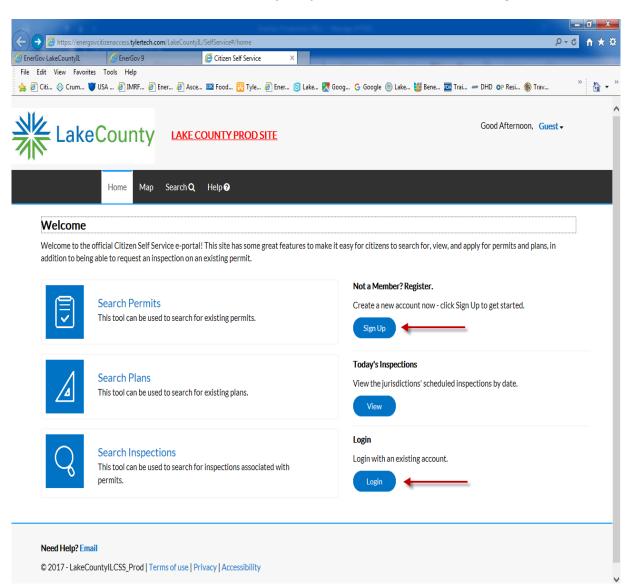




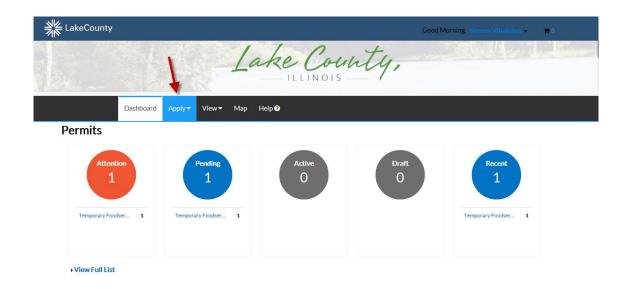
LOG IN TO OUR NEW WEBSITE TO APPLY ONLINE FOR A TEMPORARY EVENT PERMIT!

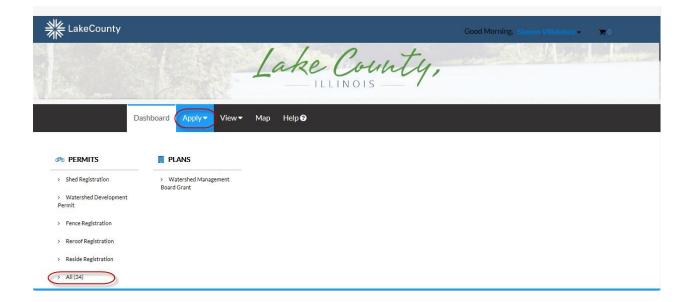
https://energovcitizenaccess.tylertech.com/LakeCountyIL/SelfService#/home

Follow the screenshots to apply for a temporary foodservice event permit online for fairs, festivals and farmers' markets in Lake County! All you need is an email address to get started.



Once logged into your account you can apply for a single event food permit, multi-event food permit or view any pending, active, draft or recent permits.

