ST. MARY'S COUNTY
HEALTH DEPARTMENT

Meenakshi G. Brewster, MD, MPH - Health Officer

Administration, Records & Health Services: 301 – 475 – 4330
Environmental Health: 301 – 475 – 4321
Email: smchd.env@maryland.gov
Medical Assistance Transportation: 301 – 475 – 4296
Maryland Relay Service: 1 – 800 – 735 – 2258

MEMORANDUM TO: All Food Service License Applicants
FROM: Heather Moritz, Environmental Health Director
SUBJECT: Temporary Food Service Operating License
UPDATED: July 1, 2025

Attached is an application for a Health Department Temporary Food Service Operating License. The fee for a temporary special food service license is sixty dollars ($60) per booth. No fee is required for nonprofit groups.

Please complete the application, including the statement of workmen's compensation form. Return, along with your application fee to:

St. Mary's County Health Department
Environmental Health Services
P.O. Box 316
Leonardtown, MD 20650

Checks should be made payable to ST. MARY'S COUNTY HEALTH DEPARTMENT.

The health department must receive your application, fee, statement of workmen's compensation insurance and site plan 14 days prior to the event. If the forms are not received 14 days prior to the event, a late fee of $50 will be assessed for fast-track processing. During extremely busy times your application to operate may be denied and the event sponsor will be promptly notified.

If you have any questions, please contact the Environmental Health Services division at 301 475-4321.

ST. MARY'S COUNTY
TEMPORARY FOOD SERVICE FACILITY APPLICATION

Application is hereby made to operate a food service facility in accordance with COMAR 10.15.03 Regulations Governing Food Service Facilities.
(PLEASE PRINT OR TYPE)

FACILITY/ORGANIZATION NAME _____

NAME OF CONTACT _____

ADDRESS _____

PHONE NUMBER _____ **EMAIL** _____

NAME & LOCATION OF EVENT _____

DATES OF OPERATION _____ **HOURS OF OPERATION** _____

TYPE OF PERMIT

- ☐ **FOOD SERVICE/SPECIAL EVENT PERMIT (FEE $60)** ☐ **NON-PROFIT ORGANIZATION (NO FEE)**
- ☐ **SEASONAL ON-FARM FOOD SERVICE 30 DAY PERMIT (FEE $60)..... (This permit may be renewed no more than 2 times)**
- ☐ **SEASONAL ON-FARM SAMPLING 30 DAY PERMIT (FEE $60)..... (This permit may be renewed no more than 2 times)**
- ☐ **LIQUOR STORE BEER/WINE TASTING 1 DAY PERMIT (FEE $25)**

FEE SUBMITTED _____

Please check applicable items

1. **Location of food preparation:**
   ☐ On-Site
   ☐ Licensed Facility Name: _____
2. **Means for transporting food to site:**
   ☐ Refrigerated Truck ☐ Coolers ☐ N/A
   ☐ Hot/Cold Box (ex: Cambro)
3. **Means to elevate the food off the ground surface:**
   ☐ Tables ☐ Racks
4. **Type of overhead protection provided:**
   ☐ Tent ☐ Canopy ☐ Roof
5. **Means to maintain cold food temperature:**
   ☐ Refrigerator ☐ Cooler/Ice ☐ Thermometer(s)
6. **Hot food holding unit?**
   ☐ Yes (If yes, type of heat: ☐ Electric ☐ Gas ☐ Sterno)
   ☐ No ☐ Thermometer(s)
7. **Potable water source:**
   ☐ Well ☐ Public Supply
8. **Means to protect exposed foods:**
   ☐ Sneeze Guards ☐ 3 ft. Distance

Please fill in the blanks

9. **Menu Items:** _____
10. **Menu Items Prepared 12 hours or more in advance:** _____
11. **Food Sources (Name of grocery store, retailer, etc.):** _____
12. **Hand washing provided:**
    ☐ Hand Sinks ☐ Temporary Containers
13. **Dishwashing provided for wash, rinse, sanitize:**
    ☐ 3 Comp. Sink ☐ Temporary Containers ☐ Test Strips
14. **Expected Number of individuals to be served :** _____
15. **Site Plan attached?**
    ☐ Yes ☐ No

THE STATEMENT OF WORKMEN'S COMPENSATION MUST BE COMPLETED FOR THE APPLICATION TO BE ACCEPTED AND APPROVED. APPLICATIONS AND A NON-REFUNDABLE FEE MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO THE EVENT OR A $50 LATE FEE WILL BE ASSESSED.

