Annual Temporary Food License Application

Iowa law prohibits a food establishment (including an Annual Temporary Food Establishment) from opening or operating until a license has first been obtained from the appropriate regulatory authority. Penalty Fees will be assessed for operating without the appropriate licensure.

A Temporary Food Establishment is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event. An "Event" is a significant occurrence or happening sponsored by a civic, business, governmental, community, or veterans organization and may include an athletic contest. For example, an event does not include a single store's grand opening sale or self promotion, a pop-up stand or a private event.

Completed applications and documents must be submitted at least 30 days prior to the first Event.
An Annual Temporary Food License is issued on a statewide basis and may be used at Events within the state of Iowa. One license per food stand must be obtained. Temporary food establishments that operate simultaneously at more than one Event are required to have a separate license for each food stand.

Once the application, other required documents and appropriate fees are received and processed, the Department will review the information to determine if an Annual Temporary License may be issued.

Application Checklist
Your application must include all of the following information:

- A fully completed Annual Temporary Food Establishment License Application
- A copy of your intended menu (if full menu cannot be filled in below)
- Food Stand Layout (How and what equipment you will set up at each event)
- Water test (if using well water)
- Appropriate fee (check, money order, or cash)

TYPE or PRINT IN INK. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.
Permit will be sent to the e-mail address provided.

Food Vendor Information	
Business Name	
Business Owner	
Mailing Address Street	
Mailing Address- City & Zip	
E-mail address to send permit:	
Business Address (if different from mailing)	
Business Phone Number	
Alternate Phone Number	
Business Owner E-mail Address	
County license is to be issued for: (one license per county)	
Approximate number of events you will attend in this County	
List all known events: Include event date and Event Coordinator contact information (attach a separate sheet if necessary)	1. 2. 3. 4.

Food Prep (Alternate Location)	
Food Establishment Name	
Name of Permit Holder (must be owned by the Temp Food Vendor)	
Address and City	
License#	
Contact phone number	
Facility Type	☐ Licensed Food Establishment ☐ Licensed Mobile Food Unit ☐ Other _____
Food Stand Contact Information	
Food Stand Person in Charge during Events	
Title of Food Stand Person in Charge	
Food Stand Person in Charge's Cell Phone	
Food Stand Secondary Person in Charge	
Food Stand Secondary Person in Charge's Cell Phone	
Title of Food Stand Secondary Person in Charge	
Menu:	
Will your menu be identical for each Event	☐ Yes ☐ No
If you answered no, please explain. (*menu items must be pre-approved. If menu items change, changes must be submitted in writing for approval prior to the event in question*)	
Menu Item 1	
Name of Menu Item 1 as listed on your menu (i.e. fruit salad, chicken quesadillas, lemonade, beer)	
Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	☐ Purchased ☐ Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	☐ Yes ☐ No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	
Menu Item 2	
Name of Menu Item 2 as listed on your menu	
Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	☐ Purchased ☐ Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	☐ Yes ☐ No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	
Menu Item 3	
Name of Menu Item 3 as listed on your menu	

Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	☐ Purchased ☐ Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	☐ Yes ☐ No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	
Menu Item 4	
Name of Menu Item 4 as listed on your menu	
Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	☐ Purchased ☐ Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	☐ Yes ☐ No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	
Menu Item 5 **(If you have more than 5 menu items, use an additional paper to fill out the information below for each additional menu item)**	
Name of Menu Item 5 as listed on your menu	
Is this menu item a food you prepare from multiple ingredients or an item that you purchase ready-made?	☐ Purchased ☐ Prepared
Source of food including all ingredients (must provide invoice or receipt at the event)	
All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	☐ Yes ☐ No
If any food preparation activities for this menu item occur at a location other than at the licensed temporary food stand at the event, indicate what preparation activities will take place elsewhere and complete the Food Prep (Alternative Location) information. If all food preparation activities will take place in the licensed temporary food stand at the event enter N/A.	