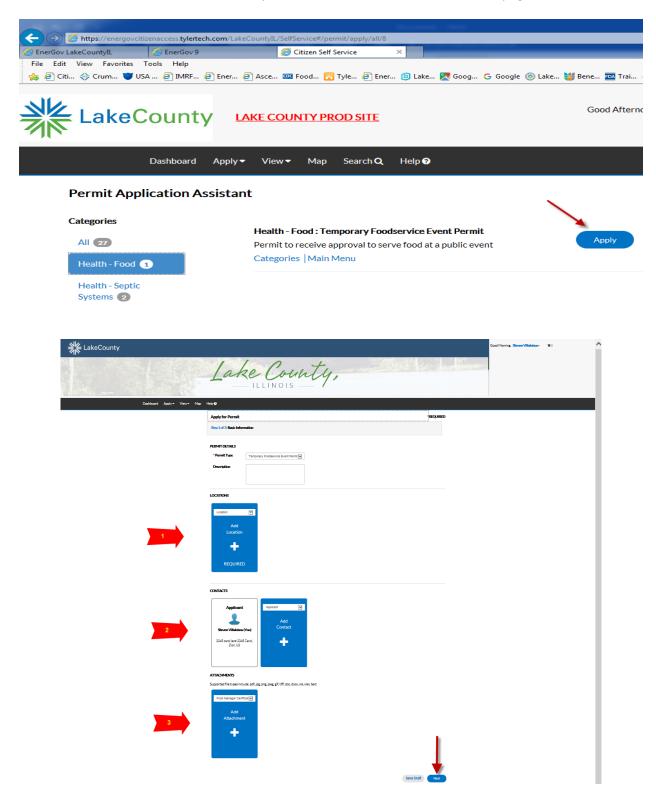




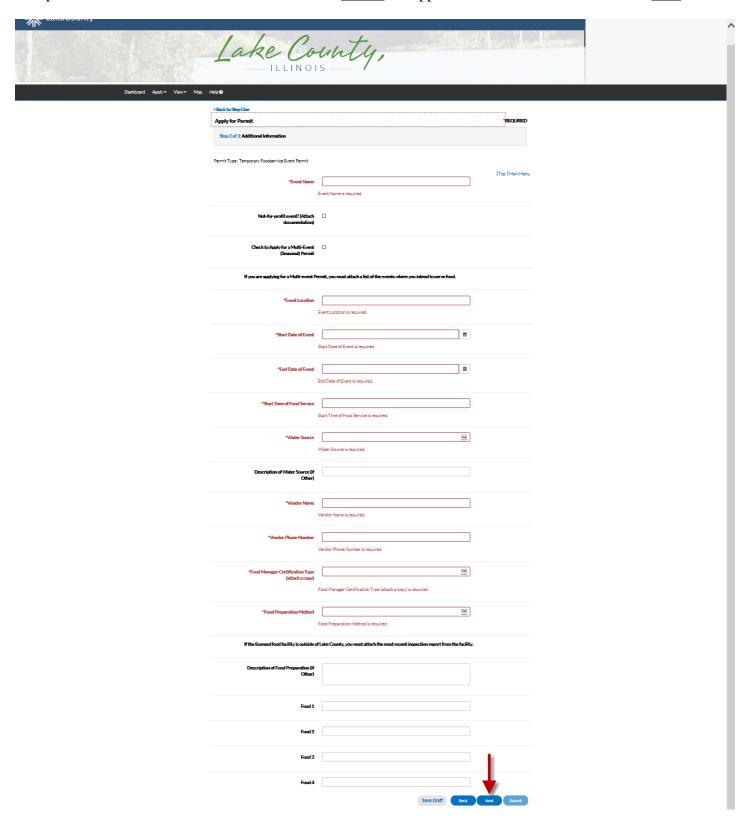
This screen is to complete the application.

① Add Location-applicant billing address (not the event address-this is filled out on the next screen in the additional information page), ② Add Contact-applicant contact information and ③ Add Attachment-upload any attachments such as certifications, 501(c)-nonprofit or commissary agreement.

Click **Next** to complete the Event/Food Items information page.



Complete the Event Information and click **Next** to <u>review</u> the application and then click **Submit** to <u>send</u>.



You will receive an email from a representative from LCHD with the fee that is due for the permit.

To pay your permit fee, log back in to your account and click on My Invoices.

You can then choose the invoice number you want to pay and click Add To Cart.



Once the fee is paid, a permit will be issued and emailed to you, then it can be printed.

If you have completed this <u>process online</u>, then there is <u>no need to fill</u> out the attached application.

Please call 847-377-8020 for any questions.

Applications and fees must be received at least 7 days prior to the event or a late fee will be assessed. Fees are non-refundable.



500 W. Winchester Road, Suite 102 Libertyville, IL 60048-1331 Phone 847-377-8020 www.lakecountyil.gov

FOR OFFICE USE ONLY				
TOTAL PAID \$				
CASH CHECK #				
CREDIT CARD: VISA MC AMEX	DISC			
LAST 4 DIGITS				
EXP DATE/	_			
FEE CODE □ WITH CFM □ W/	OUT CFM			
□ NFP □ MULTI EVENT □ LAT	E FEE			