Failure to comply with the minimum operating standards will result in the immediate suspension of the operating license, therefore, ALL food operations must cease IMMEDIATELY.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

OFFICE USE ONLY

Approved by: _____ **Date** _____

Remarks: _____

July 2025

STATEMENT OF WORKMEN'S COMPENSATION INSURANCE
[RETURN SIGNED STATEMENT TO THE HEALTH DEPARTMENT]

Maryland Health-General Code Annotated Section 1-202 requires that before any license or permit be issued under the Health-General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with the State Workmen's Compensation Laws indicating the employer's Workmen's Compensation insurance policy or binder number. *Waiver or certificate of compliance can be obtained by calling the Workmen's Compensation Commission at (800) 492-0479.*

CIRCLE the number of the option below which applies to you, provide the requested information, sign and date the form, and return it with the attached application. ***(NOTE: License cannot be issued without completion of this form.)***

1. I have Workmen's Compensation insurance.

   *Insurance Company*_____ *Policy/Binder No.* _____

2. A waiver has been received from the Workmen's Compensation Commission. (A COPY OF THE WAIVER MUST BE ATTACHED BEFORE LICENSURE WILL BE GRANTED.)

3. As provided by Maryland Annotated Code Article 101, I am exempt from having Workmen's Compensation insurance. (Circle option a or b below.)

   a. *Attached is a copy of the certificate of compliance.*

   b. *I have applied for a certificate of compliance from the Workmen's Compensation Commission on* _____. *Copy of certificate will be forwarded to St. Mary's County, Office of Environmental Health upon receipt.*

4. I am self-insured. Approval of self-insurance has been received from the Workmen's Compensation Commission. (A COPY OF THE CERTIFICATE OF COMPLIANCE MUST BE ATTACHED BEFORE LICENSURE WILL BE GRANTED.)

5. I have no employees; therefore I am not required to carry Workmen's Compensation insurance.

_____ _____
SIGNATURE/TITLE DATE

_____ _____
FACILITY NAME TITLE

PROPOSED SITE PLAN FOR _____

[RETURN THIS FORM TO THE HEALTH DEPARTMENT]

Complete plan for your facility in the area below to indicate all equipment and product storage.
All plans must include: hand washing station, utensil washing station,
dry goods storage, refrigeration and/or ice storage.
Reference the example on the next page.

Equipment List

Application will not be approved without a completed floor plan.

So You Want to Operate a Temporary Food Service?

Guidelines for Operating a Temporary Food Booth

St. Mary's County Health Department
Environmental Health Division
21850 Peabody Street (P.O. Box 316)
Leonardtown, MD. 20650-0316
(301) 475-4321, fax (301) 475-4373
www.smchd.org

This information has been developed to help concessionaires set up and run food operations in a sanitary and healthful manner and to minimize the possibility of food-borne illness.

To avoid inconvenience, concessionaires are encouraged to contact the Health Department as early as possible when planning a food event for the general public. Your application for a temporary food service permit should be submitted to the Health Department at least two weeks prior to the proposed event date.

An Environmental Health Sanitarian will be pleased to help with your plans. He/she will point out the steps that must be taken to help ensure a sanitary operation that will protect the public from food-borne illness.

Definition

A Temporary Food Service Establishment

A Temporary Food service Establishment is a food establishment that operates at a fixed location for a period of time not more than 30 consecutive days in conjunction with a single event or celebration, such as…..

- a fair
- carnival
- festival
- public exhibition
- or similar public gathering

Who Needs to Get a Temporary Permit?

Individuals or Groups Planning to Hold Events That Are Open to the Public Must Have a Permit.

The St. Mary's County Health Department requires that a temporary food permit be obtained for each food booth in operation during an event. If you advertise with flyers, banners, newspaper articles, or by other means, it is considered a public event. Church dinners or other events, that are for members and their guests only and are not advertised, are not considered public events. Bona fide tax-exempt excluded organizations or non-profits, must complete an "Excluded Organization Agreement" and in most cases, may operate without a permit at events serving less than 200 people.

Why Is It Necessary to Apply for a Permit?

