Philadelphia Department of Public Health
Environmental Health Services
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215-685-7495

Welcome! The city of Philadelphia is excited to welcome your food vending operation to its outstanding array of special events held throughout the year. These instructions are designed to help guide you through the process of completing the required permanent special event application.

As a permanent special event vendor, you are required to submit a Permanent Special Event Vendor application and all related documents 30 days prior to your first day of operation. The Office of Food Protection's (OFP), Special Events Unit will evaluate all submitted materials for compliance with the City's Regulations Governing Food Establishments.

The permanent special event vendor review process has been designed to help food business owners. Application review not only provides the OFP with required information, but it also can identify potential problems while still on paper and help to prevent costly modifications and/or the inability to operate in time for an event. Information needed for the application review includes, but is not limited to: equipment specifications, water supply and hand washing facilities, waste water and refuse disposal, food handling practices, and menu. **A checklist of all required information and attachments can be found on page 2 of the application guide.**

For more information, please call or visit:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
http://www.phila.gov/health//foodprotection/NewFoodBusinesses.html
(215) 685-7495

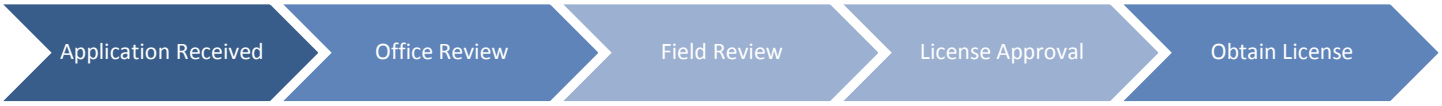
Monday – Friday, 9 am – 4 pm

PREPARE TO APPLY:

The Permanent Special Event Application must be filled out completely and submitted with fees 30 days prior to operation. Any application received after this time frame may be subjected to a late fee. **The following is a checklist of items that must be completed and included with your application:**

- ☐ General Information (pg. 1)
- ☐ Schedule A: Support Facility (pg. 2)
- ☐ Copy of support facility's last inspection report (out of county only)
- ☐ Schedule B: Equipment/Vending Description (pg. 3)
- ☐ Manufacturer Catalog cut sheets or photos with dimensions attached for all equipment listed on Schedule B
- ☐ Schedule C: Menu Description and Preparation (pg.4)
- ☐ Overhead diagram of vending space illustrating the placement of all equipment (pg. 5 or additional attachment if needed)
- ☐ Copy of a Philadelphia Food Safety Certificate
- ☐ Processing Fee (money order, cashier's check, or online with credit card using epay).

APPROVAL PROCESS:



- Application and fees are received by the Special Events Unit of the Office of Food Protection.

- Application review is conducted to make sure that all necessary information has been submitted.
- All applicants contacted via phone/email to gather additional information needed or grant office approval.
- Office review is approved.

- Will occur during the first event after office review is approved.
- Will review and compare onsite setup with the submitted application.
- Ensure compliance with regulations.

- Operating Eligibility Certificate (OEC) and License Eligibility Report (LER) will be issued.

- LER is taken to the Department of Licenses and Inspections (L&I) to purchase your Food License (3112).

REQUIREMENTS FOR PERMANENT SPECIAL EVENT VENDOR

GENERAL REQUIREMENTS

- A permanent special event vendor can only operate in conjunction with an event or celebration.
- All food and beverages must be from an approved and licensed facility or be prepared onsite, both are subject to Health Department approval.
- A Philadelphia food safety certified person must be present on site at all times, unless approved by the Health Department (i.e. prepackaged food only).
- All persons with signs, symptoms or diagnosis with food borne illness cannot be present during handling and serving of food to the public.
- Restrooms must be readily available for employee use.

PHYSICAL FACILITIES

- Overhead protection is required at all times in preparation, cooking and serving areas.
- Enclosure materials must meet Fire code Requirements (if cooking).
- Side protection may be needed to protect against inclement weather, contaminants or vermin.

HANDWASHING FACILITIES

- Each location is required to provide an approved permanent type hand washing sink. This type of sink has the ability to produce warm water (100°F - 120°F) with a continuous flow for at least 15 seconds. The sink also must have an enclosed waste water component (see Appendix A for sample diagram) and be supplied with soap, sanitary towels, a hand washing reminder sign and solid waste receptacle.
- Food handlers must clean their hands prior to food handling and donning gloves.

WATER & ICE MUST BE APPROVED & PROTECTED FROM CONTAMINATION

- Connection to fire hydrants for food prep and hand washing purposes are prohibited.
- Store water in a clean and covered food grade container. Containers shall not leak or drip.
- Purchase ice from an approved source. Keep consumable ice in original packaging with the label.
- Store ice in clean, nonporous, approved containers. Provide food grade liners for Styrofoam coolers.
- Dispense ice with a scoop having a handle. Scoops may be stored in the ice with the handle above the top of the ice line or outside the ice on a clean surface.
- Ice used for food storage must not be used as drink ice or consumable ice.