2018 APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

NAME OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT CONTACT NAME CONTACT TELEPHONE # ADDRESS OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT CITY STATE ZIP CODE FAX # E-MAIL ADDRESS ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT OUTSIDE OF LAKE COUNTY? ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT OUTSIDE OF LAKE COUNTY? YESNO IF YES, ATTACH A COPY OF YOUR MOST RECENT HEALTH INSPECTION (REQUIRED) TO NAME ON THE YES, ATTACH A COPY OF YOUR REGISTRATION				
CONTACT NAME CONTACT TELEPHONE # ADDRESS OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT CITY STATE ZIP CODE FAX # E-MAIL ADDRESS ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT OUTSIDE OF LAKE COUNTY? ARE YOU CURRENTLY REGISTERED AS A COTTAGE FOOD OPERATION? —YES — NO IF YES, ATTACH A COPY OF YOUR MOST —YES — NO IF YES, ATTACH A COPY OF YOUR REGISTRATION				
ADDRESS OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT CITY STATE ZIP CODE FAX # E-MAIL ADDRESS ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT OUTSIDE OF LAKE COUNTY? ARE YOU CURRENTLY REGISTERED AS A COTTAGE FOOD OPERATION? —YES — NO IF YES, ATTACH A COPY OF YOUR MOST —YES — NO IF YES, ATTACH A COPY OF YOUR REGISTRATION				
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YES NOIF YES, ATTACH A COPY OF YOUR MOSTYES NOIF YES, ATTACH A COPY OF YOUR REGISTRATION				
Note: To qualify for a reduced fee or fee waiver you must have one of the certificate types listed below				
IF YOU WILL HAVE SOMEONE ON SITE WHO HAS COMPLETED AND RECEIVED A CURRENT TRAINING CERTIFICATE - COMPLETE THIS SECTION				
II TOO WILL HAVE SOMEONE ON SHE WHO HAS COMPLETED AND RECEIVED A CORRENT TRAINING CERTIFICATE - COMPLETE THIS SECTION				
LCHD TEMPORARY EVENT FOOD SERVICE TRAINING (classroom in Libertyville) see page 8 for schedule				
ANSI FOOD HANDLER TRAINING (online only) see page 9 for websites				
☐ ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH) APPROVED 8-HOUR FSSMC COURSE AND SUCCESSFULLY PASSED A STATE EXAMINATION				
☐ CHICAGO SUMMER FOOD FESTIVAL TRAINING				
NAME OF CERTIFIED PERSON AT THE EVENT ID OR CERTIFICATE # (leave blank for LCHD) EXPIRATION DATE				
ARE YOU A NOT-FOR-PROFIT ORGANIZATION APPLYING FOR A PERMIT FEE WAIVER?				
YES NO				
FOOD STORAGE PREPARATION AND SERVICE INFORMATION				
FOOD STORAGE, PREPARATION AND SERVICE INFORMATION FOOD PURCHASED PRIOR TO THE EVENT MUST BE EITHER STORED IN A LICENSED FACILITY (SEE ATTACHED COMMISSARY AGREEMENT) OR				
PURCHASED THE DAY OF THE EVENT AND RECEIPTS OF PURCHASE PROVIDED. NO FOOD MAY BE STORED OR PREPARED AT HOME!				
WHERE WILL FOOD BE STORED PRIOR TO THE EVENT?				
LICENSED FOOD FACILITY (NAME OF FACILITY & ADDRESS)				
PURCHASED THE DAY OF EVENT AND PROVIDE RECEIPTS				
WHAT TYPE OF HANDWASHING WILL BE PROVIDED (REQUIRED FOR EVERY VENDOR) SOURCE OF WATER				
PORTABLE (CLOSED CONTAINER W/HANDS FREE SPIGOT) HANDWASH SINK CITY				
Note: Hand "sanitizers" are NOT an acceptable substitute for required hand-washing set-up WELL *sample may needed				



EVENT INORMATION

1. START DATE

NAME OF EVENT

500 W. Winchester Road, Suite 102 Libertyville, IL 60048-1331 Phone 847-377-8020 www.lakecountyil.gov

AM / PM

TIME OF FOOD SERVICE

LIST YOUR EVENT(S)

A SINGLE PERMIT IS VALID FOR UP TO 14 CONSECUTIVE DAYS AT THE SAME LOCATION A FARMERS MARKET OR SEASONAL PERMIT IS VALID FOR SIX MONTHS

