



Luce County • 14150 Hamilton Lake Road, Newberry, MI 49868 • (906) 293-5107 • Fax (906) 293-5453
Mackinac County • 749 Hombach Street, St. Ignace, MI 49781 • (906) 643-1100 • Fax (906) 643-0239
Alger County • E9526 Prospect Street, Munising, MI 49862 • (906) 387-2297 • Fax (906) 387-2224
Schoolcraft County • 300 Walnut St., Room 155, Manistique, MI 49854 • (906) 341-6951 • Fax (906) 341-5230

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Temporary Food License Fees

For Profit	Non-Profit
Application returned 14+ days prior to event - \$65	Application returned 14+ prior to event - \$54
Application returned 3-13 days prior to event - \$125	Application returned 3-13 days prior to event - \$98
Application returned within 48 hours of the event - \$238	Application returned within 48 hours of the event - \$168

Low Risk Temporary Food Licenses	
<ul style="list-style-type: none">Applications must be submitted a minimum of 1 week prior to event and an “in-office” consultation must be scheduled during regular business hours.If application is submitted less than 1 week prior to event, the fee will be for a Profit/Non-Profit inspection, as noted above.	
The consultation with the Sanitarian and the designated person in charge could last 30 minutes or more. If it is determined that an on-site inspection is needed, then the fee is increased to the rate noted above and the license will not be issued until after the inspection.	
Low-risk foods may include items such as: <i>pre-cooked</i> hot dogs, sausages or burgers, popcorn/kettle corn, nachos, pretzels, cotton candy, Snow Cones, Coffee, Hot Chocolate, prepackaged and bulk ice cream, frozen pizza, pizza prepared and sliced at a licensed kitchen, pancakes (<i>just add water variety</i>), frozen French fries (<i>commercially processed</i>) and coated or uncoated nuts.	
• Profit - \$15	• Non-Profit - \$10

Instructions

Please fill out pages 3 – 5 of this packet with **all** consumable items that will be served at your event. Be sure to sign and date the application on page 3. In order to avoid delays in processing your request, please make sure the application is filled out completely.

Locations where food is prepared on site for the public must be licensed. The [Michigan Food Law of 2000](#) defines a temporary food establishment as a food establishment, which operates at a fixed location for a temporary period not to exceed 14 consecutive days. **If your type of event is listed below, you will need to get a license, even if you do not charge for the food. If your event is not listed below, please contact your local office to verify whether or not your event will require a license.** Here are some examples of individuals or groups that require a temporary food license. This list includes but is not limited to:

- A business preparing food for a customer appreciation food giveaway, grand opening celebration or other gatherings.
- Events sponsored by a church for the congregation as a whole are considered licensable since any guests or visitors who are not members of the church can typically attend.
- Events sponsored by a church or nonprofit organization inviting the general public.
- A church, nonprofit organization, or individual acting as a caterer prepares food for a wedding, funeral, or other gathering.
- A church, nonprofit organization or individual prepares food for groups such as the elderly, indigent, homeless, etc.
- A person who caters food and is not currently licensed or a licensed caterer that prepares food at a temporary serving location.
- A licensed facility that prepares food for the public at another location other than the licensed establishment.

Please return application with your check or money order payable to **LMAS DHD** to the county that your event is located in. If your event is located in Mackinac County but West of Brevort, please return your application to the Newberry office. If you have any concerns or questions regarding this application, please feel free to contact any of our office.



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TEMPORARY FOOD EVENT PLANNING CHECKLIST

The following is intended as an event planning guide for obtaining a Temporary Food Service License.
 A representative from Environmental Health Services may contact you to discuss the event.
 Please feel free to contact this office with questions at the numbers listed above.

PRIORITY VIOLATIONS (violations that can result in a denial of your license)	
<input type="checkbox"/>	All food preparation must take place on site during the duration of the license. Home prepared food will NOT be allowed.
<input type="checkbox"/>	Any food prepared before the day of the event must be prepared and stored at a licensed facility. Submit Attachment A of Temporary Application along with a letter from the licensed facility if another site will be used.
<input type="checkbox"/>	All food and ice must be obtained from an approved source, i.e. grocery store, restaurant, USDA inspected meat products (you must provide the USDA number for a pig roast).
<input type="checkbox"/>	Food must be purchased on the day of the event or prior arrangements made to store items at a licensed facility. Have purchase receipts available to show the inspector when and where food was purchased.
<input type="checkbox"/>	Drinking/cooking water must be from an approved source. Garden hoses may not be used. For well water, a current lab analysis will be needed to show it is safe to drink.
<input type="checkbox"/>	Hot and cold food must be transported and stored in a manner that maintains required temperatures at all times. <input type="checkbox"/> Cold food must be at 41°F or below (if using ice, surround the food on all sides with ice). <input type="checkbox"/> Hot food must be held at 135°F or above after cooking.
<input type="checkbox"/>	Gloves or utensils must be used to prevent bare hand contact with ready-to-eat food.
<input type="checkbox"/>	Temporary hand washing supplies needed: *Water container with free-flowing spigot *Bucket for waste water *Hand soap *Paper towels
<input type="checkbox"/>	Sanitizing—Provide a spray bottle and paper towels or bucket with bleach solution for sanitizing surfaces and utensils. *Test strips *EPA-registered bleach *Wash, Rinse & Sanitize set-up or extra utensils
<input type="checkbox"/>	Toxic items shall be stored separately from the food.
<input type="checkbox"/>	Food thermometer with a range of 0-220°F, accurate to ±2°F is required.
<input type="checkbox"/>	Food workers must be healthy and may not work with food if they are ill.
CORE ITEMS (violations that will be noted on the license for public viewing)	
<input type="checkbox"/>	Cooking equipment with enamel or Teflon surfaces cannot be scratched or peeling. Stainless steel is preferred.
<input type="checkbox"/>	All food workers shall be informed that there must be NO eating, drinking or smoking in food prep areas.
<input type="checkbox"/>	Hair restraints (hats or hairnets) for all people who will be handling food.
<input type="checkbox"/>	Tables or other shelving available at the site for keeping food and supplies off of the ground or floor.
<input type="checkbox"/>	Flooring or ground covering (i.e. tarp) to be located in the area of food preparation and storage.
<input type="checkbox"/>	Overhead roof, canopy or tent to be located above the food preparation and storage area.
<input type="checkbox"/>	Food temperatures being monitored.
<input type="checkbox"/>	A place at the site to properly dispose of wastewater.

