRESS: _____

ADDRESS OF ORGANIZATION: _____

*If non-profit, provide IRS Exempt Registration Number _____

A copy of the 501(c)3 letter **MUST** be included with application. Is the letter included? : ____ Yes or ____ No

Exception: Non-profit charitable organizations, who have submitted proper Federal IRS 501(c)3 documentation, are permitted to sell non-potentially hazardous baked goods, provided the following verbiage is posted at the point of display:

"THESE ITEMS WERE PREPARED IN A KITCHEN THAT IS NOT SUBJECT TO LICENSING OR INSPECTION BY THE LOCAL HEALTH AUTHORITY"

Person in Charge (P.I.C): _____ Phone: _____

P.I.C. Email Address: _____

Please note: all required attachments, if applicable, are highlighted in yellow.

As per NJAC 8:24-2.1 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines.", at least one full-time person-in-charge must have passed an accredited food protection management exam.

* Name of Certified Food Protection Manager: _____

Please attach certificates

Will all foods be prepared at the temporary food service booth? ____Yes ____ No. Applications will not be accepted without a copy of your licensed food establishment permit from town you are licensed in. **Attach copy of your food establishment permit and copy of three (3) page inspection reports.**

***Permit and reports are attached to this application:** ____Yes ____ No

APPROVED SOURCES (8:24-3.2)

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

MENU (List all food items, including toppings and beverages) **attached or list all items below:**

Food Item	How Served		Made to Order		Off-site Prep		On site Prep		Describe Method	Preparation
	Hot	Cold	Yes	No	Yes	No	Yes	No		

***If applicable, please attach a copy of your menu**

Is Allergy notice printed on all menus and menu boards? : ____ Yes ____No

List all potentially hazardous foods being served:

List all non-potentially hazardous foods being served:

Note: **Potentially hazardous foods** are foods that must be kept at a particular temperature to minimize the growth of food poisoning bacteria and/or to stop the formation of toxins.

TEMPERATURE CONTROL (8:24-3.4)

How will you provide temperature control on location? ____Yes (Please fill below) ____ N/A

- Cold-holding devices (refrigerator, freezer, ice chest etc.) must be capable of holding food 41°F or below.
Describe cold holding equipment: _____
- Cooking temperatures must be at 145°F for fish, meat and pork, at 155°F for ground meat and at 165°F for poultry and stuffed meat. A proper thermometer is required (thin probe for thin foods) ____Yes ____ N/A
- Rapid reheating/cooking devices (oven, grill, and microwave etc.) must be capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, sternos and crock-pots are not designed as rapid reheating units. ____Yes ____ N/A
Describe: _____

- d. Hot-holding devices (i.e. steam table, heat lamp) must be capable of holding food above 135°F. Reheated potentially hazardous foods, which are reheated for hot holding, shall be discarded if not used or sold by the end of the day. ____ Yes ____ N/A
Describe hot holding equipment: _____
- e. How will you provide temperature control during transport to the event?
Describe: _____
- f. Will you providing a metal stem-type thermometer to measure the hot and cold holding of potentially hazardous food? (8:24-4.2) ____ Yes ____ N/A
- g. Will you providing a thermometer for every refrigerator unit? (This includes all coolers) ____ Yes ____ N/A
- h. Will you providing alternative means to bare hand contact with ready-to-eat (RTE) foods. (8:24-3.3) ____ Yes ____ N/A Please describe: _____

FOOD PROTECTION (8:24-3.3)

How will you provide food protection from contaminations?

- a. How will you clean and sanitize food contact surface? (8:24-4.6) ____ Yes ____ N/A
Please describe: _____
- b. How will you protecting the unpackaged food and food preparation areas from flies, dust, and the public by the following methods (8:24-3.3): ____ Yes ____ N/A
Please describe: _____
- c. Will employees be provided with hair nets, beard nets, and/or hats if handling/preparing food? (8:24-2.4) ____ Yes ____ N/A
- d. All pre-packaged foods shall be properly labeled in accordance with all state and federal requirements ____ Yes ____ N/A ***If applicable, please attach a copy of your label** (8:24-3.6)
- e. How will you store wipe cloths/wet towels? Please explain: _____

UTENSIL WASHING FACILITIES (NOT Hand Washing Station)

Where will your food prep utensils be cleaned and sanitized? (8:24-4.8) ____ Yes ____ N/A

- ☐ Provided by organizer ☐ Other (specify): _____
____ Three compartment sink or ____ Three deep tubs/basins ____ N/A



(One for soap and water, One for rinse water and the other for sanitizing solution.)

