

# Getting a Temporary Food License

**Applications received less than 5 days  
before an event will not be licensed**

## Why do I need to apply for a license 5 days before my event?

**Review Applications** - Applications are reviewed for all required items.

**Update Applications** - Provides time for updates if missing from the application.

**Discuss Food Safety** - You'll be contacted before the event to discuss how you'll safely prepare and serve food.

**Printing Licenses** - Your license will be printed for you to post at your event.

**Staffing and Inspecting Events** - Staff will be scheduled to inspect the event and issue your license.

## What is required to get a temporary food license?

- ✓ **Submit Application** – Columbus Public health gets application 5 days before event
- ✓ **Food Sources** - Food is from approved stores and businesses
- ✓ **Making and Serving Food** - Food is safely prepared, held and served
- ✓ **Safe Water** - Clean water is available to wash hands and dishes
- ✓ **Washing Hands** - Hand washing station is available with warm water at 85°F
- ✓ **Washing Dishes** - Dish washing station is setup with warm water
  - Three containers, buckets or sinks and an area to store dirty and clean equipment.
- ✓ **Protect Food and Equipment** - Food and equipment are protected and stored off the ground away from dust and rain.
- ✓ **Storing and Dumping Dirty Water** - Wastewater from washing hands and dishes is collected and dumped down mop sinks or drains, not on the ground or in streets.
- ✓ **Trash Storage** - Trash is stored in bags and thrown away in dumpsters or trash can.

- ✓ **Required Equipment** - Required equipment is available during the event
  - soap   ○ paper towels   ○ sanitizer for dishes   ○ test strips for sanitizer
  - gloves or equipment to handle food   ○ food thermometer
- ✓ **Hot and Cold Food** - Cooked food is kept hot (135°F) and refrigerated food is kept cold (41°F)
- ✓ **Food Booth Diagram** – A diagram of your temporary food both must be submitted detailing where equipment, handwashing, and dishwashing will be place.

### **If I have questions, who should I contact?**

- Environmental Health at 614-645-7005 or [environmentalhealth@columbus.gov](mailto:environmentalhealth@columbus.gov)