Temporary Food Service Establishment Permits are Required by Law.

The Maryland Food Service Regulations, COMAR 10.15.03.12 F (2) states that "The approving authority shall: Issue a certificate of licensure for a temporary food service facility which states the location of the operation and the time period during which it is approved to operate."

Many outbreaks of food-borne illness have been traced back to food improperly handled at temporary events. It is the Health Department's task to work with temporary food service facility applicants to ensure that their operations are safe.

How Does One Obtain The Temporary Food Service Permit Application?

Applications may be obtained from the St. Mary's County Health Department by calling (301) 475-4321, requesting an application at the front counter of the Environmental Health office, or on-line at www.smchd.org , food service forms. Commercial vendors who do not already hold an annual food service permit from the St. Mary's County Health Department will be required to pay an application fee of $60.00. Non-profit 'excluded' organizations will not be charged. Any food vendor who makes application after the two week deadline will be assessed a $50.00 late processing fee. No applications will be accepted or considered the day of the proposed event.

Review of the Temporary Food Service Permit Applications

Individuals Must Apply for a Permit in Order for the Health Department to Review the Proposed Food Service Operation.

The Health Department's Environmental Health Specialists (EHS) will work with you to review the following steps:

- the type of foods to be prepared
- how they will be prepared
- the methods used to keep foods hot or cold
- hand washing arrangements
- utensil washing and sanitizing arrangements

The type of food offered for sale at a stand give an indication of the level of risk presented. Potentially hazardous products like meats and dairy products present a greater risk then non-potentially hazardous cotton candy or popcorn. The food service operator should provide a written description of how the potentially hazardous items on their menu are prepared, listing each step in the process with particular attention to product temperatures and times. That description is called the HACCP plan. It is hoped that by thinking through the details of your menu preparation, and how you plan to monitor time and temperature of your product before the event you can avoid major problems at an event.

The EHS may also suggest methods that will enable your booth to operate more efficiently and safely.

When Should the Permit Application Be Returned?

The Application Must Be Completed In Full and Received at the St. Mary's County Health Department With the Appropriate Fee (if necessary) a Minimum of Two Weeks Before the Event.

This allows time for the Health Department's staff to adequately review the application, and to allow the vendor to make any changes necessary well in advance of the event. If the application is received by the Health Department less than two weeks before the event, a late processing fee of $50.00 will be assessed to the applicant in addition to the regular permit fee. No applications will be accepted the day of the proposed event. You are urged to apply for a permit as early as possible.

Food Handling Requirement Definitions

Potentially Hazardous Food

Potentially hazardous food shall mean any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, shellfish, edible crustacean, or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Examples are hamburgers, tacos, hotdogs, spaghetti, chili and cream filled pies. Cooked rice, potatoes, bean sprouts and all cut melons are also considered to be potentially hazardous because they will support rapid bacterial growth.

Non-Potentially Hazardous Food

Non-potentially hazardous food shall mean foods such as fruit pies, dry goods and cereals, dehydrated foods and baked goods.

Examples are cookies, breads, cakes, potato chips, popcorn, cotton candy, and candy bars.

Construction

Floors

Floors, if provided, shall be nonabsorbent, smooth, and durable (e.g., tight grain wood, sheet vinyl, concrete, blacktop).

Ceilings

Ceilings shall be wind resistant, waterproof and extend over all food preparation, storage and service areas.

Walls

Walls, if provided, shall be constructed so they can be quickly, effectively and securely closed against undesirable conditions (e.g., wind, rain, dust, etc.).

Appropriate Plumbing

Installed plumbing must meet the requirements of the facility, and must be constructed in conformance with the plumbing code, regarding sizing, drains and back flow prevention. Temporary arrangements should be reviewed and approved by the Health Department.

A Checklist For Construction

- All food preparation must occur at the event.
- All food contact surfaces must be smooth, non-absorbent, and easily cleanable (e.g., formica countertops).
- All food must be protected from direct contact with customers. Separate by use of counters, shields, roping off, sneeze guards, etc.
- Determine exactly what must fit into the area.
- Arrange the booth and equipment so there will be the fewest steps between preparation, cooking, and serving.

