

**Application for Temporary Permit**

- Required whether food is sold, sampled, or given away
- Submit application, fees, etc, to Dane County 2 weeks prior to event if possible

**Division of Public Health**

**Environmental Health Section**

**1202 Northport Drive, Madison, WI 53704**

**(608) 242-6515 / Fax (608) 242-6435**

**Event:** \_\_\_\_\_ **Event Address (location/city):** \_\_\_\_\_

**Booth Name:** \_\_\_\_\_ **Date(s) and Hours of Operation:** \_\_\_\_\_

**Legal Owner (Inc, LLC, etc):** \_\_\_\_\_ **Is Owner non-profit organization? Yes\*      No**

**Mailing Address:** \_\_\_\_\_ **Contact Name & Phone #:** \_\_\_\_\_

*I understand booth must meet food code requirements or Temporary Permit may not be issued. Booth must be properly located, constructed, supplied and equipped with proper handwashing, dishwashing, and mechanical temperature control. Safe food and water sources, storage, disposal of water/wastewater/garbage must be maintained. Staff must be knowledgeable in food safety practices and in good health and hygiene.*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

***Fees (Payable to Dane County Environmental Health)***

**Temporary Restaurant    Temporary Retail** \_\_\_\_\_

*(cooked/fried foods, sandwiches, hot sweet corn, salad/fruit by portion) (bakery, confectionary, nachos, ice cream, sno cones, drinks, salad/fruit by weight/count/volume)*

**\$62 First Day of Event** (pay this fee only once per license year) **\$52** (40 day limit)

**\$11 Each additional day** (of first event and subsequent event dates) **\$3 \*Non-profit after 12 days (no processing)**

**\$11 \*Non-profit after 3 days (14 day maximum) \$4 \*Non-profit after 12 days (processing)**

*Honor Dane County Mobile Restaurant Permit Honor Dane County Mobile Retail Permits & State DATCP Mobile Retail Permit*

**\*\*\*\*\*Fee is based on majority of food sales (if more corn dogs than sno cones, than it is considered a restaurant)\*\*\*\*\***

List current mobile permits: Expiration Date \_\_\_\_\_ ID# \_\_\_\_\_ Dane County/State DATCP (Circle license agency)

List any meetings (date/time) with food booth participants: \_\_\_\_\_

Temporary food permits issued by Dane County Health are for single event only and expire at the end of the event. Future events may require new and separate license and fees each time. Seasonal weekend food operations that are not license d as mobiles must have new license for each weekend operated. **A licensed temporary food booth may not operate at the same location for more than 3 events—anything beyond 3 events will require licensing as a regular restaurant or retail establishment or mobile restaurant or retail establishment.**

List all food items that will be served, and indicate how, and where food will be prepared (no home prepared foods):

*If extensive, screening will be required. Food Item	Cook	Fry	Grill	Bake	Reheat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other	Location of Prep

1. Describe source & storage of water, storage and disposal of wastewater and garbage \_\_\_\_\_
2. Sketch of booth, with location & description of equipment, handwashing, dishwashing, ranges, grills, hot holding, refrigerators, worktables, food storage, etc.
3. storage, etc.
4. Construction and materials used for floor, wall, screening and ceiling surfaces \_\_\_\_\_
5. Describe handwashing and utensil washing facilities to provided at the booth \_\_\_\_\_  
Describe hot and/or cold holding equipment/methods \_\_\_\_\_

***Use an additional sheet for booth sketch and further information where needed***