



Oak Creek Inspection Department  
 8040 S 6<sup>th</sup> Street  
 Oak Creek, WI  
 (414) 766-7000

## TEMPORARY FOOD APPLICATION FOR INSPECTION

Please submit the completed application and inspection fee in the form of check or money order **payable to the City of Oak Creek** to the above address at least 7 days before the scheduled event. All event participants selling any type of food must submit a completed application, regardless of regulatory or exemption status.

ESTABLISHMENT NAME	
ESTABLISHMENT STREET ADDRESS, CITY STATE & ZIP CODE	ESTABLISHMENT TELEPHONE
LEGAL LICENSEE (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)	
LICENSEE STREET ADDRESS, CITY, STATE & ZIP CODE	LEGAL LICENSEE TELEPHONE
EVENT NAME AND LOCATION (address)	DATES OF EVENT

### Fee Schedule TFI

Temporary Restaurant Inspection.....\$75      Temporary Retail Inspection.....\$35

*Not for profit organizations should discuss permitting requirements for exemption with the Environmental Health Specialist.*

I, the applicant, understand that the:

- City of Oak Creek field inspection report is required to operate in the City of Oak Creek.
- Permit to operate may be suspended or revoked if serious conditions exist
- Inspection fees cannot be accepted by environmental health specialists in the field.
- Inspection fees are not refundable.

Have all operators reviewed the guidance for temporary food vendors in Oak Creek?    Yes                   No

Please list all food safety training that has been completed by the operator(s) and staff:

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Is this facility currently permitted by the State of Wisconsin?    Yes                   No

**If yes, a copy of the State permit must be included with this application.** If no, the Oak Creek Health Department will require an additional application and fees for permitting. Contact the Oak Creek Inspection Department.

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Fee payment cannot be completed at the event by environmental health specialists. All required fees must be received in-person or by mail at Oak Creek City Hall at least seven days prior to the event in order to operate. Submit the completed application and inspection fee in the form of **check or money order payable to the City of Oak Creek** to:

City of Oak Creek  
 8040 S 6<sup>th</sup> Street  
 Oak Creek, Wisconsin 53154

Please complete and submit pages 1-4 to the Oak Creek Inspection Department at least seven days prior to the event. Retain the self-inspection sheet for your use on the day of the event. If you have questions, please call (414) 766-7000.

**SKETCH FOOD OPERATION LAYOUT:**

(include all relevant food handling information, i.e. hand washing, waste water disposal, all cooking equipment, food storage, warewashing equipment, garbage)

# FOOD PREPARATION AND MENU

Where will food be purchased? (Examples: Walmart, Pick 'N Save, Reinhardt, etc.)

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- Menu: Only food items listed below will be approved to serve. Approval for any changes must be requested at least two business days before the event.
- Temperature Control: Any potentially hazardous food observed above 41°F or below 135°F will be discarded on site.

**MENU:** Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

Food Item	How purchased at store? (raw or pre-cooked)	Prepared in Booth or Approved Kitchen?	Transport item hot or cold? What type of equipment for transport?	Cold holding equipment used at event? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above)
<i>Example: Hamburger</i>	<i>Raw</i>	<i>Booth</i>	<i>Cold Ice Chest</i>	<i>Ice Chest</i>	<i>Grill 155°F</i>	<i>Grill/Steam Table</i>

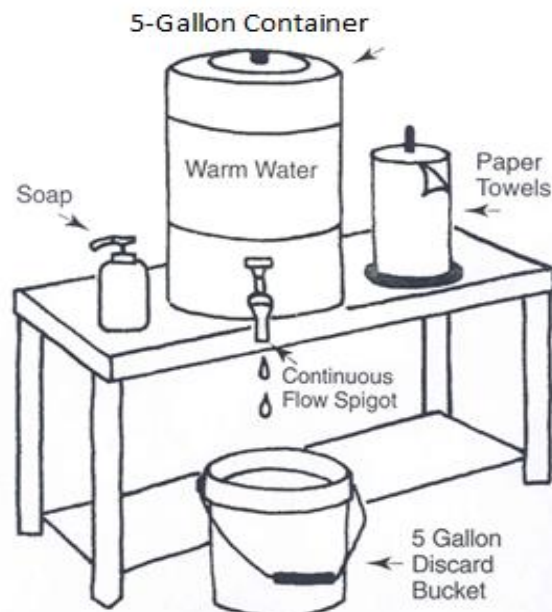
## EQUIPMENT LIST

Identify equipment used at the event in your temporary food establishment. (check all boxes that apply)