Proper Temperatures

Heating

All parts of potentially hazardous foods requiring cooking shall be cooked (with no interruption in the cooking process) to the minimum internal temperatures as shown below:

1. Poultry, poultry stuffings containing meat, stuffed meats and casseroles	**165° F**
2. Ground or reconstructed meat products (hamburger)	**155° F**
3. Pork and any food containing pork	**155° F**
4. Rare roast beef and rare beefsteak for immediate service	**130° F**
5. Shell eggs for immediate service	**145° F**
6. All other potentially hazardous foods requiring cooking	**140° F**

7. Frozen foods need to be properly thawed before cooking or part of the continuous cooking process.

Reheating

All potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated to **165° F** or hotter before being served or placed in a hot food storage unit.

Thawing

Foods are to be thawed in refrigerated units at temperatures not to exceed **41° F**, under cold running water, in the microwave oven, during the cooking process, or by other methods approved by the Health Department.

Holding

Potentially hazardous foods must be stored at temperatures **below 41° F** (under refrigeration) or **above 135° F** (hot holding) at all times, except when undergoing necessary preparation. Room temperature storage of potentially hazardous foods is not allowed. Products not found at the above temperatures are subject to embargo/destruction.

Important Points to Remember

Improper cooling, reheating, hot holding and excessive food handling are the major causes of food-borne illness outbreaks. In order to reduce the potential of food-borne illness,

You Must:

1. **Minimize Cooling and Reheating Foods**

For example, use canned chili instead of trying to prepare fresh chili; prepare taco meat just before serving rather than cooking ahead, cooling and reheating; use canned refried beans instead of making beans from scratch. Preparing foods ahead of time and then reheating them for service at an event increases the risk of food-borne illness.

2. **Minimize Hot Holding of Foods**

For example, make tacos and burritos to order rather than keeping them hot; cook raw shish-kabob to order instead of cooking ahead of time and hot holding. Cook to serve is the safest method of food preparation at temporary events.

3. **Minimize Food Handling**

In order to minimize the possibility of food-borne illness, simplify food handling methods. For example, commercial products, such as store bought potato, macaroni, or pasta salads, are easy to use and easy to handle. We recommend that these products be used, rather than trying to prepare them ahead of time or in the booth.

What Are The Requirements to Operate?

1. **Fill out a temporary foodservice application,** and ensure it is received at the St. Mary's County Health Department at least 2 weeks prior to your event, with the appropriate fee if required.

2. **Have available receipts, etc.** for verification that food/water/ice is from an approved source.

3. **A metal stem thermometer** must be available and used to check internal food temperatures. Thermometers may be purchased from restaurant supply companies or from large department stores. It must be able to measure from 0° F to 220° F in 2° degree increments.

4. **Handwashing facilities** shall consist of, at least, warm running water, soap, individual paper towels, and a bucket to collect the dirty water. For example, an insulated container, with a free flow spigot, filled with warm water is an acceptable method of obtaining running water.

5. **Wiping cloths,** a separate bucket of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops, counters, and so forth. For example, one teaspoon liquid bleach added to one gallon of cool water will be acceptable. This should be changed frequently during the day.

6. **Dishwashing facilities** must be conveniently located. Equipment and utensils must be washed in three compartments/sinks. This process includes washing the utensils/equipment in hot soapy water, rinsing in hot water, chemically sanitizing and air drying.

7. **All food preparation must be done in the booth or in an approved kitchen,** (e.g., the kitchen is permitted by the Health Department) to minimize the potential for food-borne illness. Home preparation of foods is not allowed.

8. **All cooking of foods must be done towards the back of the booth.** When barbecuing or using a grill, the equipment must be separated (roped off) from the public by at least 3 feet to protect the public from burns or splashes of hot grease.

9. **Smoking, eating or drinking in booths while working is not allowed.** All non-working, unauthorized persons are to be kept out of the booth.

10. **Steam tables or other hot holding devices** are not to be used as a means for heating up or re-heating foods; they are to be used only for hot holding. Crock pots are not allowed.

Foods must be reheated in a microwave or on the grill or propane stove to bring the food temperature to at least **165° F** within 30 minutes.

11. **Cooling of leftovers in food booths is prohibited.** Refrigeration and space limitations are, in general, inadequate to meet the time and temperature requirements of potentially hazardous foods.

12. **Leftovers may not be used in the booth.** No leftovers are to be served or sold in the booth. Hot held foods which have not been used by the end of the day must be discarded. Keep it hot, keep it cold, or don't keep it!

