



Somerset County Department of Health
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Temporary Food Establishment Permit Application Packet

A **Temporary Food Establishment** as defined in N.J.A.C. 8:24, *Sanitation in Retail Food Establishments and Food and Beverage Vending Machines*, is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. **Complete and submit an application form (pages 2 & 3) and pay the required fees for each event and for each booth at each event, at least 10 business days prior to the event.** Incomplete applications will be returned. A rain date or "not applicable" must be entered.
 - **A charge of \$50.00 is required. Please make checks payable and mail to: Health Office, Borough of North Plainfield, 263 Somerset Street, North Plainfield, NJ 07060. Contact Stephanie Sherwood about fees for multiple events: ssherwood@northplainfieldnj.gov or 908 769-2907.**
2. Provide a copy of the most recent health inspection rating placard for review and retail food license.
3. If you have successfully completed a basic food handler and sanitation course, please include a copy of your Completion Certificate with your application.
 - If you are a Cottage Food business as defined in N.J.A.C. 8:24 you must provide a copy of your New Jersey Department of Health permit and food manager certificate with this application.
 - In this application packet you will find information on handwashing facilities, kitchenware washing procedures, and a self-inspection form. The Somerset County Department of Health and the local jurisdiction require that proper facilities be available for hand washing, kitchenware washing, overhead protection, ground covering, and proper storage of hot and cold foods. Additional information on preparing and serving food safely will be provided upon request. Applicants are encouraged to take a food safety course.
 - A digital thermometer and sanitizer test strips are required.
 - Use the self-inspection form on page 6, to ensure that you are prepared and have met the requirements of the Regulations.
4. Submit application pages 2 and 3 to the Borough of North Plainfield for processing and keep pages 4 through 6 for your use.

An Environmental Health Specialist will call you after your completed application is reviewed to discuss your operation, obtain additional information if needed and answer any questions you may have. Licenses for Temporary Events are issued by the Health Department **on the day of the event**, prior to the start of the food operations. If you have any questions, please contact us at (908) 231-7155. We look forward to working with you.

Application for Temporary Food Establishment

- Please print legibly or type
- **Application fee must be submitted at least 10 business days prior to the event.**
- Failure to provide the necessary information regarding your operation will delay the processing of your application.
- For staffing purposes, a "rain date" or "not applicable" must be included.

EVENT - GENERAL INFORMATION

Event Name and Sponsoring Organization: _____

Event Coordinator and Phone Number: _____

Event Location Address and Phone Number: _____

Date(s) of operation: _____ Time: From _____ to _____

Rain date(s): _____ Time: From _____ to _____

APPLICANT INFORMATION

Organization or Individual Name: _____

Mailing Address: _____

Phone #: _____ Cell #: _____ Fax #: _____ Email: _____

Organization Representative Name: _____

Mailing Address: _____

Phone #: _____ Cell #: _____ Fax#: _____ Email: _____

Individual Responsible for Food Preparation Onsite: _____

Phone #: _____ Fax #: _____ Email: _____

TEMPORARY FOOD ESTABLISHMENT INFORMATION

Time when operation will be ready for inspection: _____

Type of food facility (building on site, open air, mobile unit, food trailer, tent/canopy, etc.): _____

Please indicate the source of the following to be provided for operation of the food facility:

Potable Water Source: _____
(private well, public, bottled water, holding tank, etc.)

Garbage Disposal: _____
(on-site, off-site, by vendor, by event sponsor, etc.)

Sewage Disposal: _____
(Onsite septic system, public system, etc.)

Liquid Waste Disposal: _____
(dump station on-site or off-site, public, septic system, etc.)

Have you completed a basic food handler and sanitation program?