WASTE WATER

- Each vending unit must provide for the collection of all waste water from hand washing and food equipment using ice as a refrigerant.
- Waste water **may not** be dumped on the ground or into a storm drain. Waste water should be collected in sealed containers and carried back to your commissary/restaurant for disposal in a sanitary or approved manner.

REFUSE

- All vending units must be supplied with an easily cleanable and leak-proof refuse container with a tight fitting lid. The lid must be in place when not in immediate use.
- Disposal details about used cooking oil and charcoal residue must be provided.

EQUIPMENT

- All equipment must be clean and in good repair at delivery to the event site.
- All equipment must meet Health Department standards in order to obtain approval.
- All equipment should be appropriately maintained for all events in which it is used.
- Refrigeration and cold holding units must be capable of reaching and maintaining 41°F or below when in use. Events that are more than one day in duration require mechanical refrigeration for storage of foods to be used the remainder of the event.
- Thermometers must be present in all refrigeration and cold holding units. Stem-type thermometers must be present onsite to monitor proper food temperatures.
- All cooking equipment must be capable of cooking foods to their required temperature and hot holding units must be capable of holding foods at 135°F or above.
- All cooking, heating, and hot-holding equipment must be located away from the public for safety. When such equipment is located where public access or contamination may occur, an approved physical barrier and/or proper sneeze guard protection must be provided.

FOOD SAFETY AND HANDLING

- All potentially hazardous foods require temperature control for safety and shall be kept out of the temperature danger zone (41°F to 135°F).
- Foods requiring temperature control must be delivered to the event in insulated containers or mechanical equipment for cold or hot storage. **Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.**
- No bare hand contact of any ready to eat (RTE) foods is allowed on. Only properly washed gloved hands or utensils can be used for contact of RTE.
- Stockpiling of hot foods such as hot dogs, sausages, etc… for stock or display is prohibited, unless all areas of the food (surface and interior) measures at 135°F or above.
- All food items and food preparation descriptions require prior approval and must be detailed within the application which will be confirmed during application review process. Only food items submitted and approved as part of the application process will be approved for use at event.
- Condiments for patron self-service must be dispensed from an approved dispensing unit or be prepackaged single serve portions.

FOOD SAFETY CERTIFICATION

- All food handling, except pre-packaged non-potentially hazardous, require that an individual with a valid Food Establishment Personnel Food Safety Certificate be present during vending unit operation. Provide copies of certificate with application.

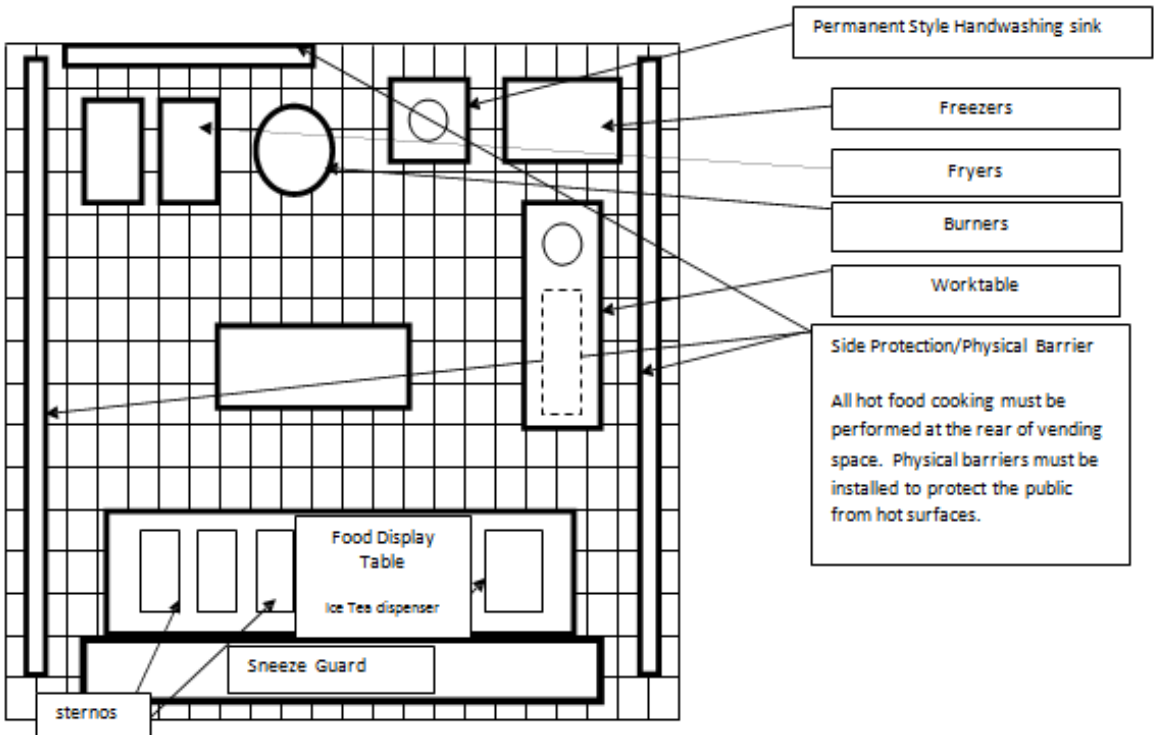
For more information please visit our website at:

