

VANBUREN /CASS COUNTY DISTRICT PUBLIC HEALTH DEPARTMENT

TEMPORARY FOOD SERVICE GUIDELINES

I APPLICATION:

- Any person can apply for a temporary food license for another person, group or organization. However, a representative for that food service operation must be established as a contact person (person-in-charge), and be on-site during all hours of food operation. The representative's name, address, and phone number must be clearly indicated on the temporary food service application.
- Permits received without complete information will not be accepted.
- All vendors who knowingly participate in an annual or schedule event shall submit a food application at least 30 days before the date planned for opening a food establishment. Nevertheless, applications may be accepted if received NOT LESS THAN FIVE (5) WORKING DAYS prior to food service operation (we are not responsible for mail delivery any more than yourself). Some special circumstances may be warranted after this time period. However, fees will be doubled. No license application will be accepted within 48 hours of any food event or operation.

II LICENSING:

- Temporary licenses will be issued to one specific location for consecutive days (no license application will be accepted for more than fourteen consecutive days).
- Licenses will be issued only after a pre-opening inspection by a staff member from this office and compliance with rules governing such operations under the Food Law of 2000, Act 92 and the 1999 Food Code. **** It is your responsibility to insure that your permit application has been received and approved by this office prior to food operation. ****
- Temporary food operations not complying with food sanitation requirements as required by law (see check list) will have their permits revoked, and be ordered to cease food operation.

III FEE:

- Temporary food license fee: \$60.00. (contact Dave Walker for current fee)
- Temporary non-profit organizations will be State Fee Exempt and assessed the food license fee of \$30.00. (contact Dave Walker for current fee)
- Refunds will not be accepted if our office is not notified at least 24 hours before the day of the event.
- Additional requirements may be ordered by the health official should condition(s) endanger public health.

Contact: Dave Walker, Van Buren Health Department (269) 621-3143

Online form at http://www.michigan.gov/mda/0,1607,7-125-1569_16958_16977,00.html