- Yes
- No

If yes, indicate the year completed: _____ (Please include a copy of your certificate with this application)

Food Items and Equipment

| Food/Beverage Items | Source (where purchased) | Where prepared (i.e. on sit at event, at a permitted facility, etc.) | Methods of preparation and serving |
|---------------------|-----------------------------|---|------------------------------------|
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(Please attach another sheet with the same information, if more spaces are needed.)

| Condiments and Serving Methods (individual or bulk containers) | Utensils (serving, cooking, eating) | Cooking Equipment* | Type of Refrigeration (coolers, refrigerator, truck) |
|--|-------------------------------------|--------------------|--|
| | | | |
| | | | Type of sanitizer/test strips |
| | | | |

All cooking or reheating equipment must be able to rapidly heat foods to 165°F or above. **CROCK POTS ARE NOT ACCEPTABLE FOR THE COOKING OR REHEATING OF FOODS.*

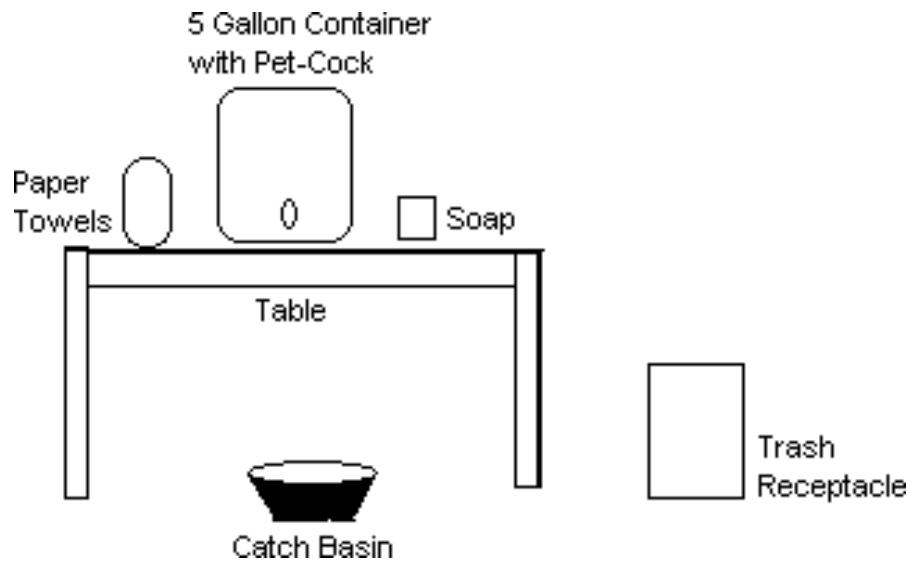
**Are accurately calibrated metal stem food thermometers provided to monitor food temperatures? _____*

** What method will be used to prevent bare hand contact with ready-to-eat foods? _____*

I have read the attached instructions, understand them and will comply with their requirements. I understand that failure to comply may result in the denial of my application for a permit and license by the Health Department.

Signature: _____ Date: _____

Handwashing Facility Set-up

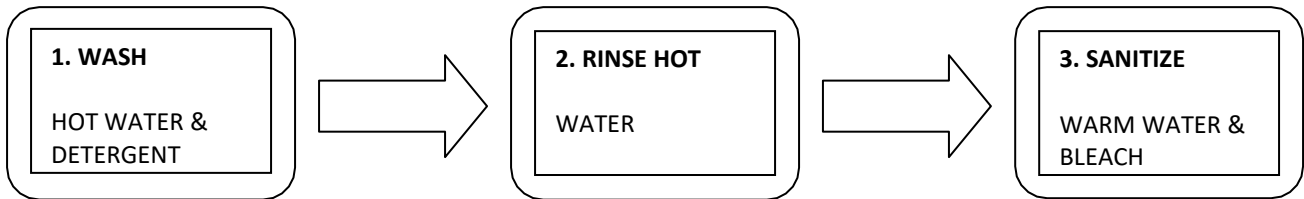


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

Steps of Handwashing

1. Wet hands.
2. Apply soap.
3. Briskly rub hands for at least ten (10) seconds.
4. Scrub fingertips and between fingers.
5. Scrub forearm to just below elbow.
6. Rinse forearms and hands.
7. Dry hands and forearms with a disposable paper towel.
8. Turn off water with paper towel.
9. Discard paper towel.

Kitchenware Washing Procedure



After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

Unscented chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All wastewaters must be disposed of properly, to either a sanitary sewer or a drainfield.