<p><b>Hand washing station</b> (More than one may be required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 gallon container with a continuous flow spigot and 5 gallon catch bucket</li> <li><input type="checkbox"/> Soap &amp; paper towels</li> </ul> <p>Note: A restroom hand sink cannot be used in place of the hand sink in the temporary food establishment.</p>	<p><b>Outside cooking area</b> (May require separate permit)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outside cooking area (BBQ) must have a second handwashing station</li> <li><input type="checkbox"/> Cover on cooker</li> <li><input type="checkbox"/> Separation/barrier from public</li> </ul>	<p><b>Food Safety/Hygiene Items</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thermometer (0-220°F)</li> <li><input type="checkbox"/> Sanitizer test strips</li> <li><input type="checkbox"/> Hair restraints/hats</li> <li><input type="checkbox"/> Clean clothing</li> <li><input type="checkbox"/> Garbage can(s)</li> </ul>
<p><b>Describe Booth Materials</b></p> <p>Floor:</p> <p>Sidewalls:</p> <p>Ceiling/Overhead:</p>	<p><b>Utensils to Prevent Hand Contact</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Single-use gloves</li> <li><input type="checkbox"/> Tongs</li> <li><input type="checkbox"/> Spatula</li> <li><input type="checkbox"/> Spoon or Fork</li> <li><input type="checkbox"/> Single-use foil sheets</li> <li><input type="checkbox"/> Other _____</li> <li><input type="checkbox"/> Extra utensils in booth</li> </ul>	<p><b>Sanitizer bucket</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open container</li> <li><input type="checkbox"/> Additional container for booths with raw meat</li> <li><input type="checkbox"/> Wiping cloths</li> <li><input type="checkbox"/> Bleach/Sanitizer (<math>\frac{1}{2}</math> tsp bleach/gal. water)</li> </ul>

## Temporary Food Establishment Hand Washing Station

Every operator preparing or handling food at the event location **MUST** have a fully functional hand washing set up. At minimum, the hand washing station(s) must consist of a 5-gallon container with a spigot that provides a continuous flow of water, soap, paper towels and a 5-gallon bucket to collect the dirty water. The hand washing station(s) must also be conveniently located to all food preparation areas. Any temporary food establishment observed without adequate hand washing facilities will be closed and required to stop selling or giving away food until the violations are corrected.



## GENERAL INFORMATION

1. Where will you dispose waste water and grease? \_\_\_\_\_
2. Do any of your events last for more than one day?  Yes  No  
If yes, where will you store your food and equipment during the overnight hours?  
\_\_\_\_\_
3. How will you clean and sanitize food equipment and utensils at your booth?  
\_\_\_\_\_  
\_\_\_\_\_
4. Prohibited Activities: Eating, drinking, and smoking in food preparation areas.

## Commissary

### If your operation does any of the following:

- Requires off-site food preparation prior to the event.
- Requires off-site hot or cold holding of food items after purchase prior to the event.

You must obtain permission to use a kitchen facility (commissary) that is licensed by the City of Oak Creek or another jurisdiction for advance food preparation, produce washing and dishwashing. Examples may include restaurant, church, school, or community center. The facility must have the ability to support your event menu and any preparation.

\_\_\_\_\_  
(Print name of Commissary) (Physical address)

\_\_\_\_\_  
(Contact Person at Commissary) (Commissary  
Phone #)

Date(s) and Time(s) you will prepare food at the commissary*					
Date:	Time:	Date:	Time:	Date:	Time:

\*You must be at the commissary on the dates and times listed above for inspections. Failure to notify Oak Creek Inspection Department of changes in your commissary schedule may result in **closure of your food booth**.