END DATE

	ADDRESS OF EVENT			CIT	Υ			
2.	START DATE		END DATE		Т	TIME OF FOOD SERVICE		
	//	-	/	/			AM / PM	
	NAME OF EVENT	J.					·	
	ADDRESS OF EVENT			CIT	Υ			
				,				
3.	START DATE		END DATE			TIME OF FOOD SERVICE		
	//	-	/	/			AM / PM	
	NAME OF EVENT	•			•			
	ADDRESS OF EVENT			CIT	Υ			
MENU I	TEMS/FOOD PREPARATION I		. I I a a labe Dana anatona a		la	* * = =		
The Lake County Health Department reserves the right to exclude any menu item MENU ITEM SAMPLES RAW FOOD FOOD COOKED AT FOOD COOKED AT FOOD ITEMS ALL OTHER								
MENU IT List ALL	items that will be	SAMPLES ONLY	RAW FOOD COOKED ON SITE	LICENSED FAC		FOOD COOKED AT LICENSED FACILITY –	FOOD ITEMS ALL COMERCIALLY	OTHER (PLEASE
	sold except canned sodas,			- TRANSPORT	ED	REHEATED ON SITE	PREPARED - NO	DESCRIBE)
bottled candy b	water, bagged chips, or			нот			COOKING	
candy D	aı 3.							
		·						

MENU ITEMS (these are not complete lists but are examples only)				
CATEGORY 3 – LOW				
All prepackaged foods (sandwiches, salads, fruit cups, cheese, etc.)	Juices			
Baked goods	Lemonade shake-ups			
Bulk candy	Milk			
Cooked corn on the cob	Nacho cheese with dispenser			
Corn dogs (pre-battered)	Pancakes/waffles			
Cotton candy	Peanuts/nuts			
Creamers (for coffee), milk, whipped topping	Pizza slices - made at a licensed facility (with a certified manager/trained operator)			
French fries, onion rings, mozzarella sticks, etc.	Popcorn/kettle corn			
Frozen drinks	Pretzels			
Frozen meat (must provide broker's license)	Samples only (i.e., salsa, dips, baked goods, etc.)			
Funnel cakes	Shakes/malts			
Hot dogs (with a certified manager/trained operator)	Smoothies			
Ice cream	Snow cones/Italian ices			
CATEGORY 2 – MEDIUM				
All ready-to-eat meats/sandwiches (not pre-packaged)	Hot dogs (without a certified manager/trained operator)			
Bratwurst, polish, sausage (pre-cooked or not)	Italian beef-commercially packaged			
Chicken breasts or fish fillets for sandwiches	Onion blossoms			
Chili (canned)	Pizza slices - made at a licensed facility (without a certified manager/trained operator)			
Corn dogs (battered on site)	Potato pancakes			
Cut fruit, sliced cheese (prepared on-site)	Pre-cooked poultry (i.e., chicken wings)			
Hamburgers	Samples only (i.e., chicken, vegetables, etc.)			
CATEGORY 1 – HIGH				
BBQ beef/pork	Poultry-whole/quartered/pieces, raw, marinated or required other on-site preparation			
Chili (not canned)				
Egg rolls, tempura vegetables	Ribs/Rib tips			
Gyros	Seafood/sushi			
Italian beef-prepped at a licensed facility & reheated at event	Tacos/burritos/tamales			
Meat roasts of all types	Turkey/turkey legs			

What type of permit are you applying for? ***If you have questions regarding what category you will be - PLEASE call us at (847) 377-8020***

2018 FEES LISTED ARE EFFECTIVE 12/1/17 THRU 11/30/18

NOT-FOR-PROFIT ORGANIZATIONS	2018 FEES
Category I, II, or III (certified manager/trained operator required)	-0-
CATEGORY 3 – LOW	
1-14 day permit	\$23
Farmers markets (IF SAMPLING ONLY – SEE PAGE 6)	\$86
Seasonal permit	\$86
CATEGORY 2 – MEDIUM	
1-14 day with a certified manager/trained operator	\$46
1-14 day without a certified manager/trained operator	\$86
Farmers markets only (certified manager required/trained operator)	\$125
Seasonal permit (certified manager required/trained operator)	\$125
CATEGORY 1 – HIGH	
1-14 day permit with a certified manager/trained operator	\$69
1-14 day permit without a certified manager/trained operator	\$144
LATE FEE	
Late fee if application is not received at least 7 days prior to event	\$34

Make check payable to Lake County Health Department and mail to: 500 W. Winchester Rd., Suite 102, Libertyville, IL 60048.

To pay with a credit card:

please complete the payment form on page 9 and return with your application.