Self-Inspection Form

| ITEM | AREA OF CONCERN |
|------|---|
| 1 | Review proper food handling practices and employee hygiene requirements |
| 2 | Food Source: approved, in sound condition, no spoilage |
| 3 | Potentially hazardous foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service |
| 4 | Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals. |
| 5 | Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41 F or below. Hot: 135 F or above. |
| 6 | Thermometers provided: dial probe or digital thermometer for taking product temps, indicating thermometers for refrigeration units |
| 7 | Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended |
| 8 | Good employee hygiene; proper hand washing; proper use of gloves; no illness; etc. |
| 9 | Proper hair restraints; clean clothing; no artificial nails; no jewelry |
| 10 | Equipment cleaned thoroughly <u>prior to the event</u> , kept clean, stored properly |
| 11 | Proper facilities to wash, rinse, and sanitize equipment and utensils. MUST HAVE HOT WATER. Wash basins should be large enough to accommodate the biggest item to be washed. |
| 12 | Sanitizer with appropriate test strips, i.e. chlorine bleach and chlorine test strips. |
| 13 | Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up |
| 14 | Water source approved; Hot and cold water provided; food grade hoses used |
| 15 | Approved and adequate disposal of sewage and all waste water |
| 16 | Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket. |
| 17 | Adequate collection and disposal of grease and garbage. |
| 18 | Overhead protection (tent, pavilion, etc.); Lighting adequately shielded. Check with fire marshal regarding fire retardant material and use of gas, propane, etc. |
| 19 | Public access to cook area, storage area, and service area completely restricted. |
| 20 | Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution. |
| 21 | Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site. |

NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.

A site plan may be required by the Fire Official prior to event.

FIRE SAFETY PERMIT: Cooking vendor permits – a permit application shall be submitted through the Fire Official for each vendor for every event. N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c)1; Permit Fee \$54.00 will be accepted-vendors shall apply and pay the permit fee using the application available online at www.northplainfieldnj.gov. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

FIRE EXTINGUISHER: All cooking vendors shall supply their own fire extinguishers. N.J.A.C. 5:70-3, 906.2; All fire extinguishers shall comply with NFPA 10/2018. All fire extinguishers shall have a valid dated inspection tag, good of one year.

N.J.A.C. 5:70-3, 906.4; Fire extinguishers provided for the protection of cooking grease fires shall be compatible with the automatic fire-extinguishing system agent.

PROPANE TANK:

N.J.A.C. 5:70-3, 5303.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 6103.1; Propane tanks and equipment shall comply with NFPA 58/2017.

N.J.A.C. 5:70-3, 6103.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006-1 for exceptions)

Mobile Canteens & Cooking Trailers:

N.J.A.C. 5:70-4.7(g) All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-4.7(g) 3. Systems installed in mobile enclosed units shall comply with the applicable requirements of NFPA 96-2017, but not required to comply with the New Jersey Uniform Construction Code.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2017.

N.J.A.C. 5:70-3, 607.3.3; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

MISCELLANEOUS:

N.J.A.C. 5:70-3, 104.3; All appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).

N.J.A.C. 5:70-3, 3103.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 3107.12.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ. • Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

NJ UNIFORM FIRE CODE: TENTS/CANOPIES

N.J.A.C. 5:70-2.7(a); All vendors with tents/canopies meeting the below, shall be required to apply for a Type 1015 fire safety permit for each vendor for every event.

All permits shall be made available to the fire official upon inspection.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet & 140 feet in any dimension)
- All tents/canopies greater than 30 feet in any dimension will require a separate permit for each. (up to 140 feet)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c)1; Type 1 Permit Fee \$54.00 vendors shall apply and pay the permit fee using the application available online at www.northplainfieldnj.gov. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

All activities must comply with Section 3107; Operational Requirements, including but not limited to;

N.J.A.C. 5:70-3, 3107.9; Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents as required by section 906.

N.J.A.C. 5:70-3, 3104.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/2010. Proper documentation shall be provided by the vendor upon inspection.

N.J.A.C. 5:70-3, 3107.19; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 3107.3; Smoking shall not be permitted in tents. "NO SMOKING" signs shall be conspicuously posted in accordance with Section 310.

N.J.A.C. 5:70-3, 3107.4; Exposed flames: Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.