## Read and initial:

- \_\_\_\_\_ I have read and understand the hand washing station requirements.
- \_\_\_\_\_ I have received and reviewed the Temporary Food Service Guidelines.
- \_\_\_\_\_ I have received the self-inspection form(s) and understand I must complete a form each day of operation.
- \_\_\_\_\_ I understand the following conditions will warrant immediate closure:
- \* Lack of a current permit for each day of operation
  - \* Lack of an approved conveniently accessible hand washing station
  - \* Foods prepared at or brought from home
  - \* Critical violations and/or imminent health hazards
  - \* Lack of equipment or capacity to hold potential hazardous foods at required temperatures

# TEMPORARY FOOD ESTABLISHMENT SELF-INSPECTION

(To be completed by the operator when setting up on the day of the event and verified by the environmental health specialist upon inspection)

Establishment Name	
Event	Inspection Date     /     /
Inspected by <sup>(sign)</sup>	(Print)

BOOTH REQUIREMENTS		COMPLIES?			COMMENTS
1.	Permits	YES	No	NA	
a.	Temporary food permit is posted in public view.				
b.	A knowledgeable person in charge is present with food handler card or certified manager certificate.				
<b>2.</b>	<b>Hand Washing Station</b> ( <i>immediate closure if out of compliance</i> )				
a.	Minimum 5-gallons water; container with hands-free spigot				
b.	5-gallon waste water container				
c.	Pump soap and paper towels				
<b>3.</b>	<b>Floor, Walls, Ceiling</b>				
a.	Floors smooth & cleanable in entire booth (no grass, gravel)				
b.	2 sidewalls				
c.	Entire booth has overhead protection				
<b>4.</b>	<b>Food Source/Menu</b> ( <i>immediate closure if out of compliance</i> )				
a.	Food was not prepared or stored at home.				
b.	Commissary agreement available for foods prepared offsite.				
c.	No part of the operation was done at home.				
d.	Only foods approved on the application form are served.				
<b>5.</b>	<b>Employee Hygiene</b>				
a.	Employees wash hands upon entering the booth.				
b.	Employees keep hands clean and wash hands often.				
c.	Employees do not have these symptoms: vomiting, diarrhea, sore throat with fever, open wounds				
d.	Gloves or utensils are used - no bare hand contact with food				
e.	Employees have hair restraints or hats. Clean clothing.				
f.	No eating, drinking, or smoking in the booth.				
g.	Tasks are delegated so there are three types of workers: (1) Those who only handle raw meat or poultry (2) Those who only handle ready-to-eat-foods (3) Those who only handle money				
h.	Small children are not allowed in the booth.				
<b>6.</b>	<b>Food Temperature Control</b>				
a.	Hot foods held at 135°F or above.				
b.	Cold foods held at 41°F or below.				
c.	Adequate equipment to maintain temperatures hot or cold.				
d.	Adequate amount of ice to keep foods cold in ice chests.				
e.	No potentially hazardous food stored at room temperature.				
f.	Canister fuel not used without wind guards (outdoors only)				
g.	Metal probe thermometer with range 0 – 220°F in booth.				
h.	Probe thermometer is calibrated/accurate.				

<b>7.</b>	<b>Storage</b>			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
b.	Food is not stored in standing water inside ice chests.			
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed waterproof box.			
<b>8.</b>	<b>Ice</b>			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
<b>9.</b>	<b>Cooking</b>			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw beef or pork is cooked to at least 155°F.			
c.	Raw fish or eggs are cooked to at least 145°F.			
<b>10.</b>	<b>Food Protection</b>			
a.	BBQ grills and other cooking equipment are not accessible to the general public.			
b.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
c.	All open food is protected from customer spit or sneezes.			
<b>11.</b>	<b>Food Equipment</b>			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
<b>12.</b>	<b>Sanitizer</b>			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-100 ppm <b>or</b> Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate bucket for raw meat/poultry area			
<b>13.</b>	<b>Dish Washing</b>			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils are washed, rinsed and sanitized prior to use each day of the event.			
<b>14.</b>	<b>Garbage</b>			
a.	Garbage containers with plastic liners provided in booth.			
b.	Garbage containers are covered if insects are present.			
<b>15.</b>	<b>Lighting</b>			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof			
<b>16.</b>	<b>End of Day Clean-Up</b>			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
<b>17.</b>	<b>Miscellaneous</b>			
a.	Name of the facility is posted and visible to customers.			
b.	Self-Inspection sheet is complete & available for inspector.			