TEMPORARY EVENT APPLICATION CREDIT CARD PAYMENT

TO PAY BY CREDIT CARD – PLEASE COMPLETE

VENDOR NAME				DATE OF E	VENT		
Please check one:	MASTERCARD	VISA	DISCOVER	AMERICAN	EXPRESS		
Credit Card #:							
Cardholder Name:	(Print name exactly as	it appears on the card)	Expiration date: _	/	Security Cod	le #: (Back of Card)
Billing Address:	Street #	Street Nam		City		State	Zip
Amount to be charg	ged: \$ (i	f your application is re	eceived within 7	days of the event we	will add a \$3	33 late fee to the	amount charged)
Contact Telephone	:						
Signature:						_	



500 W. Winchester Road, Suite 102 Libertyville, IL 60048-1331 Phone 847 377 8020 www.lakecountyil.gov

COMMISSARY AGREEMENT

(**<u>Do not</u>** complete if you are using your own facility)

Date			
I,	(Name of owner/operator)	_ of	(Name of establishment)
located at	(Address of establishment)		
do hereby	give my permission to		/temporary event vendor)
to use my	kitchen facilities to perform the follo	owing:	
Prepara	ation of foods such as vegetables or	fruits, cutting meats, co	ooking, cooling, reheating
Storage	e of foods, single service items, and	cleaning agents	
Service	and cleaning of equipment		
X			
-	y owner/operator - SIGNATURE REQUIRED		Phone Number

*** If this facility is licensed outside of Lake County, provide a copy of the most recent food inspection report with this commissary agreement. ***

This Commissary Agreement is valid for this calendar year only

Farmers Market Food Product Sampling Handler Certificate Training

The Food Handling Regulation Enforcement Act was amended to include Food Product Sampling at Farmers Markets and the Illinois Food Service Sanitation Code now includes Subpart N, 750.4300 Food Product Sampling Handler Certificate for Farmers Markets.

The Farmers Market Food Product Sampling Handler Certificate training is now available on I-TRAIN. The training course is free and can be accessed here: https://i.train.org Course number 1061218 (*Note:* effective upon implementation of the Division's new technology, this process will change due to incorporation of the training completion, documentation submission and certificate issuance in the new system).

Any vendor at a farmers market that would like to sample their product (fruits, vegetables, baked goods, meat, etc.) can do so without a separate permit from the local health department, as long as they have a valid Illinois Farmers Market Food Product Sampling Handler Certificate. This certificate can be used throughout the state and is valid for three (3) years from date of issuance.

The certificate looks like this and shall be prominently displayed by the vendor at the point of sale.

The Farmers Market Food Product Sampling Handler Certificate is only issued by the Department once the required documentation has been received:

1. If the sampler possesses a valid Illinois Food Service Sanitation Manager Certification (FSSMC)they must:

a. Submit a completed Farmers Market Food Product Sampling Handler Certificate application; and

Department of Public Health

- b. Copy of valid FSSMC; and
- c. \$10.00 application fee submitted with required documentation to address provided on application.
- 2. If the sampler does not possess a valid IL FSSMC, they must:
 - a. Submit a completed Farmers Market Food Product Sampling Handler Certificate application; and
 - b. Evidence of successful completion of an ANSI accredited food handler training course; and
 - c. Evidence of successful completion of Department Farmers Market Food Product Sampling Handler training; and
 - d. \$40.00 application fee submitted with required documentation to address provided on application.

If the sampler shows or posts only a valid IL FSSMC, food handler training certificate or Farmers Market Food Product Sampling Handler training course completion certificate, they are not in compliance and should not be sampling their product without a permit to do so from the LHD. Only a valid Farmers Market Food Product Sampling Handler Certificate (as shown above) is acceptable for sampling their food product at a farmer's market without a permit from the LHD.

Only samples can be offered with this certificate. So, for example, if the vendor is cooking and sampling pork chops, he/she could not then sell pork chop sandwiches with only the Farmers Market Food Product Sampling Handler Certificate, but would need a temporary permit from the LHD in order to sell pork chop sandwiches.

Any questions from the public should directed to dph.food@illinois.gov



Temporary Event Training Options

In order to receive a reduced fee or not-for-profit fee waiver for Category II (medium risk) or III (high risk) Temporary Food Service Event, LCHD accepts any of the following trainings.

