

# APPLICATION FOR TEMPORARY FOOD EVENTS

## WILL COUNTY HEALTH DEPARTMENT

323 QUADRANGLE DRIVE  
 BOLINGBROOK, IL 60440  
 (630) 679-7030  
 FAX (630) 679-7031

501 ELLA AVENUE  
 JOLIET, IL 60433  
 (815)727-8490  
 FAX (815) 740-8147

44 TOWN CENTER  
 UNIVERSITY PARK, IL 60466  
 (708) 534-5721  
 FAX (708) 534-3455

Name of Event \_\_\_\_\_ Foodservice Operator \_\_\_\_\_

Location of Event \_\_\_\_\_ Establishment \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Street \_\_\_\_\_

Sponsor \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Ph# \_\_\_\_\_ Establishment Ph# \_\_\_\_\_

Contact Email \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Date and Time when ready for Inspection: \_\_\_\_\_

Menu: \_\_\_\_\_

All food prepared onsite or at remote location (name and address): \_\_\_\_\_

*I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_*

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### TEMPORARY EVENT FEE SCHEDULE:

*Please consult with WCHD Environmental Health Division to determine your applicable fee*

Category	Fee	Fee with Late Fee
<b>Low Risk</b>	<b>\$45</b>	<b>\$55</b>
<b>Medium Risk</b>	<b>\$65</b>	<b>\$75</b>
<b>High Risk</b>	<b>\$100</b>	<b>\$110</b>

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of temporary permit fees however are still subject to the full \$10 late fee. Non-profit organizations will be required to provide proof of their NFP status.

*(a \$10 late fee will be charged if vendor has not applied & paid for permit a minimum of 7 days prior to the event)*

(All fees paid are not refundable. Make checks payable to the Will County Health Department. Credit Card payments make at www.govpaynow.com and use PLC7078)

#### FOR OFFICE USE ONLY

DOCUMENT : **SR#** \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

PERMIT FEE PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ RECEIPT # **RP** \_\_\_\_\_ Credit Card Trans # \_\_\_\_\_

Temporary Food Establishment Booth Construction

**Hand Washing:** \_\_\_\_ hand sink \_\_\_\_ container with spigot/catch bucket

**Cold Food Holding Equipment:** \_\_\_\_ Refrigerators \_\_\_\_ Freezers

**Hot Food Holding Equipment:** \_\_\_\_ Steam Table \_\_\_\_ Oven/Stove/Hot Box  
\_\_\_\_ Other ( \_\_\_\_\_ )

**Water Supply:** \_\_\_\_ Public \_\_\_\_ Private (*A satisfactory water sample must be obtained prior to permit approval*)

**Wastewater Disposal:** \_\_\_\_ Sanitary Sewer \_\_\_\_ Mop Basin \_\_\_\_ Holding Tank

**Floor Construction:** \_\_\_\_ Asphalt \_\_\_\_ Concrete \_\_\_\_ Tarp \_\_\_\_ Tile \_\_\_\_ Wood

**Canopy Construction:** \_\_\_\_ Tent \_\_\_\_ Wood \_\_\_\_ Trailer

**Barriers to Public:** \_\_\_\_ Tables \_\_\_\_ Enclosed Trailer \_\_\_\_ Interior Kitchen

**Pest Control:** \_\_\_\_ Fans \_\_\_\_ Food Covers \_\_\_\_ Screens

**Provide a sketch of the basic set-up of your temporary food booth. Include the following:**

\_\_\_\_ Tables                      \_\_\_\_ Cooking Equipment                      \_\_\_\_ Food Holding units

\_\_\_\_ Food Prep area                      \_\_\_\_ Ware Washing Area                      \_\_\_\_ Hand Washing Area

Food Booth Sketch