MICHIGAN TEMPORARY FOOD ESTABLISHMENT LICENSE APPLICATION

APPLICANT/BUSINESS CONTACT INFORMATION:

Organization/Business Name: _____

Main Contact: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ Fax : _____

Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION: Name of Public Event: _____

Food Service Start Date: ____/____/____ Serving Start Time: _____ AM/PM

Ending Date: ____/____/____ End Time: _____ AM/PM

When will food preparation begin? Date: ____/____/____ Starting Time: _____ AM/PM

Event Location (Name & Address): _____

Event Coordinator Name: _____ Phone: _____

If Applicable, Non Profit Tax ID #: _____

I AM AWARE THAT EACH BOOTH MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print) _____

Applicant Signature: _____ Date: _____

Estimated Number of Meals to be Served Each Day: _____

EQUIPMENT LIST:

Identify equipment used at your temporary food establishment. Check all boxes that apply.

A Hand Wash Station

- ☐ Large insulated container with a spigot, warm water, hand soap, paper towels and a large catch bucket
- ☐ Hand sink
- ☐ Self-contained portable unit
- ☐ Other _____

B Cooking/Reheating Equipment

- ☐ Grill/BBQ
- ☐ Fryer
- ☐ Oven
- ☐ Roaster
- ☐ Other _____

C Cold/Hot Holding Equipment

- ☐ Ice chest/cooler with ice
- ☐ Refrigerator
- ☐ Freezer
- ☐ Steam table
- ☐ Grill/BBQ
- ☐ Chafing dish w/ fuel
- ☐ Slow cooker/roaster
- ☐ Other _____

D Floor/Overhead Protection*

- ☐ Food is prepared & served indoors
- ☐ Floors are cleanable and Impermeable
Describe: _____
- ☐ Canopy/tent
- ☐ Screening
- ☐ Other _____

E Cleaning/Sanitizing

- ☐ Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
- ☐ Extra utensils
- ☐ Bucket with sanitizing solution and wiping cloth(s)
- ☐ Sanitizer

F Other

- ☐ Chemical test strips to test sanitizer solution
- ☐ Metal stem thermometer
- ☐ Gloves
- ☐ Hair restraints
- ☐ Electricity available
- ☐ Water source (circle all that apply)
Municipal/City Water Well Bottled

*If extensive food handling occurs, it must be done in a fully enclosed space.

FOOD PREPARATION AND MENU:

Only food and beverage items listed will be approved to serve.
Approval for any changes must be requested before the event.

Food	G Food Source (place/facility where food is purchased)	H Off-Site Prep Yes/No *1	I On-Site Prep Yes/No	J Transport to event? (Hot or Cold, What type of equipment for transport)	K Cold holding equipment used at event?	L Cooking/reheating equipment used? Final cook/reheat temperature?	M Cooling? *2	N Hot holding equipment used?
Example:								
Hamburger	Jane's Food Service	No	Yes	Cold, Ice Chest	On-site refrigerator	Grill, 155 °F	No	Steam table

*1 – IF FOODS ARE MADE OFF-SITE, PLEASE FILL OUT ADDENDUM A (COMMISSARY AGREEMENT)

*2 – IF YOU PLAN TO COOL ANY FOOD, CONTACT YOUR INSPECTOR TO DISCUSS THE METHOD YOU WOULD USE.

FOR LOCAL HEALTH DEPARTMENT USE:

Notes:

Amount Paid: _____ Receipt Number: _____

ADDENDUM A:

COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must obtain a review and approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is NOT currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the Commissary Food License.

Temporary Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____
Licensed Food Service Operator/Owner *Organization*

to use _____
Name & Address of Licensed Facility Used *Facility License Number*

For: _____ Food Preparation _____ Cold Food Storage _____ Cooking _____ Cooling Food _____ Hot Holding
_____ Dry Food Storage _____ Warewashing _____ Approved Water Supply _____ Waste water Disposal
_____ Other: _____

Date(s) Licensed Facility will be used for this event: _____ to _____ Time of use: _____ AM/PM to _____ AM/PM

Signature of Licensed Facility Owner/Operator

Date

For Office Use Only

APPROVED _____ DENIED _____

COMMENTS: _____