

# Permit Application

## Temporary & Seasonal Food Facilities



**Mail to:**  
 Allegheny County Health Department  
 Food Safety Program  
 2121 Noblestown Road, Suite 210  
 Pittsburgh, PA 15205

**Make checks/money orders payable to:**  
 Treasurer of Allegheny County

**NEW for 2026: Accela Citizens Access Portal**  
 Complete your checklist and payment online by  
 visiting: [aca-prod.accela.com/ALLEGHENYCO/Default.aspx](http://aca-prod.accela.com/ALLEGHENYCO/Default.aspx)

**Phone:** 412-578-8044

**E-mail:** [foodsafety@alleghenycounty.us](mailto:foodsafety@alleghenycounty.us)



**INSTRUCTIONS:** Complete all sections of this application. Please print clearly. If any section of the checklist is not applicable, mark "N/A" in the question box.

**Type of permit requested:**

**Temporary Permit: \$55** (for 1 event or festival lasting 14 days or less)

**Seasonal Permit: \$95** (for farmer's markets or other seasonal events lasting more than 14 days)

NAME OF EVENT:	
LOCATION OF EVENT:	MUNICIPALITY:
DATES OF EVENT/ OPERATIONAL HOURS:	
NAME OF STAND/FACILITY:	NUMBER OF STANDS:
STAND/FACILITY OWNER:	CONTACT:
MAILING ADDRESS:	
PHONE NUMBER:	E-MAIL:

**MENU AND PREPARATION**

Please list menu items:

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Will any food preparation be done before the event?  Yes  No  
 If yes, where will the food be prepared? (Submit copy of permit, registration, or license)

Name: \_\_\_\_\_

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

**POWER SUPPLY**

Will electricity be available?  Yes  No    Provided by event?  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, 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, please 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, specify \_\_\_\_\_

Sanitizer Type?  Quaternary Ammonium Compound  Chlorine

Other, specify: \_\_\_\_\_

**HANDWASHING**

Handwashing facilities are required in all permitted temporary and seasonal food facilities where there will be direct handling or preparation of food. How will you wash your hands?

- Water dispensing unit with soap/ paper towels and collection container
- Self-contained hand washing station
- All food is prepackaged and no unpackaged samples will be offered. A handwashing station is not required.

**GARBAGE/REFUSE**

How will you store garbage? \_\_\_\_\_

Who is responsible for disposal? \_\_\_\_\_