



Floyd County Health Department
1917 Bono Road, New Albany IN 47150

T: 812-948-4726, option 2, option 1 **E:** environmental@floydcounty.in.gov

W: <https://www.in.gov/counties/floyd/health-department/>

To: Temporary Food Booth Vendors
From: Floyd County Health Department
Date: June 2025

The following documents may need to be provided to FCHD with your Temporary Food Permit Application in order to obtain a permit:

CERTIFIED FOOD MANAGER

ALL BOOTHS PREPARING RAW MEATS MUST HAVE AT LEAST 1 CERTIFIED FOOD MANAGER.

The 3-year HANDLER'S course is not accepted. Louisville Metro Health Department's food safety course is not accepted in Indiana. The certified food MANAGER certificate must be submitted with the application.

PERMIT AND LAST INSPECTION REPORT FOR COMMISSARY.

THE FACILITY WHERE THE FOOD IS PREPARED IS SUBJECT TO INSPECTION. Food must be prepared in a licensed and inspected kitchen or on-site during the event. If food is only being prepared on-site it must be purchased the day of the event. It cannot be stored in a private home. If the food is prepared in a facility not in Floyd County, you must provide FCHD with a copy of the Facility's Permit, last inspection report, and commissary agreement.

SUBMITTING APPLICATION AND DOCUMENTS

Applications, documents and payments can be made in person, mailed, or submitted online. Submit online payments to at <https://payments.lexisnexis.com/IN/floyd/health> and email documents to environmental@floydcounty.in.gov. On the payments page choose "food service" and **submit the payment for \$0**. We will then go in and charge the card the correct amount. **We must be notified in your email that you made your payment online.**

TEMPORARY FOOD BOOTH APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO FCHD BY NOON THE BUSINESS DAY PRIOR TO THE EVENT UNLESS YOU HAVE CONTACTED FCHD TO MAKE OTHER ARRANGEMENTS.

If you have any questions regarding the food booth requirements, please contact the Environmental Department (812) 948-4726 options 2, 1.

Sincerely,

Thomas Snider
Chief Food Specialist, FCHD ext. 678
tsnider@floydcounty.in.gov



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FLOYD COUNTY HEALTH DEPARTMENT

1917 Bono Road
New Albany, Indiana 47150-4607
Telephone (812) 948-4726
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www.floydcountyhealth.org



Application for Temporary Food Service Permit

Application Date: _____

Name of Business: _____

Owner(s) Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax _____ Email: _____

Person in Charge: _____ Phone: _____ Email: _____

Certified Food Handler (Name/Number): _____ Phone _____

(Must include copy of certificate at time application is being submitted or permit will not be processed)

Event Name: _____ Date(s) of Event: _____

Type of Structure: Trailer _____ Tent _____ Booth _____ Building _____ Other _____

Address of Stand: _____ Hours of Operation: _____

Food/Beverages to be sold (attach menu if necessary) _____

Location where food is prepared _____

Where is food/beverages stored prior to the event?: _____

(food cannot be prepared or stored at a personal residence)

Fees for Temporary Food Service Permits are non-refundable. Fees for the permit are \$20.00 per day; \$100.00 maximum- for a maximum of 14 consecutive days

Permit fees are based upon the following Ordinances: Floyd County-2008-V, New Albany-G-08-06, Greenville-2008-T-84, and Georgetown-2008-G-0814.

Name of Applicant _____ Signature of Applicant _____

*** THE SECTION BELOW TO BE COMPLETED BY HEALTH DEPARTMENT STAFF ONLY ***

PERMIT FEE _____ PERMIT NUMBER ISSUED _____ CLERK INITIALS _____

Temporary Food Establishment Checklist

Floyd County Health Department • 1917 Bono Road • New Albany, IN 47150
Phone: (812) 948-4726 Fax: (812) 948-2208 www.floydcountyhealthdept-in.com

Use this Temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required. ("Sec" or "Section" refers to Sections in 410 IAC 7-24).

FOOD AND WATER SOURCES:

- ☐ All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided. (Sec. 142-160 and 320-328)
- ☐ All food must be safe, unadulterated, honestly presented, and properly labeled as applicable. (Sec. 140, 139 and 146)
- ☐ No homemade or home-canned foods or foods that have been stored in a home are allowed to be used. (Sec. 142)
- ☐ All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- ☐ Any booth selling potentially hazardous food must have a Certified food handler: If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food handler is required for the food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-24 Section 118 must be met.
- ☐ All potentially hazardous foods requiring refrigeration must be held at 41°F or below (or 45°F or below as detailed in Section 187) at all times. Stored frozen foods shall be maintained frozen and should be stored at 0°F. (Sec. 197)
- ☐ All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times. (Sec. 187)
- ☐ All potentially hazardous food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Section 187) within an additional four (4) hours. The entire cooling process must be completed within six (6) continuous hours. (Sec. 189 and 190)
- ☐ All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours. (Sec. 188)
- ☐ All potentially hazardous food requiring thawing must be thawed in accordance with Section 199.
- ☐ All food products must be cooked to the proper internal food temperatures as detailed in Sections 182-197.
- ☐ Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- ☐ A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures. (Sec. 235, 254 and 257)

