



Application for a Special Food Service Facility Temporary License

7 consecutive days or less (example: Monday through Friday) \$50

Events operating greater than 7 consecutive days \$150

Events with non-consecutive dates can submit one form for each month with specific dates listed \$150

A \$15 late fee will be charged for any application received less than 14 days prior to the event.

For events with multiple food vendors, all applications must be sent to the event coordinator along with payment.

Applications can be mailed or hand carried to our office, or emailed to: Carrollcounty.environmental@maryland.gov

NO REFUNDS - PLEASE PRINT CLEARLY

Event Information	Name of Event:		Event Date And Times:		
	Event Address Location:			Event Set Up Date And Time:	
	Event Coordinator's Name:		Coordinators Phone Number:	Coordinators E-mail Address:	
	Public water on site: <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, provide the source of potable water:				
Applicant Information	Trading Name:			Applicant Phone Number:	
	Name of Applicant:			Applicant E-mail Address:	
	Applicant Street Address:		City:		State/Zip:
	Do you have a Food Service Facility License in the State of Maryland? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, please provide a copy of your license)				
Menu	Food Item	Where will the food be purchased?	Equipment utilized for each menu item. Please include transporting, holding, cooking		
Workers' Compensation	<input type="checkbox"/> This business or person does not and will not employ a covered employee, as defined at Md. Code Ann., Labor and Employment Title 9				
	<input type="checkbox"/> This business or person to be licensed or permitted has workers' compensation insurance: Company Name: _____ Binder #: _____				
My signature below constitutes my agreement to comply with all Maryland regulations and Guidelines for a Special Food Service Facility.					
Printed Name of Applicant		Signature of Applicant			Date of Signature

GUIDELINES FOR SPECIAL FOOD SERVICE FACILITY TEMPORARY FOOD LICENSES

The following are requirements which must be met to operate under a Special Food Service Facility Temporary License.

- Each applicant can apply for a Special Food Service Facility Temporary License for 30 Consecutive days. If the event is non-consecutive, an application and fee for each month of operation with specific dates of operation listed. Fees for permits are as follows: **7 consecutive days or less (example: Monday through Friday) - \$50; Events operating greater than 7 consecutive days - \$150; Events with non-consecutive dates can submit one form for each month with specific dates listed - \$150**
- Accepted payment is cash, check, money order, or credit card. If you wish to pay by credit card please submit the credit card authorization form along with the application, this can be found on our website at:
<https://health.maryland.gov/carroll/Documents/Credit%20Card%20Authorization%20Form.pdf>
- **All permits and fees whether for an individual event or a multi-vendor event must be submitted to our office no later than 14 days prior to the event. If the application is received less than 14 days of the event a late fee of \$15.00 per application will be assessed and must be paid prior to approval of the license.**
- Applications and payment can be mailed or hand carried to our office or emailed to:
carrollcounty.environmental@maryland.gov
- For events with multiple food vendors, **all** applications must be sent to the event coordinator along with payment. The event coordinator is responsible for submitting a complete packet to the health department for review, this packet must include a final list of all vendors attending, all applications, supporting documents, and application fees for review and approval. **NOTE: Any applications submitted separately and are part of a multi-vendor event will be mailed back to the applicant.** After the review of the applications, all approved licenses and receipts will be sent back to the event coordinator who will distribute to the vendors.
- **The fee paid will not be put toward future applications.**

Below are requirements for any applicant granted a license to operate under a Special Food Service Facility License:

1. Food must be prepared and stored at event location or your licensed food service facility.
2. Hand-wash facilities are required for operations that handle food products which are not individually pre-packaged or pre-wrapped. A non-toxic, easily cleanable water dispenser with potable water must be used for hand washing with a basin to collect wastewater. Glove use is required by any person handling ready-to-eat foods. No bare hand contact with ready-to-eat food is allowed.
3. Each stand must have coolers or other acceptable means of refrigeration to keep potentially hazardous foods at 41°F or below and each cooler or refrigeration unit must be provided with a thermometer.
4. Any foods requiring Cooking or Heating shall be rapidly heated to these minimum temperatures when measuring at the center of the food product. Additionally, each stand must have acceptable methods to maintain hot hold temperatures of 135°F.

Commercially Prepared Foods	145°F
Poultry and Stuffed Meat	165°F
Ground Beef & Comminuted Meats	155°F
Shell Eggs, Roast Beef, Pork Roast & Seafood	135°F
Reheat Food Temperatures	165°F

5. All stands preparing food must always have a calibrated food thermometer on-site and available.
6. All foods are to be wrapped or covered to protect them from contamination by dust, dirt, sneezing, coughing unnecessary handling by the consumer, and all other sources of contamination, during storage, preparation, display, and service.
7. All food and food contact items must be elevated off the floor or ground. All stands preparing food must have overhead protection (i.e. tent or canopy) as well as an approved ground cover (i.e. concrete, asphalt, plastic tarps).
8. All Special Food Service Temporary Facility Events are subject to inspection by our office.