- (1) LCHD Temporary Food Service Event Training Class (1) year expiration;
- (2) ANSI Food Handler Training Program (3) year expiration; or
- 3 ANSI Food Protection Manager Certification (CFPM) (5) year expiration
- The LCHD Temporary Food Service Event Training Class covers food safety, sanitation and code requirements that are essential to conducting a safe and sanitary temporary food service event in Lake County. This class provides temporary food service event vendors/workers with a better understanding of how handling food correctly prevents foodborne illness. Although the class is aimed to educate not-for-profit temporary event vendors who do not have an IDPH certified food service sanitation manager or trained food handlers, any vendor may attend. The Temporary Food Service Event Training is valid for one (1) year from the date of training.

2018 LCHD Temporary Food Service Event Classes

Central Permit Facility

500 W. Winchester Road Libertyville, IL
Follow the signs to the Permit Center

April 2nd 3:00-4:30 pm May 7th 8:30-10:00 am June 5th 3:00-4:30 pm July 10th 8:30-10:00 am August 7th 3:00-4:30 pm September 4th 8:30-10:00 am October 9th 3:00-4:30 pm

Please call **847-377-8020** to sign up!



2 The ANSI (American National Standards Institute) Food Handler Training Programs expires three (3) years from date of completion. The course and assessment can be completed online, 24 hours / 7 days a week. Upon passing the assessment, the certificate is immediately available to print.

https://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing

1. Food Handler Training Certificate Program	123 Premier Food Safety
2. Food Handler Training Course	360training.com, Inc.
3. Food Handler Training Certificate Program Food Safety	AboveTraining/StateFoodSafety.com
Essentials	
4. Safe Food Handler Certificate	Cogneti LLC
5. Food Handler Classes	DSBWorldWide, Inc. / EduClasses.org
6. eFoodhandlers Basic Food Safety	eFoodhandlers Inc.
7. SafeMark Quick Reference: Food Safety for Food	Food Marketing Institute
Handlers	
8. eFoodcard	Food Safety Educators
9. Food Handler Training Certificate Program	Institute of Food Safety, Health, & Hygiene,
	Inc.
10. Food Handler Training Certificate Program	<u>MyCertify</u>
11. Food Handler Training Certificate	National Environmental Health Association
12. Food Safety First Principles for Food Handlers	National Registry of Food Safety
	<u>Professionals®</u>
13. ServSafe Food Handler Program	National Restaurant Association
14. Responsible Training Food Safety Program	Responsible Training / Safeway Certifications,
	LLC
15. Food Safety for Handlers	Rserving
16. Food Handler Course and Assessment	TAP Series
17. The Level 2 Award in Food Safety for Food Handlers	The Always Food Safe Company, LLC

3 Food Service Sanitation Manager Certification

Effective January 1, 2018, per PA 100-0194, the Illinois Food Service Sanitation Manager Certification (FSSMC) will be eliminated. IDPH will no longer issue FSSMC certifications, post course listings, or certify instructors/proctors on or after January 1, 2018. Please note, the Illinois Food Code still requires a valid IL FSSMC per 750.540 through the end of 2017.

Beginning January 1, 2018, an ANSI accredited Certified Food Protection Manager (CFPM) certification obtained through a course and passing the exam are still required, but students will not need to apply for the additional Illinois FSSMC certificate. The City of Chicago will still maintain their certification. For questions, please email dph.fssmc@illinois.gov.

As of July 1, 2014, Section 750.570 of the Illinois Food Service Sanitation Code requires food handler training in certain conditions. A "food handler" or "food employee" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. "Food employee" or "food handler" does not include unpaid volunteers in a food establishment, whether permanent or temporary. The implementation date and type of food handler training needed is determined by the type of food service establishment, "restaurant" or non-restaurant. Please review the food handler frequently asked questions (FAQ) in the right-hand column under PUBLICATIONS for more information.

Approved FSSMC Course Instructors/Proctors:

https://ildph.usasafeinspect.com/Education/CourseSearch.aspx

ANSI-CFP Accredited Food Protection Manager Certification Exams:

https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing

1.	Learn2Serve Food Protection Manager Certification	360training.com, Inc.
	Program	
2.	Certified Food Protection Manager (CFPM) Exam	AboveTraining/StateFoodSafety.com
3.	Food Protection Manager Certification Program -	National Registry of Food Safety Professionals
	International Certified Food Safety Manager	
4.	ServSafe Food Protection Manager Certification	National Restaurant Association
	Program	
5.	Food Protection Manager Certification Program	Prometric Inc.

