



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
 14700 RAVINIA AVENUE
 ORLAND PARK, ILLINOIS 60462
 708-403-5300
 FAX 708-403-6215

developmentsservices@orlandpark.org
www.orlandpark.org

TEMPORARY FOOD SERVICE PERMIT APPLICATION Permit # _____

Event Information			Application Date:	
Event Name:				
Location:				
Set Up Date:		Set Up Time:		Event Times:
Event Dates: Starting ____ / ____ / ____ / Ending: ____ / ____ / ____ /				
Will be at this location for _____ days/dates. If not consecutive days, list dates here:				
Date:	Date:	Date:	Date:	Date:

*This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information		
Organization/Business Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax #:	
Organization Chairperson/Business Owner		
Name:	Phone#:	

Applicant's Signature	Printed Name

Health Inspector's Signature	Printed Name

*Application and fee shall be received at least 10 days in advance of the event. Sanitarian must approve menu and booth questionnaire before a permit can be issued.

*Fee is payable by cash, check or Visa/MasterCard at the Village Hall. The fee is nonrefundable.

For Office Use Only			
Permit Type:	<input type="checkbox"/> Food Festival	<input type="checkbox"/> School	<input type="checkbox"/> Other
San ID #:		Risk Type:	
Fee Type:		Fee Amount:	
For vendors using multiple booths note Booth #:			

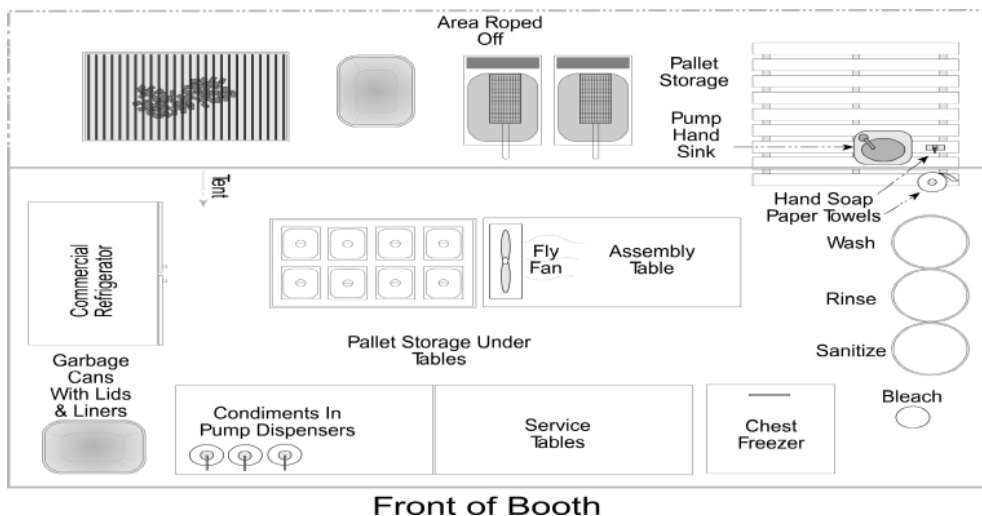
Permit #	Date Issued:

Menu and Procedure Review

Food to be Prepared	Supplier Information	Process of Transportation/Preparation to Event
<i>i.e. Hamburger</i>	<i>Gordon's Food Service</i>	<i>Transported in insulated container, held in commercial freezer, cooked on site to serve</i>
<i>i.e. Cooked Rice</i>	<i>Sysco</i>	<i>Made at restaurant, transported in insulated container and held at steam table</i>

Answer the following questions about what equipment will be provided at your booth:

Where will your booth be located? <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Yes	N/A
Approved transportation equipment for hot and cold foods.	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hot holding equipment (i.e., no heat lamps or crockpots).	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).	<input type="checkbox"/>	<input type="checkbox"/>
Probe and equipment thermometers for checking food and equipment temperatures.	<input type="checkbox"/>	<input type="checkbox"/>
Flooring and overhead cover, if not provided by the organizer.	<input type="checkbox"/>	<input type="checkbox"/>
Dunnage racks or pallets to store all food and paper goods off the ground.	<input type="checkbox"/>	<input type="checkbox"/>
Additional clean, wrapped cooking utensils.	<input type="checkbox"/>	<input type="checkbox"/>
Dispensers for condiments (i.e., pre-packages, squeeze bottles or hinged lid containers).	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).	<input type="checkbox"/>	<input type="checkbox"/>
Clean clothes and hair covering (i.e., cap, visor, or bandana) for employees.	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse and sanitize containers that are large enough to hold soiled utensils.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags, and garbage cans with lids).	<input type="checkbox"/>	<input type="checkbox"/>
Wiping cloths and extra buckets, fans, containers for used cooking oil, and charcoal, extension cords, fire extinguishers, and first aid kits.	<input type="checkbox"/>	<input type="checkbox"/>
All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home prepared food is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
Vendor bringing prepared food from outside the Village of Orland Park – A current health inspection report for facility where food was prepared is required.	<input type="checkbox"/>	<input type="checkbox"/>



Example Booth Layout

Provide Booth Layout with your Completed Application