Sanitizer type: _____ or ____ N/A

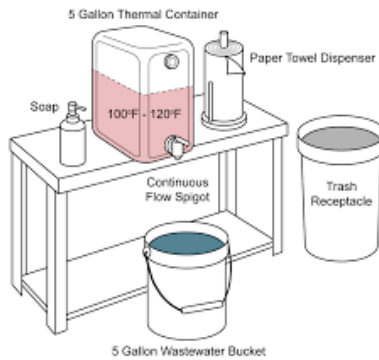
Will Sanitizer strips available to test proper PPM of above sanitizer type? ____ Yes ____ No ____ N/A

HAND WASHING FACILITIES (8:24-6.7) (NOT for Utensil Washing)

Each operator must have their own hand washing station.

Describe your hand washing facilities:

____ Plumbed sink or ____ Gravity flow container with catch basin (Minimum of a 5 gallon insulated container with a spigot, bucket for collection of waste water, pump soap, paper towels, and lined trash receptacle are required.)



Others: _____

The following must comply with local/state regulations:

- Garbage storage/removal (8:24-5.5)
- Potable water obtained from approved source (8:24-5.1)
- Proper disposal of wastewater (8:24-5.4)

IN CONSIDERATION OF SUCH LICENSE, APPLICANT AGREES TO COMPLY AT ALL TIMES WITH ALL STATUTES, ORDINANCES, RULES AND REGULATIONS OF BOTH THE NEW JERSEY DEPARTMENT OF HEALTH AND OF THE BOROUGH OF CLOSTER. LICENSE, IF GRANTED, IS UPON EXPRESS CONDITION OF ITS FORFEITURE OR REVOCATION IF CASE THE LICENSEE, HIS AGENT, OR SERVANT VIOLATES THE CONDITIONS SET FORTH HEREIN.

PLEASE NOTE

- **APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND RETURNED WITH APPLICABLE FEE**
- **LICENSES ARE NOT TRANSFERABLE IF BUSINESS IS SOLD**

I hereby consent to inspection by the Closter Health Department and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements, a copy of which I have received. BY SIGNING BELOW, I HEREBY UNDERSTAND AND COMPLY WITH ALL THE CONDITIONS SET FORTH IN THIS APPLICATION

Applicant's Signature

Date

Print Name(s): _____

Date of Submission: _____

*****TO BE COMPLETED BY HEALTH DEPARTMENT ONLY*****

Application approved: ☐ Yes ☐ No

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FOOD VENDOR GUIDELINES

APPROVED SOURCES (8:24-3.2)

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FOOD PREPARATION AT COMMUNITY EVENTS (8:24-3.3)

- All food preparation must be conducted within the Temporary Food Facility (TFF) or other approved facility
- Barbecues, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, but they must be separated from public access by using ropes or other methods suitable to both protect food from contamination and the public from injury.
- Contact the Fire Prevention Bureau and Building Department for applicable restrictions/requirements on permitted types of equipment.

HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (8:24-3.4)

- Potentially Hazardous Foods (PHF) consist of animal products containing milk products, eggs, meat, poultry, fish/shellfish, cooked vegetables, soups, salads (macaroni, potato, egg, tuna, chicken, etc.), cut melon, cream pies, etc.
- Cold foods must be kept at 41°F or less
- Hot foods must be kept at 135°F or above
- Cook all food to proper temperatures (145°F: Fish, Steak, and Pork; 155°F: Ground meat/Fish, Injected Meats, or Pooled Shell Eggs; 165°F: Poultry, stuffed fish/meat and pasta)

CONSUMER UTENSILS (8:24-3.30)

- Provide only single-use utensils for customer use. (8:24-3.3)
- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

WAREWASHING FACILITIES (8:24-4.7)

- TFFs that prepare open foods must have an available method for sanitizing and drain boards for storing cleaned equipment and utensils. The first compartment shall hold soapy water, the second shall hold rinse water and the third shall hold a sanitizing solution (bleach/water). **Test strips must be available in order to check sanitizer concentration.**

CONDIMENTS

- Condiment containers (ketchup, mustard, onions, relish, etc.) shall be a pump type, squeeze container or have covers/lids to protect contents. Single service packets are recommended.
- Do not use open sugar bowls or condiment containers or jars
- Do not remove pickles, olives, etc. from jars or serve them utilizing hands.

STORAGE and DISPLAY OF FOOD, UTENSILS and RELATED ITEMS (8:24-3.3)

- Store all foods and utensils at **least 6 inches** off the ground.
- Food must be protected from contamination, exposure to the elements, rodents and other vermin when on display.
- Store all clean eating utensils in a clean, dry place protected from dust and other contamination with cups and glasses inverted.
- Use single service items for customer use when applicable.
- Store knives, forks and spoons with protected eating surfaces.
- Do not blow on plates or other utensils to remove dust or crumbs.
- Keep fingers out of clean cups, glasses, creamers and bowls.
- Pick up cups, knives, forks and spoons by their handles.
- Take apart and clean food preparation and service machines and other equipment every four (4) hours as well as each evening when the stand closes.
- Do not wipe food debris off plates, cups or glasses with your hands or a wipe cloth that is not properly sanitized.
- Use only clean clothes or towels for wiping and keep them in sanitizing solution. **For chlorine, keep solution BETWEEN 50-100 ppm with test strips available to check concentration.**
- Clean and sanitize all tables, counters, and work surfaces at regular intervals during service any time during operation when contamination may occur. (8:24-4.6)
- Clean empty food bins and containers before refilling.
- **DO NOT** use any single service items more than once.
- **DO NOT** use empty single use food containers/cans to store food.

FOOD HANDLING

- Bare hand contact is prohibited when handling ready-to-eat foods. Gloves, tongs and deli tissue are acceptable barriers.
- Eating, drinking and cell phone use within a food preparation area is not allowed.
- A food handler may drink from a closed beverage container if the container has a lid and straw to prevent contamination of the employee's hands, the container, open food and food contact surfaces.
- **Smoking is prohibited.**

ALTERNATE HANDWASHING FACILITIES

- Handwashing facilities must be provided at each Temporary Food Facility and stocked with the following:
 - A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds.
 - Provide a catch basin to collect and properly dispose of all wastewater.
 - Provide soap and single-use paper towels.
 - Provide a trash can for towel waste.

Please remember it is your responsibility to comply with N.J.A.C. 8:24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines." Under no circumstances will a Retail Food Establishment receive Health Department approval to open until all of the aforementioned requirements are met. Please consult with your respective Health Department for any local ordinances with respect to Food Safety Manager Requirements.

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COMMISSARY and/or WAREWASH FACILITY AGREEMENT

Commissary/Warewashing Facility Name: _____ Phone #: _____

Owner Name: _____

Address: _____ Phone #: _____

Email Address: _____

Mr. /Ms. _____ has my permission to use my licensed and inspected food facility located at _____ for the purposes of establishing a commissary/headquarters/ware-washing for their mobile food, catering or food processing business.

This permission (please check all that apply) DOES include the use of these premises for:

- ☐ Food storage
- ☐ Food preparation
- ☐ Maintenance of supplies
- ☐ Storage of mobile food unit
- ☐ Ware-washing Signature Date

I hereby consent to inspection by the Closter Health Department and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements, a copy of which I have received. BY SIGNING BELOW, I HEREBY UNDERSTAND AND COMPLY WITH ALL THE CONDITIONS SET FORTH IN THIS APPLICATION.

Applicant's Signature

Date

Print Name(s): _____

Date of Submission: _____