

# Special Occasion Food Permit/Notification



**Northwestern  
Health Unit**

www.nwhu.on.ca

- Must be completed by the vendor responsible for food preparation at the special events where potentially hazardous foods will be sold or served to the public such as fairs, festivals, carnivals community breakfasts, suppers, fish fry's or barbecues and community fundraising events
- **Must be submitted for approval 7 days prior to an event**
- There is no fee required to submit an application
- Can be submitted in person at your local health unit, or by fax or email (listed below)

Fill in the blanks and check all that apply. Submit pages 1 & 2 only.

Temporary Food Premises may not operate until vendor approval is granted by a Public Health Inspector

PERMIT

NOTIFICATION (SECTIONS A&B ONLY)

## Section A – EVENT AND CONTACT INFORMATION:

Date of Application: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Vendors Name: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Set-up Date & Time: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax #: \_\_\_\_\_

## Section B – FOOD (All food must originate from an approved source):

Food products to be served: \_\_\_\_\_

Product purchased/supplied from: \_\_\_\_\_

Food Preparation Location:  On-site  Inspected and approved mobile food premises

Approved food premises  Off-site preparation

Food Preparation Address: \_\_\_\_\_

## Section C – TEMPORARY FOOD PREMISES DETAILS:

Tent  Food Cart  Premises/Building  Other: \_\_\_\_\_

Construction of Tent/Cart:  Rain Resistant Roof  Restricted Access (fence, barrier)

Raised Flooring  Shielded Light Bulbs

Other: \_\_\_\_\_

**Section D – WATER SUPPLY SYSTEM (high risk foods require hot & cold running water under pressure):**

Type of System: \_\_\_\_\_

Sinks:  3-Compartment  2-Compartment  Hand Wash Basin

Describe Hand washing system: \_\_\_\_\_

Type of Waste Water Disposal/Collection method:  
\_\_\_\_\_

Cold Storage Method:  Cooler with Ice  Refrigerator  Other: \_\_\_\_\_

Hot Holding Method if not cooking and serving immediately: \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspector Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved:** † Yes † No

\_\_\_\_\_  
Signature of Public Health Inspector

\_\_\_\_\_  
Date

This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Northwestern Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Northwestern Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

**For more information on Special Occasion Food Permits  
contact a Public Health Inspector at one of these Northwestern Health Unit Offices:**

Kenora: (807) 468-3147 or 1-800-830-5978 FAX: (807) 468-3914

Fort Frances: (807) 274-9827 or 1-800-461-3348 FAX: (807) 274-0779

Dryden: (807) 223-3301 or 1-888-404-4231 FAX: (807) 223-5754

Email: [SOP@nwhu.on.ca](mailto:SOP@nwhu.on.ca)

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## SPECIAL OCCASION FOOD PERMIT REQUIREMENTS

The following requirements are in accordance with the Ontario Food Premises Regulation 562 and must be followed at all special events. There may be additional requirements based on a risk-assessment conducted by a public health inspector.

### Posting of Permit

- A valid food permit must be posted in a conspicuous location.

### Food Storage

- Cold held food: 4°C/ 40°F or lower
- Hot held food: 60°C/ 140° F or higher
- Frozen food: -18°C/ 0°F or lower
- Meat, poultry, dairy and egg products must be from an inspected and approved source.
- Thermometers must be present in all refrigeration units containing hazardous foods.
- An accurate, direct reading thermometer must be available to measure food temperatures.
- All food must be protected from contamination or adulteration with clean, corrosion resistant and non-toxic wraps, containers or coverings.
- All food must be stored at least 15 centimeters or 6 inches off of the ground.

### Cooking

- Probe (instant read) thermometers must be used to check internal temperatures of hazardous foods. Single use alcohol swabs are recommended to clean and sanitize the stem of the probe thermometer between uses.
- Meat, poultry and fish products must meet one of the three following criteria:
  - a. Fully-cooked commercial product;
  - b. Cooked and prepared in a NWHU approved and inspected food premises; or
  - c. Prepared on-site at a location equipped with a hand washing sink with hot and cold running potable water under pressure as well as liquid soap and paper towels; additional requirements may apply.
- Hazardous foods must be cooked to required temperatures as indicated in the table.

Food Product	Celcius	Farenheit
<b>Poultry:</b> Whole Individual Pieces	82° 74°	180° 165°
<b>Mixtures:</b> Containing poultry, egg, meat or fish	74°	165°
<b>Beef, Veal and Lamb:</b> Ground, deboned, and rolled roasts	71°	160°
<b>Pork:</b> All products	71°	160°
<b>Beef, Veal and Lamb:</b> Chops, steaks, or roasts	Rare-well 60°-71°	140°-165°
<b>Fish:</b> All products	70°	158°
<b>Eggs</b>	63°	145°

### Cleaning and Sanitizing

- A sanitizing agent and wiping cloths must be available to disinfect surfaces. A solution of 10 ml (2 teaspoons) of liquid household chlorine bleach (5.25%) mixed with 1L (4 cups) of water is recommended for food contact surfaces.

- For high risk foods, a two or three compartment sink must be available for the washing of utensils using the wash, rinse, and sanitize method.
- Where a two-compartment sink is not available for washing and sanitizing utensils, a sufficient number of clean, back-up utensils must be available to replace any contaminated utensils. These utensils must be cleaned and sanitized in a two-compartment sink or commercial mechanical dishwasher prior to re-use.
- Utensils must be replaced or cleaned and sanitized at least every two hours, or when contamination occurs (i.e. dropping or cross contamination).
- An adequate supply of cleaning materials must be kept on-site.
- Food contact surfaces must be cleaned with soap and water when dirty and prior to sanitizing.

### **Waste and Garbage Disposal**

- Adequate leak-proof garbage containers must be provided in close proximity. Garbage containers shall be changed daily or as often as necessary and disposed of in a sanitary manner.
- Grey water must be disposed of in an approved manner.
- Sanitary facilities (toilets and hand washing basins) must be provided for staff and the public in accordance with the Ontario Building Code.

### **Food Handler Hygiene**

- Good Hygiene practices must be followed by food handlers at all times.
- Hands must be washed:
  - After using the washroom, smoking, coughing, handling money, touching something contaminated (including raw meat), & eating
  - Before resuming work.
- Food handlers must wear clean aprons and confine hair.
- Hand sanitizing gel may be used for hands that are not visibly soiled and only when low risk foods (including pre-cooked meats) are being handled.
- For high-risk foods, proper hand washing facilities must be available where food is served or prepared and consisting of hot and cold running water, disposable towels and soap from a dispenser.
- Absolutely no smoking or eating permitted wherever food is prepared or served.

### **Food Handling and Serving**

- Only single-service (disposable) knives, forks, cups, glasses, bowls and plates are to be used where no dishwashing facilities are available.
- Separate utensils must be used to handle raw and cooked hazardous foods.
- Staff designated to handle cash must not be involved in food preparation or food handling.
- All major food preparation (i.e. foods that require extensive preparation) must be completed in an approved kitchen facility.
- Condiments must be single service packages or protected using covered containers.
- All facilities must be maintained in a clean and sanitary condition.