



Trumbull Health Department
335 White Plains Road, Trumbull, CT 06611
Phone (203) 452-1030 Fax (203) 452-1050

APPLICATION FOR TEMPORARY FOOD SERVICE LICENSE
For _____ Days

Name of Booth: _____

Name of Event: _____

Address of Event: _____

Date/Time of Event: _____

OPERATOR OF BOOTH

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

FEE: _____

Submitted By: _____ Owner _____ Manager

Signature: _____

NOTES: _____

PLEASE MAKE CHECK PAYABLE TO: Trumbull Health Department

FOR OFFICE USE ONLY:

RECEIVED BY: _____

DATE: _____

CHECK NUMBER: _____

RECEIPT NUMBER: _____



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Application for a Temporary Food License Instructions

- Obtain a Temporary Food Service Application from the Trumbull Health Department or complete online application at www.trumbull-ct.gov and print.
- Complete this form in its entirety. If a question does not apply, write N/A in the appropriate section.
- Return application to the Trumbull Health Department **at least two weeks prior to event** with appropriate fee. Late fee is \$50 Commercial Vendor and \$20 Non-Profit.
- The Trumbull Health Department will review the application before approval which can take up to 3 business days. An inspection of your food booth by the Trumbull Health Department may be required.
- If you have any questions about this form, contact THD at 203-452-1030, between 8am-4:30am to speak with or make an appointment with the sanitarian.

Menu Items

- This should include all foods, condiments, and beverages that are being served or sold.

Describe how foods will be prepared, cooked, and transported

- List foods that are pre-packaged (such as cookies) and where they will be purchased from.
- Describe food preparation and cooking methods for each menu item, and how foods will be transported. For example, chili will be precooked, cooled, cold held, reheated, and then hot held. For example, burgers will be cook to serve.
- **If food is being stored/prepared off site please provide documentation showing it is an authorized site/location. For example the site/locations license.**

Explain how cold foods will be kept cold or frozen

- Please be specific. For example, milk used for coffee will be stored in a cooler on ice or stored in an on-site refrigerator.

Explain how hot foods will be kept hot

- Please be specific. Explain how foods will be cooked to the appropriate temperature and how temperatures will be maintained on site. For example, warmers or oven will be used to maintain appropriate hot temperature.

Explain how serving utensils will be sanitized

- Please be specific. What type of sanitizing solution will you be using? How often will you be sanitizing utensils?

Describe how handwashing will take place in your booth

- Handwashing stations are required when handling foods. Describe how handwashing will take place in your booth.

Provide a diagram of how your booth will be set up

- Be sure to label tables, equipment, coolers, lighting, handwashing stations, etc.



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Name of Shift Supervisors: _____

1. List all foods & beverages that will be served on a separate sheet (include condiments)

2. Where will food be stored and/or prepared prior to the event?
Name of establishment? _____
If food is being stored / prepared off site please attach documentation showing it is an authorized site/location.

3. How will cold food be kept cold? (below 41° f (examples: meats, poultry, seafood, & dairy products) _____

4. How will hot food be kept hot? (above 135° f) (examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc) _____

5. Describe handwashing facility inside booth: _____

6. Location of employee toilet facility: _____

7. How will utensils, cutting boards, etc. be sanitized?

Application reviewed by: _____

COMMENTS: _____

Approved by: _____ Date: _____



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Date: _____ Name of Event: _____ Name of Food Booth Operator: _____

Potentially Hazard Foods:

Critical Control Points:

Items	Extensive Preparation	Pre-cooking	Cooling	Thawing	Cold Holding	Reheating	Hot Holding	Onsite Storage	Preparation Steps
EXAMPLE: Chili	EXAMPLE: N/A	EXAMPLE: On stove top	EXAMPLE: Ice bath and into cooler	EXAMPLE: N/A	EXAMPLE: In cooler	EXAMPLE: On stove top	EXAMPLE: In warmer	EXAMPLE: At Joes Shack	EXAMPLE: At Joes Shack cook on stove top, cool, reheat on truck, and hot hold.
Other Food									Comments:
1.									1.
2.									2.



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