- NO cooking under tents.
- NO deep fryers shall be under tents.
- NO cooking with grease laden vapors under tents.
- Note: See Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 3103.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 3103.12.6.1; Exit signs shall be illuminated. 1. For occupant loads of 300 or less; or 2. An approved emergency system, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 3103.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

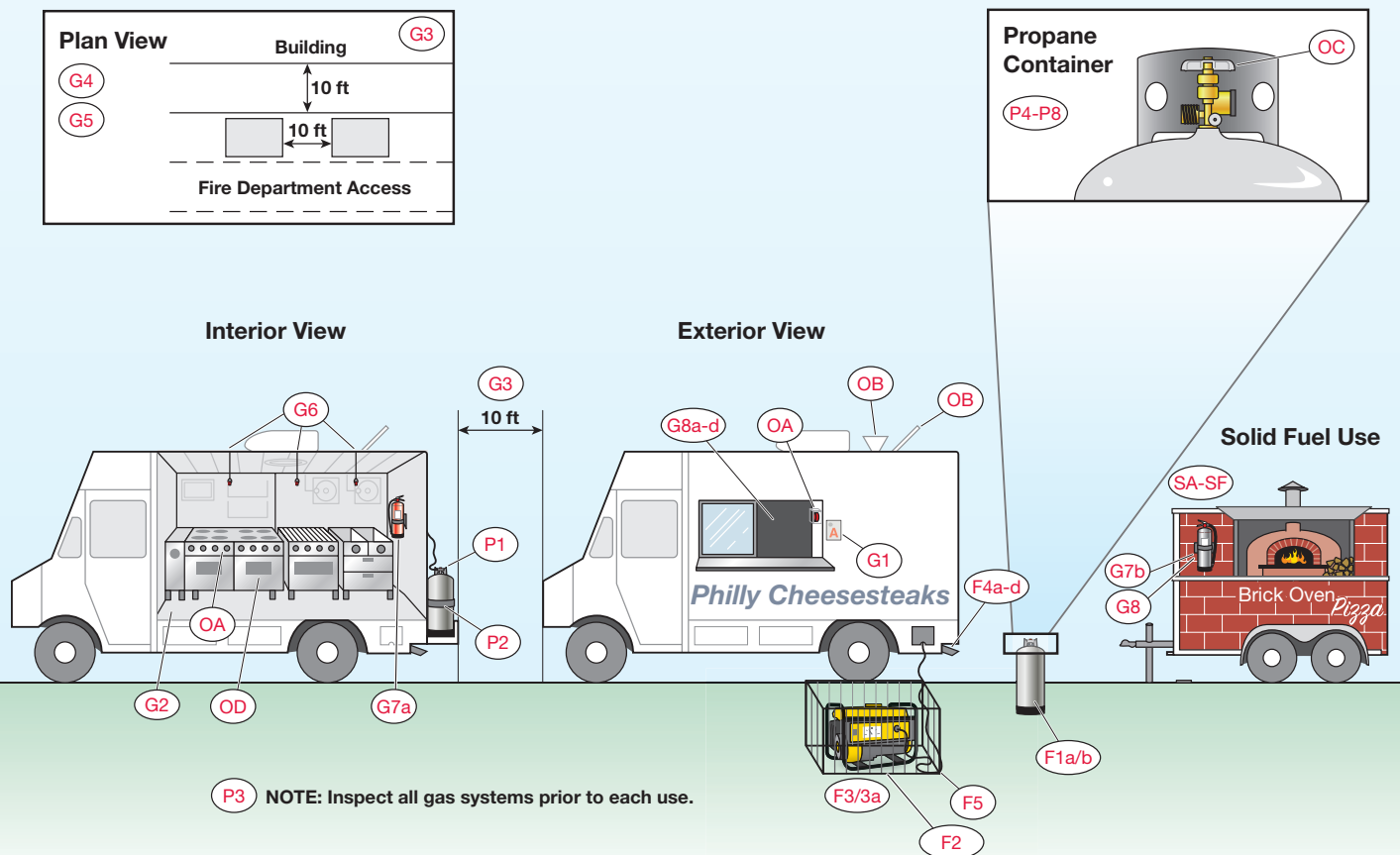
N.J.A.C. 5:70-3, 3103.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the Fire Official.

NJ UCC TENT PERMIT REQUIRED: Larger than 16800 square feet in size, greater than 140 feet in any dimension, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation.



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