http://www.phila.gov/health/pdfs/FoodSafetyCertInsturc.pdf

Appendix

A. Sample of a Permanent Style Hand washing sink

B. Sample Special Event Vending Space Diagram



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Permanent Special Event Vendor Application

A. General Information

1. Name, Business Name, or Organization: _____

2. Owner: _____ Number of Operations: _____

3. Name of Person-In-Charge at event: _____

4. Mailing Address: _____

   City: _____State:_____Zip:_____

5. Daytime/Business Telephone: _____ Fax: _____

6. Email : _____

7. Philadelphia Food Safety Certified Person(s):

   a. Name: _____ Cert.# __A_____

   b. Name: _____ Cert.# __A_____

B. Type of Operation: *(Check all that apply)*

☐ Mobile vendor ☐ Kiosk ☐ Pushcart stand

☐ Foot Peddler ☐ Food stand w/ Tent ☐ Other: _____

For Official Use Only
(Do not write in this area)

☐ Pictures/cutsheets of equipment submitted ☐ Copies of food safety certificates attached

☐ Schedule A: Support Facility ☐ Schedule B: Equipment/Vending Description

☐ Schedule C: Menu Description and Preparation

Person interviewed: _____

Interviewed By: _____

Contacted via: ☐ Email ☐ Phone Date of interview: _____

Schedule A: Support Facility

All vending operations must have approved servicing areas to support the operations of the vending unit, such as elaborate food prep, food storage, cleaning, and other services needed for the operation of the unit. Please complete the following and supply additional documents, if needed.

1. Name of Support Facility: _____
2. Name of Support Facility Owner: _____
3. Address, City, Zip: _____
4. Daytime/Business Phone: _____ Fax: _____
5. Email: _____ Website: _____
6. Do you operate from a support facility prior to an event? _____YES _____NO
   a. If no, explain:

   _____

   _____
7. Do you report back to the support facility at the end of the event for all cleaning, servicing operations, and waste disposal? _____YES _____NO
   a. If no, explain:

   _____

   _____
8. Is this support facility inspected by the Philadelphia Health Department? _____YES _____NO
   a. If no, provide copy of the most recent inspection report for the support facility.

For Official Use Only

(Do not write in this area)

☐ Copy of food license provided ☐ Copy of last inspection report Date: _____

☐ Compliance status: _____

☐ Support facility contacted *(if necessary)*: Name of contact: _____

Telephone/email: _____

Approval of Support Facility for Use

☐ YES ☐ NO, (explanation) _____

Schedule B: Equipment/Vending Description

List all equipment used for under the appropriate category.
Photo (with dimensions) or manufacturer catalog sheet of all equipment must be provided.

Equipment used for transport

Cooking Equipment

Cold Hold Equipment

Temperature monitoring & other devices

Hot Hold Equipment

Hand washing & Waste Disposal

Schedule C: Menu Description and Preparation

List menu items and place an "X" in each box that applies to that item.*

	Off-Site Preparation				*Transport*		*On-Site Preparation*			**For Official Use Only** *(Do not write in this area)*
Menu Item *Provide main ingredients*	**Pre packaged**	**Cook**	**Cool**	**Portion/ Assemble**	**Hot**	**Cold**	**Cook**	**Reheat**	**Portion/ Assemble**	
Example: *Potato Salad* **Red potatoes, onions, celery, mayonnaise, mustard, etc**	☐	X	X			X			X	
	☐									
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***Please Note:** Similar items (i.e. variety of iced teas) may be listed together. Each individual assortment need not be listed unless preparation procedures are different.

Cooling is ONLY allowed in an approved commissary/restaurant with approval from the Health Department.

Potentially hazardous food items must arrive on-site below 41°F, above 135°F, or items may be subject to disposal.

Provide an overhead diagram of the vending space

Use the space below to draw an overhead view of your food operation. Please list and label all items and equipment listed on the previous pages. This should include: cooking, cold and hot holding equipment, hand washing facilities, work tables, food storage, waste containers and self-service items. Refer to Appendix B.

(Rear of the vending space)

Front

- **Cooking, prep and display is not allowed at the front of the vending table without adequate protection.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is accurate. I understand that incomplete or illegible applications will be returned unprocessed.

Application completed by:

Print Name: _____ Best Contact Number: _____

Signature: _____ Email: _____