

COUNTY - PORTER



**Porter County
Health Department**
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Maria Stamp, MD
Health Officer

Date: January 17, 2017

To: Temporary Event Food Vendors

From: Porter County Health Department Foods Division

Re: 2017 Temporary Food Service Permit Application

Enclosed are both Temporary and Partial Year Food Service Permit Applications for your convenience.

- A temporary food permit is required to sell or sample any food prepared on-site, including non-potentially hazardous food, and all potentially hazardous food at a temporary event in Porter County. You are exempt from food permitting if only selling or sampling pre-made or prepackaged, non-potentially hazardous foods – no on-site production/preparation; however, you may be subject to inspection. A minimum of a hand wash station is required if portioning pre-made or prepackaged, non-potentially hazardous food for sale or sampling at the event.
- For vendors operating at multiple events throughout Porter County we also offer a Partial Year Permit that is valid for six (6) consecutive months for \$150.

A completed permit application and fee must be submitted to the Porter County Health Department at least seven **(7) days prior** to the scheduled event. The temporary food permit fee is \$20 per day with a maximum \$100 per scheduled event. Food permits WILL NOT be issued in the field. Any food vendor who attempts to sell or sample food without a valid food permit will be subject to closure, and may not be allowed to operate at future events in Porter County.

All foods must be prepared on-site or in a licensed food establishment. If food is prepared off-site prior to the event, please provide a copy of the retail food establishment permit of your commercial kitchen or a commissary agreement with an approved commercial kitchen.

Also attached for your use:

- 1) Temporary Food Vendor Checklist
- 2) Example and explanation of a Portable Handwashing Setup and
Example and explanation of a Portable Dishwashing Setup
- 3) Example of Commissary Agreement

Please contact the Porter County Health Department if you have any questions pertaining to food permit requirements, application, process, or fees. Porter County Health Department Foods Division personnel:

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Thank you for your cooperation.