CERTIFICATION COURSES FOR FOOD PROTECTION MANAGER

https://ildph.usasafeinspect.com/Education/CourseSearch.aspx

The Illinois Department of Public Health (IDPH) requires all food service establishments to have a manager/supervisor certified in food service sanitation. IDPH approved courses are offered by the companies listed below in various locations throughout the northern portion of Illinois:

*Classes also offered in Spanish

*Foodservice Safe	*Food Protection Systems, Inc.
Lake/Cook/DuPage/McHenry/Kane	Gurnee
Phone: 847.254.5405	Phone: 847.244.0432
John@foodservicesafe.com	mak@foodprotectionsystems.net
www.foodservicesafe.com	www.foodprotectionsystems.net
*City Colleges of Chicago	*College of Lake County
Chicago (Classes available in Chinese)	Grayslake
Phone: 312.553.5807	Phone: 847.543.2041
www.ccc.edu	www.clcillinois.edu
*Oakton Community College	*Illinois Restaurant Association
Des Plaines/Skokie	Chicago
Phone: 847.982.9888	Phone: 312.787.4000
www.oakton.edu	www.illinoisrestaurants.org
Food Safety and Environmental Solutions	*Safe Food Handlers Corporation
Lake	New Berlin
Phone: 847.865.5106	Phone: 888.793.5136
www.fse-solutions.com	www.sfhcorp.com
Nutrition Care Systems, Inc.	*Food Industry Training
Elgin	Lake/Cook/DuPage/Kane
Phone: 847.888.8177 or 800.761.9200	Phone: 630.690.3818
www.nutritioncaresystems.com	www.foodindustrytraining.net
*Paladin Management Consultants	Linda Roberts and Associates
Naperville	Wheaton
Phone: 630.554.3663	Phone: 630.752.8823
www.safefood.com	www.rdoffice.net
Greg Stolis and Associates	Paul McDonnell & Associates
DuPage/Lake	Aurora/Elgin/Geneva
Phone: 630.960.1135	Phone: 630.896.3662
*Corporate Training Center	*McHenry County College
Chicago Area	Crystal Lake
800.705.8204	Phone: 815.455.8588
www.ctcfoodsanitation.com	www.mchenry.edu
*The Safe Dining Associates	*Safe Chefs
DuPage/Downers Grove	Chicago/O'Hare/Crystal Lake/Milwaukee
Phone: 630.434.0588	Phone: 630-957-7687
www.safedining.com	www.safechefs.com



Checklist for Temporary Food Service Events

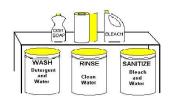
The following is a checklist to assist you in conducting a self-inspection of your temporary event.

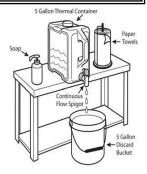
The items listed represent the minimum essential equipment/supplies needed to operate.

***A closed container with a hands-free spigot dispensing clean, running water and bucket to catch the wastewater, hand soap and paper towels (for hand washing - minimum 20 seconds)

Four **LABELED** containers for equipment washing:

- 1. Wash (W)
- 2. Rinse (R)
- 3. Sanitize (S)
- 4. Wiping Cloth Storage





Sufficient potable water (hoses used to obtain municipal water must be food grade)

Dishwashing soap and sanitizer (bleach, iodine, or quaternary ammonia)

Appropriate chemical test strips to test sanitizer concentrations

Metal stem thermometer accurate to +/-2°F and reads 0 to 220°F

Equipment and utensils which are in good condition (no chips, pits, etc.)

Equipment and utensils that have been cleaned AND sanitized

Sufficient refrigeration to hold **cold**, **potentially hazardous foods at 41°F or below** (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)

Hot holding devices must be provided to maintain hot, potentially hazardous foods at 135°F or above

Food shall be from an approved source (labeled and stored in food grade containers) and prepared in a licensed food service facility or at the event—home prepared not allowed

Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled

Single service articles (plastic forks, plates, etc.) provided for customers

Food, utensils and food equipment stored 6" above the ground

Provide facilities to dump wastewater and/or used grease)

Provide enough utensils to avoid bare hand contact with ready-to-eat foods (e.g. gloves, deli tissues, tongs, etc.)

Food stand constructed to prevent contamination of food and facilitate cleaning of the food preparation area

All toxic chemicals stored in a separate area away from food and food prep surfaces

Effective hair restraints provided for all employees handling food