If there are changes for the following items, changes must be submitted in writing for approval prior to the event in question:

Booth Construction	
Overhead Covering	☐ Canvas ☐ Wood ☐ Other _____
Floor	☐ Asphalt ☐ Concrete ☐ Wood ☐ Other _____
Walls	☐ Screens ☐ Concrete ☐ Wood ☐ Other _____
Booth supplied by	☐ Food Stand Operator ☐ Event Coordinator ☐ Other _____
Utensils and Equipment	
Utensil Type	☐ Providing Single Serve Eating and Drinking Utensils ☐ Multiuse Kitchen Utensils (knives, cutting boards, pots/pans)

Type of Utensil Washing Setup	☐ Three Basin Setup on site ☐ Shared Three Compartment Sink on site ☐ Ware washing within a licensed Food Establishment ☐ NA
Sanitizer to be used	☐ Chlorine (such as Unscented Bleach) ☐ Quaternary Ammonium ☐ Other _____
Test strips provided (test strips are required if using sanitizer on site)	☐ Yes ☐ No
Handwashing Facilities	
Provided by	☐ Food Stand Operator ☐ Event Coordinator ☐ NA
Type of handwashing facility Handwashing stations are required in each food stand and are required to be set up prior to food preparation.	☐ Gravity Fed Water with Spigot and Bucket (such as an Igloo Cooler) ☐ Self-Contained Portable Unit (in each stand) ☐ Plumbed with Hot and Cold Water Under Pressure ☐ NA
Disposable gloves provided	☐ Yes ☐ No
Food Storage or Display Equipment	
List all equipment used for food storage and display. Enter N/A if necessary.	
Hot	
Cold	
Dry	
Condiments	
Water Supply	
Provided By	☐ Event Coordinator ☐ Food Stand Operator
Source of Water	☐ NA ☐ Public ☐ Non-Public (Results of most recent test must be submitted)
Method of providing hot water for handwashing and ware washing:	
Alternate procedures if water is not available at the event:	
Cooking Equipment	
List all cooking equipment: (example grills, fryers, etc.)	
Provided By	☐ Event Coordinator ☐ Food Stand Operator
Electrical Supply	
Type	☐ Generator ☐ Power Hook Up ☐ No Power Needed ☐ Lighting Available ☐ Other _____
Provided By	☐ Event Coordinator ☐ Food Stand Operator
Alternate procedures if power is not available at the event:	
Food Transportation	
Identify how food will be transported to event in order to maintain safe temperatures	

Food Employees/Volunteers	
Certified Food Manager available	☐ Yes ☐ No
Name	
Certificate available	
# of food employees/volunteers	
Person responsible for maintaining log book (required) A log book is a record of employees with dates and times worked in the stand.	
Refuse Removal (Liquid waste = water, grease, etc.) (Refuse = trash)	
Describe how liquid waste will be disposed of. Enter N/A if there is no liquid waste.	
Frequency of liquid waste removal (times per day)	
Describe how trash will be disposed of.	
Thermometers	
Holding Thermometer Description. Enter N/A if temperature control is not required for safety.	☐ Thin Tip Probe Thermometer ☐ Other (describe) _____
Cooking Thermometer Description. Enter N/A if there is no cooking.	☐ Thin Tip Probe Thermometer ☐ Other (describe) _____
Rules and Regulations	
The Food Stand Operator has read the Temporary Food Operation Guide:	☐ Yes ☐ No

An Annual Temporary Food Establishment license will not be issued unless this application meets all applicable requirements found in the Iowa Food Code as summarized in the Temporary Food Establishment Rules and the Regulatory Authority has approved the license application. Non-compliance may result in closure of the Annual Temporary food establishment.

Annual License Fee: $200

An Annual Temporary Food License is issued on a countywide basis. Temporary food establishments that operate simultaneously at more than one location within a county are required to have a separate license for each location.

Submit payment to:
CG Public Health
2570 4th St SW, Suite 1
Mason City, IA 50401
Phone Number: (641) 421-9300

Verification

A copy of the license and most recent inspection report must be posted in the temporary food stand in a conspicuous location.

I verify all of the information contained in the application is accurate.

Signature _____

Printed name of Signatory _____

Do not complete information below—For Office Use Only		
Check #	Check Date	Amount Received
Check Name	Penalty Amount	Amount Due

Sketch below, the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage
5. Location of condiments