FOOD PROTECTION:

- ☐ Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.) (Sec. 171)
- ☐ Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service. (Sec. 179, 181, 203 and 204)
- ☐ Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied. (Sec. 179, 204, 427)
- ☐ All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times. (Sec. 177, 239 and 244)

- Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing, or individual packages or portions. Proper temperatures must be maintained at all times. (Sec. 179-180, 187)

UTENSILS/DISHWARE:

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted. (Sec. 249)
- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged. (Sec. 250)
- Straws and toothpicks must either be individually wrapped or individually dispensed. (Sec. 250)

ICE USE:

- Ice, which is to be consumed, **must come from an approved source and be properly labeled.**(Sec. 146 and 169)
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- **Ice for consumption may not be used for storage of food or beverage products.** (Sec. 170)
- **Storage of open food in contact with ice is prohibited.** (Sec. 176)
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container. (Sec. 176)
- **If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining** (into a proper area; not onto the ground). (Sec. 176, 380)

HANDWASHING FACILITIES:

- **At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times** in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location. (Sec. 128, 130, 343-345)
- The handwashing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, “running” can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing. (342, 346-349)
- Employees must wash their hands at all necessary times during food preparation and service. (Sec. 129)
- **Employees may not use only hand sanitizer.** Hands must be properly washed

DISHWASHING FACILITIES:

- **Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service.** (Sec. 270, 289, 291-292, 342)
- If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- **Proper sanitizer (via heat or chemical means) must be provided AND used in/at each unit.** (Sec. 248-320, 342)
- **If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit.** (Sec. 291)
- **Manual dishwashing should be set up** to operate in the following sequence: **WASH** (soapy water with 110° water temperature), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**. (Sec. 270, 273, 304)
- If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (*as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer's directions*): **CHLORINE** (25-200ppm), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).
- All chemical sanitizers must be labeled *in accordance with Sections 437 and 443.*

WATER AND WASTEWATER FACILITIES:

- All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). (Sec. 334-336, 338, 377)
- If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications. (Sec. 336)

- A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit. (Sec. 329, 330, 332)
- All water hoses must meet the requirements detailed in 410 IAC 7-24 for use with drinking water. (Sec. 364)
- All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. (Sec. 374-376, 379-380)

WIPING CLOTHS:

- **In between uses, wet wiping cloths must be properly stored in sanitizer solution** that is maintained in accordance with *Section 294*.
- To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning. (Sec. 245)

HYGIENE and PERSONAL CLEANLINESS:

- **NO smoking, eating or drinking** (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area. (Sec. 136)
- **Clothing** must be kept clean and **not used to wipe hands**. (Sec. 128, 135)
- **Proper and effective hair restraints** must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, visors (if effective), hats, scarves, etc.* (Sec. 138)
- Beards must also be restrained with a beard snood or other means. (Sec. 138)
- Proper exclusions and restrictions must be placed on ill employees in accordance with Sections 120-127.
- **Proper handwashing must be conducted** at the following times or after any activity during which the hands may have become contaminated: before beginning work; after handling raw animal foods; after handling money; before putting on and after removing single-use gloves; after sneezing, coughing, touching the face, body parts, or hair; after using the restroom; after taking out the trash, etc. (Sec. 129)
- While preparing foods, employees may not wear jewelry on their arms and hands. An exception would be the wearing of a plain ring, such as a wedding band. (Sec. 134)

INSECT CONTROL, TRASH & REFUSE, LIGHTING, and FACILITY SURFACES :

- **If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit.** (Sec. 412-413, 415-416)
- Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law. (Sec. 381-386 and 388-398)
- Adequate lighting must be provided and kept properly shielded/protected. (Sec. 410-411)
- **Floors, walls, and ceilings must meet the minimum requirements** described in *Sections 362 and 364*. **Walls and ceilings must protect the interior from weather, windblown dust and debris, and insects or other animals.** They must be weather resistant and comply with the law (for example, regarding screen size and fire retardancy). **If floor is dirt, gravel or grass, it must be covered** with mats (no carpet), duckboards, or removable platforms.

POISONOUS/TOXIC MATERIALS

- Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer's label. (Sec. 437)
- **Working Containers used for storing poisonous or toxic materials**, such as cleaners and sanitizers taken from bulk supplies, **shall be clearly and individually identified with the common name of the material.** (Sec. 438)
- Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles. (Sec. 439)
- Poisonous or toxic materials shall be used according to the manufacturer's labeling instructions that state that use is allowed in a retail food establishment. (Sec. 441)
- A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Sec. 442)

Proper Hand Wash Station



PROPER 3- COMPARTMENT SINK SETUP

