



TEMPORARY PERMIT

ST. CLAIR COUNTY HEALTH DEPARTMENT
Environmental Health Division
#19 Public Square, Suite 150
Belleville, IL 62220

Category _____

Fee Amount _____

Establishment # _____

2026

(618)233-7769

FOOD SERVICE SANITATION PERMIT APPLICATION

St. Clair County Food Ordinance 19-4-1 requires any person operating a food service establishment or retail food store to possess a valid permit issued by the St. Clair County Health Department.

Instructions: Please complete this form and return it along with the appropriate fee amount and supporting documentation to the St. Clair County Health Department. **Facilities which fail to obtain a valid permit will not be allowed to operate in St. Clair County.**

Applicant Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Emergency Phone: _____

Email: _____

Event Name: _____ Dates of Event: _____

Event Location: _____

Event Organizer's Name: _____ Phone: _____

Hours of Temporary Event Operations (include time set-up will begin): _____

If non-profit, include tax exempt number _____

PERMITS ISSUED TO A FACILITY ARE NOT TRANSFERABLE or REFUNDABLE.
RETURNED CHECKS INCURE A \$25.00 FEE

FEE CATEGORIES

PLEASE CHECK THE BOX FOR YOUR FACILITY TEMPORARY FOOD SERVICE ESTABLISHMENT:

	Single Day or Two Day	\$0.00
	3 day temporary permit	\$81.00
	Four to Fourteen day event (consecutive days at the same location)	\$194.00

Credit and debit cards are accepted for the payment of account balances. Credit/Debit card transactions will be subject to a 5% convenience fee in addition to the permit fee.

I affirm the above information is true to the best of my knowledge and belief.

Applicant's Signature

Date

Please complete the table below:

All Food Items	Food Source	Location Where Food will be Prepared	Date and Time of Food Preparation
<i>Example:</i> Hamburgers	Sam's Club, Walmart, etc.	On-site	5/2/26 5:00 am

Temporary Food Checklist

****Please read the following and initial on the line provided to the right of each statement below**

****Initial ****

1. Maintain proper temperature
 1. Hot foods shall be held at 135 °F or above
 2. Cold foods shall be held at 41 °F or below at all times

2. Reheated food quickly to 165°F

3. Properly cool foods
 1. Separate into shallow containers - no more than 4 inches deep
 2. Cool from 135°F or above to 70°F in two hours or less
 3. From 70°F to 41°F in another 4 hours

4. Provide hand washing facilities at your stand
 1. Large container with hands-free spigot to hold clean, potable water
 2. Soap and paper towels

5. All food, water, and/or ice must come from an approved source (receipts may be required)

6. Cook all food on-site unless prior approval from the regulatory authority

7. Home canned foods shall **not** be served to the public

8. Use scoops, tongs, spoons, forks, and/or gloves (no bare hand contact with ready-eat-food)

9. Provide dishwashing station
 1. Wash bucket: warm soap water
 2. Rinse bucket: clear potable water
 3. Sanitizer and potable water-regular bleach may be used (unscented not ultra)
 4. Provide sanitizer test strips

10. Provide sanitizer bucket
 1. Keep all wet cloths in sanitizer bucket (not on table/counter)
 2. May use a spray bottle with sanitizer and paper towels

11. Store all food, ice, and single service items up off the ground

****Initial ****

- 12. Do not allow anyone to work with food if
 - 1. They have open cuts or sores on their hands or face
 - 2. If they are vomiting, have diarrhea, coughing or sneezing_____
- 13. Provide hair restraints for workers (hairnets, headbands, ponytails, caps or visors) _____
- 14. Eating, drinking or smoking is prohibited while preparing or serving food _____
- 15. Foods on display shall be adequately covered or individually packaged _____
- 16. Provide a sanitizing method for wiping up spills and messes
 - 1. Cloths shall be stored in a bleach and potable water solution when not in use or
 - 2. Use a spray bottle with sanitizer and paper towels_____
- 17. Store all food, ice, and single service items up off the ground
 - Single service articles shall be used only once then discarded
 - Do not wash single service items for reuse_____
- 18. Do not allow anyone to work with food if
 - 1. They have open cuts or sores on their hands or face
 - 2. If they are sick, coughing or sneezing_____
- 19. Provide hair restraints for those who will be working with food (hairnets, headbands, ponytails, caps or visors) _____
- 20. Eating, drinking or smoking is prohibited while preparing or serving food _____
- 21. Foods on display shall be adequately covered or individually packaged _____

COMMISSARY AGREEMENT

Date: _____

Business Name: _____

Owner's Name: _____

Phone Number: _____ E-mail address: _____

Signature: _____

A commissary is an approved permitted kitchen that serves as a base of operation for mobile units, push carts and temporary events. Temporary booth vendors may not be required to obtain a commissary if all food is purchased on the day of the event (receipts with date of purchase required) and all food is prepared on-site at the event. Each mobile unit and push carts are required to operate from an approved commissary.

The commissary should provide the following services:

Fresh (potable) Water

Food Preparation

Waste Water Disposal

Vehicle cleaning facility

Chemical Storage

Cold/Dry food storage

Garbage disposal

Ware washing facility

Commissary Information *This commissary agreement must be updated annually.*

Commissary Name: _____

Commissary Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Title: _____

Commissary Schedule

Provide a copy of the following documents:

- Last inspection report
- Copy of current Commissary permit

Day	IN	OUT
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

SAMPLE

KEEP THIS AS A REFERENCE TO MAKE SURE YOU MEET HEALTH DEPARTMENT
REQUIREMENTS

DO NOT RETURN THIS DRAWING WITH YOU APPLICATION