13. **All critical violations** (those directly related to food-borne illnesses) found during the course of a Health department inspection must be corrected immediately. Any other violations (those related to sanitation, design, and maintenance of the food booth) must be corrected within the time frame determined by the Environmental Health Sanitarian.

14. **No person who is infected with a communicable disease,** such as a cold, flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.

15. **Chemicals** such as liquid bleach, detergents, and so forth must be stored in a separate area away from food preparation and display areas, such as a lower shelf.

16. **Liquid waste** must not be dumped into the streets, storm drains, or onto the ground. Use the containers to collect the dirty water and discard in a sanitary manner (e.g., public restrooms).

17. **Equipment containing flammable materials, such as deep fat fryers** must be on stable surfaces and shielded from the public.

Recommendations:

1. For cold storage, mechanical refrigeration is recommended. An adequate number of ice chests with an adequate supply of ice from an approved source (e.g., store-bought bagged ice) would be acceptable, and is sometimes better than a poorly operating refrigerator on a hot day.

2. For hot holding, electrical equipment is recommended. Propane stoves or grills capable of holding food at **135° F** or above may be used and/or should be available for backup. Sterno is not recommended, and is not as effective as the methods mentioned above.

Thermometers

A metal stem thermometer must be available and used to check internal food temperatures. Thermometers may be purchased from restaurant supply companies or from large department stores, and must be able to measure from **0° F** to **220° F** in two degree increments.

All refrigerators, freezers, cold holding units, and hot holding units must be provided with an accurate, visible thermometer.

Food Source

All foods must come from an approved source and be approved by the Health Department.

Home canned and home prepared foods, ice made at home, raw milk, or storage of prepared foods at private homes are not allowed.

Most food-borne illness outbreaks are caused by improper methods of cooling, reheating, and hot food holding.

Remember…

- These are general requirements and recommendations that are essential for protecting the public's health.
- More specific requirements may be applied to your particular situation.
- All food booths are subject to frequent inspection.
- During your event, the Environmental Health Specialist may impose additional requirements to protect against health hazards relating to the operation of the temporary food service establishment, and may prohibit the sale of some or all potentially hazardous foods.

Your cooperation will be greatly appreciated.

If there are any additional questions, please contact the St. Mary's County Health Department, Environmental Health office at 301-475-4321.

Alternative Handwashing Stations

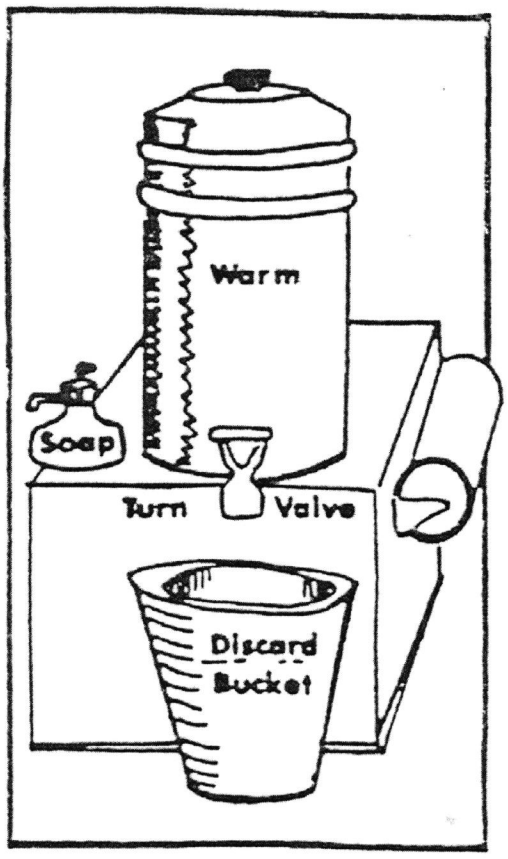
Fact Sheet

What Are the Components?

Handwashing facilities must be provided in the booth. This consists of the following items:

- **an insulated container**
  - **with a free-flow spigot**
  - **capacity of five gallons or more**
  - **filled with warm water**
- **a bucket for wastewater**
- **pump soap**
- **paper towels**

See the diagram to the right for an example of an alternative handwashing station.



