Anyone that sells a product that will be eaten needs a permit even spices, sauce, and food products.

The cost of the permit is $44.00. If you write a check please make it out to the treasurer of Allegheny County. You also need to enclose the checklist.

The address to return the paperwork and check is:
Allegheny County Health Department
Bld. #1 3rd Floor
Pittsburgh, Pa 15224

Any further questions I can be reached at (412) 578-7919.

Thank-You
Janet Russo
## Temporary Facilities Checklist

**Mail to:**
Allegheny County Health Department  
Food Safety Program  
3901 Penn Avenue, Building 1  
Pittsburgh, PA 15224-1318

**Make check/MO payable to:** Treasurer of Allegheny County  
**Phone:** (412) 578-8044  
**E-mail:** foodsafety@achd.net

### Instructions
- Complete all sections of the Temporary Facilities Checklist. (Please print)
- If any section of the checklist is not applicable, mark “N/A” in the question box.

| NAME OF EVENT: |
| LOCATION OF EVENT: |
| DATES OF EVENT/OPERATIONAL HOURS: |
| NAME OF FOOD FACILITY: | NO. STANDS/LOCATIONS: |
| FOOD FACILITY OWNER: | CONTACT PERSON: |
| MAILING ADDRESS: |
| PHONE NUMBER: | E-MAIL: |

### Menu and Preparation

Please list or attach menu items

__________________________________________________________________________________________

Will any food preparation be done off-site for the event?  
Yes ☐  No ☐

If yes, where will the food be prepared?  (Submit copy of Health permit)

Name: ____________________________________________________________

Address: __________________________________________________________

### Power Supply

Will electricity be available?  
Yes ☐  No ☐

Event Provided?  
Yes ☐  No ☐

Generator?  
Yes ☐  No ☐

**Note:** A plan should be in place in case power is disrupted. Lack of power can result in immediate closure.

### Water & Disposal

Source of water? ____________________________________________

Water disposal location? ____________________________________________

Water storage type during event? ____________________________

Heating source? ____________________________________________

**Note:** Minimum of 10 gallons must be available at each stand. Water should be in a closed container and dispensed from a spout. The supply for drinking purposes should be dedicated for “drinking only.” Lack of water can result in immediate closure.
CONTAMINATION PREVENTION

What materials will be used for overhead protection? __________________________________________

What type of ground cover will be utilized within your stand? ___________________________________

Note: Sufficient coverage must be provided for the entire food prep, display and storage area. Plans should be made for walls in the event there is inclement weather, and to minimize dust, spray, etc.

How will foods be protected from contamination by the public? (check all that apply)

☐ Sneeze guards    ☐ Covers    ☐ Other    Please specify _________________________________

TEMPERATURE CONTROL OF FOODS

How will food temperatures be maintained during transport to the event? ______________________
____________________________________________________________________________________

List proposed cooking equipment:
____________________________________________________________________________________

List proposed equipment to hold foods hot (check all that apply):

☐ Steam table      ☐ Chafing dish / Sterno fuel    ☐ Roaster    ☐ Grill    ☐ Other (specify)________________________________________________________

List proposed equipment to hold foods cold during storage, preparation, and display (check all that apply):

☐ Refrigerator    ☐ Ice chest    ☐ Refrigerated Truck    ☐ Other (specify)________________________________________________________

*Note: Ensure all refrigeration is pre-chilled to ≤ 41°F prior to use

CLEANING AND SANITIZING

Equipment for cleaning and sanitizing utensils and food-contact surfaces?

☐ Three compartment Sink    ☐ Three Large Containers    ☐ Other    Please specify _______________________

Sanitizer Type?

☐ Quaternary Ammonium Compound    ☐ Chlorine    ☐ Other    Please specify ________________________________

HANDWASHING

How will you wash your hands?

☐ Water dispensing unit with soap/ paper towels and collection container

☐ Self-contained hand washing station    ☐ Hand washing sink

Liquid-Style Hand Sanitizer (Only approved for pre-packaged foods)    ☐

GARBAGE/REFUSE

How will you store garbage? ___________________________ Who is responsible for Disposal? ________________