



Bureau of Health
Environmental Health Services
435 Hamilton St., 410 City Hall
Allentown, PA 18101
Office: (610) 437-7759
FAX: (610) 439-5946

City of Allentown

NON-PROFIT TEMPORARY FOOD SERVICE ESTABLISHMENT & FOOD DISTRIBUTION LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five (5) business days prior to the event. Checks or money order for each stand or location should be made payable to the City of Allentown, and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". Please call (610) 437-7759 for food related questions. **If payment is not received along with the application at least five (5) business days prior to the event a late fee will be assessed.** Notice: All individuals or businesses, including non-profits, that operate in the City of Allentown are required to obtain a business license. Questions regarding the business registration can be directed to the Bureau of Revenue and Audit 610-437-7506.

Non-Profit Temporary Food Establishment License

- Food service and preparation by a non-profit in a single location at a Special Event held on 1-2 days or 3-14 days.

Non-Profit Temporary Food Distribution License

- Food distribution by non-profit in a single location, once per week over 6-month license period, no food preparation on-site.

A. EVENT/OPERATOR INFORMATION

EVENT TYPE: ☐ Non-Profit Food Establishment License 1-2 Day
☐ Non-Profit Food Establishment License 3-14 Day
☐ Non-Profit Food Distribution License

CONTACT NAME: _____

CONTACT PHONE: _____

EVENT NAME: _____

LOCATION OF EVENT: _____

EVENT DATE/TIME: _____

TIME SET UP WILL BE READY FOR INSPECTION: _____

****All food, equipment, handwashing, and dishwashing stations must be onsite and operational at time indicated.

BUSINESS NAME: _____

BUSINESS PHONE: _____

BUSINESS ADDRESS _____

OPERATOR'S NAME _____ HOME PHONE: _____

OPERATOR'S ADDRESS _____ CITY _____ STATE _____ ZIP _____

FOR OFFICAL USE ONLY

Date Received	
Activity #	
License #	
Approved By	
Date Approved	

I understand that the temporary license is **NOT TRANSFERABLE** and **NON-REFUNDABLE**. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations. Additionally, I understand that all food except non-potentially hazardous baked goods must be made onsite or in a commercially licensed food facility.

Signature of Applicant

NON-PROFIT TEMPORARY FOOD LICENSE

LICENSE & OPERATIONAL FEE 1-2 DAY	\$20.00
LICENSE & OPERATIONAL FEE 3-14 DAY	\$45.00
LATE FEE (\$15.00)	_____
Late fee assessed if less than 5 business days prior to the event.	
SUBTOTAL	_____
X Number of Stands	_____
TOTAL	_____

NON-PROFIT TEMPORARY FOOD DISTRIBUTION

LICENSE & OPERATIONAL FEE	\$45.00
LATE FEE (\$15.00)	_____
Late fee assessed if less than 5 business days prior to the event.	
TOTAL	_____

B. FOOD/EQUIPMENT

1. Please list your menu items: _____

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

☐ Enclosed Trailer ☐ Outdoor Stand ☐ Other (specify) _____

3. Where will foods be prepared? ☐ On-site ☐ Commercially Licensed Food Facility (specify) _____

Except for non-potentially hazardous baked goods, foods prepared or canned in private homes are strictly prohibited. Food may be prepared in a commercially licensed food facility prior to the event. Otherwise, all food must be prepared on-site at your event.

4. What type of power source will be used? ☐ Generator ☐ Plug-in electrical connection ☐ N/A

5. Will running water be available? ☐ Yes ☐ No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded? _____

All wastewater must be disposed of in a sanitary sewage system. Do **NOT** discard wastewater in a stormwater drain or on the ground.

7. How will cold foods be kept cold (below 41 °F)? Foods may NOT be in direct contact with ice and Styrofoam coolers are prohibited.

☐ Refrigerator ☐ Insulated Cooler ☐ Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

☐ Grill (gas, charcoal or electric) ☐ Oven ☐ Fryer ☐ Microwave ☐ Other (specify) _____

9. How will cooked foods be kept hot (above 135 °F) after cooking? Check all that apply:

☐ Steam Table ☐ Chafing Dish / Sterno ☐ Roaster ☐ Grill ☐ Other (specify) _____

10. If prepared food is on display, how will it be protected from contamination?

☐ Sneeze Guards ☐ Covers ☐ Other (specify) _____

11. What will you use for overhead protection? ☐ Tent ☐ Roof ☐ Awning Cover ☐ Other (specify) _____

NOTE: Outer opening protection to enclose the temporary food facility is recommended to be readily available and may be required in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist.

12. Did you receive any of the following handouts? Check all that were received.

☐ Temporary Guidelines

☐ Handwashing at Temporary Events

☐ Handwashing and Dishwashing at Temporary Events (Note: dishwashing setups are not always required - N/A if not required)