

**Philadelphia Department of Public Health  
Environmental Health Services  
7801 Essington Ave  
Philadelphia, PA 19153**

## **Outdoor Public Serving of Food Safety Permit**

The City of Philadelphia thanks you for your interest in serving safe food to individuals who are homeless or hungry and are in need of safe, nutritious food without charge.

To make sure that the food you serve does not expose people to foodborne illnesses the City requires you to take certain steps to make sure the food you serve is safe and that all waste is properly disposed of so as not to attract vermin.

This permit does not confer the right to distribute food in any particular location; additional approvals from other City department (i.e. Public Property, Parks and Recreation, Special Events office) or other individuals may be needed.

Please read the food safety requirements, complete the attached form, and submit it, along with your certificate documenting completion of a Food Safety Training, via US mail or email to:

Tawanna Johns, Administrative Officer  
Philadelphia Department of Public Health, Environmental Health Services  
7801 Essington Ave, 2<sup>nd</sup> Floor  
Philadelphia, PA 19153  
Email: [tawanna.johns@phila.gov](mailto:tawanna.johns@phila.gov)  
PLEASE PUT ON SUBJECT LINE: Outdoor Public Serving of Food Permit Application

### **THERE IS NO FEE FOR THIS PERMIT.**

Once your application has been received by the Philadelphia Department of Public Health, Environmental Health Services (*the Department*), you will receive a permit within 10 business days.

If you need additional information or assistance, please contact us:

Tawanna Johns, Administrative Officer  
(215) 685-7469  
[tawanna.johns@phila.gov](mailto:tawanna.johns@phila.gov)  
or

Dawn Kiesewetter, Director  
(215) 685-7490  
[Dawn.kiesewetter@phila.gov](mailto:Dawn.kiesewetter@phila.gov)

**Philadelphia Department of Public Health**  
**Outdoor Public Serving of Food Safety Permit Application**

**Outdoor Public Serving of Food Safety Operation Requirements:** To ensure the safety of the food you are serving, you must agree to the following terms when applying for an Outdoor Public Serving of Food Safety Permit:

- 1) **A food safety trained person** (who has attended a certified food safety course) will be in charge and on site during the entire time food is provided to the public.
- 2) **No bare hand contact** with ready-to-eat foods will occur.
- 3) **A temporary hand washing station** will be available.
- 4) **Hands will be properly washed** prior to food handling and between glove changes.
- 5) If all food items served are prepackaged, **hand wipes** or **hand sanitizer** may be used.
- 6) **All foods will be completely protected from contamination** during transportation, preparation, display, and service.
- 7) **All food will be transported and served at the proper temperature.**
- 8) **The type of kitchen** required to prepare food depends on how quickly after preparing the food it will be served:
  - a. All food which is served **more than four hours after beginning preparation** must be prepared in an approved **kitchen**.
  - b. Food may be prepared in a private kitchen if the food is served **within four hours** from the start of the preparation of the food. Pre-preparation the night before or days before the time of service, for example marinated foods, is not allowed due to the potential for growth of microorganisms which can lead to foodborne illness. Any facility where food is prepared must have the following:
    - i. Running hot and cold water at the kitchen and bathroom sinks, along with soap and paper towels;
    - ii. Refrigeration/freezer unit maintaining temperature 41 degrees F or less for the refrigerator and 0 degrees F for the freezer;
    - iii. Vermin free home;
    - iv. One-compartment kitchen sink
    - v. Open top container large enough for immersing food service articles for sanitization;
    - vi. Sanitizer (for example, chlorine bleach);
    - vii. Stove/oven/range in clean and good working condition for cooking;
    - viii. Stem thermometer to measure food temperature during cooking and transport; and
    - ix. Washable, insulated food containers for transportation of the food.
- 9) No food prepared in a private kitchen may be served more than four hours after the start of preparation.
- 10) **Self-service of food by recipients is never permitted.**
- 11) All refuse, waste, and **trash generated must be removed** and suitably discarded, immediately following the event, by the person, group, or organization engaged in the outdoor public serving of food.
- 12) The person, group, or organization responsible for the operation must post prominently at the feeding site during all hours of operation **an Outdoor Public Serving of Food Safety Permit** provided by the Department.

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Outdoor Public Serving of Food Safety Permit Application**

Organization Name (if applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Location(s) of Food Distribution.** Please provide a cross-street address. It is permitted to serve within a 1-block radius of the address provided. Please contact the Department if this location changes or if you need a wider area.

\_\_\_\_\_  
\_\_\_\_\_

**Day(s) of week and time you are requesting to provide food:** (circle any that applies)

Day (Circle)	Time	Day (Circle)	Time
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Once a month/other times (please describe, e.g. dinner every 3rd Monday): \_\_\_\_\_  
\_\_\_\_\_

Do you plan to serve HOT food? **YES NO**

Do you plan to serve COLD food? **YES NO**

Will all prepared foods be served within four hours of preparation? **YES NO**

If **NO**, please provide the name and address of commercial kitchen where food will be prepared: \_\_\_\_\_  
\_\_\_\_\_

I agree to comply with the Food Safety Operation Requirements and fully cooperate in allowing inspections of any food my organization/I serve and to provide information required in any investigation of a food-borne illness from outdoor public serving of food which may involve me or my organization. We/I will post a copy of the Outdoor Public Food Safety permit whenever outdoor public serving is done. This permit does not confer the right to distribute food in any particular location; additional approvals from other City Departments (e.g.: Public Property, Parks and Recreation, Special Events Office) or other individuals may be needed.

**Contact Person Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_