Other Considerations

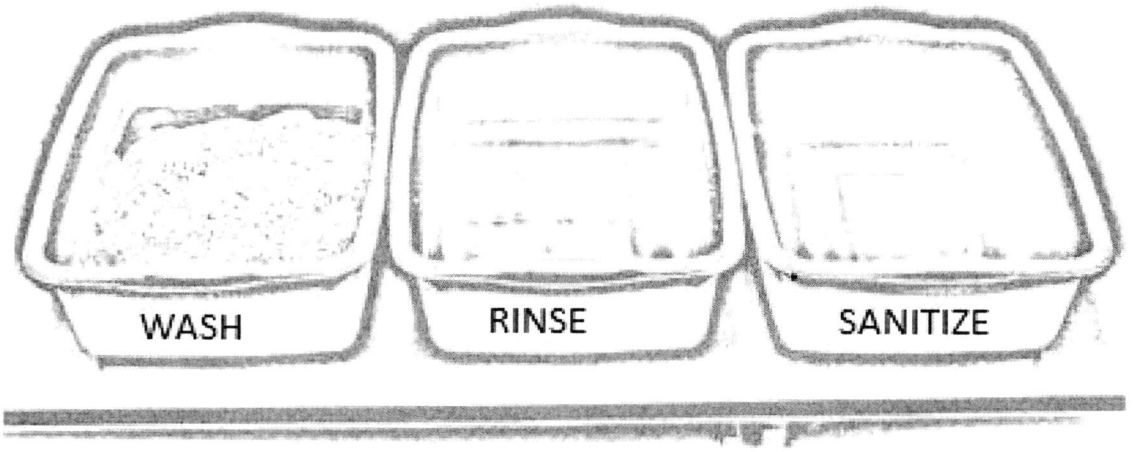
- Sanitizer for wiping cloths must be provided in the booth. This solution consists of one teaspoon of bleach per gallon of cool water (or other approved sanitizer) and wiping cloths.
- Stem-type thermometers are required if any potentially hazardous food is served. MONITOR TEMPERATURES FREQUENTLY!
- Water must be obtained from an approved source.
- Wastewater must be disposed of in a sanitary sewer. Disposing of wastewater in storm drains or on the ground is unacceptable.
- Dishwashing facilities must be provided by you or the event coordinator if the event is more than one day in length. Soap and sanitizer must also be provided.

WASH HANDS FREQUENTLY!

For more information:

- St. Mary's County Health Department: Division of Environmental Health- 301-475-4321

How to set up dishwashing for Temporary Events



Follow the **Wash -> Rinse –> Sanitize** and **Air Dry** Procedures

Wash in warm water with dish detergent.

Rinse in clean warm water.

Sanitize with approve chemicals.

Bleach at 50 ppm*

Quatinary Ammonium (Quat) at 200 ppm*

*You will need the appropriate chemical test strips to test ppm.

Your wash buckets for cleaning tables and prep surfaces should be set up the same way.

Safe Food Temperatures

Fact Sheet

Food safety experts agree that the risk of contracting a foodborne illness is greatly reduced by maintaining food items at specific temperatures. Follow the guide below to lower the presence of bacteria that cause these illnesses.

FOOD ITEM	INTERNAL COOKING AND HOLDING TEMPERATURE (°F)
Reheat previously cooked foods	165° for 15 seconds minimum
Raw foods of animal origin cooked in a microwave	165° and hold for 2 minutes
Poultry, stuffed poultry, stuffed meat, stuffing	165° for 15 seconds minimum
Ground meats and ground fish	155° for 15 seconds minimum
Mechanically tenderized and Injected meats	155° for 15 seconds minimum
Shell eggs **Not** for immediate service	155° for 15 seconds minimum
Shell eggs (or foods containing shell eggs) for immediate service	145° for 15 seconds minimum
Other meats, fish and seafood	145° for 15 seconds minimum
Commercially processed ready to eat foods, fruits & vegetables for hot holding	135° minimum
Whole roast (beef, pork, lamb, corned beef and cured pork roast such as ham)	130° for 112 minutes
Maintain hot foods	135° minimum
Maintain frozen foods	Frozen solid
Maintain cold foods	41° maximum
Cooling of cooked foods	135° to 70° in 2 hours; 70° to 41° in 4 additional hours
Preparations for cold combinations	41° pre-chill ingredients
Pasteurized crab meat	38° maximum
Fish to be served raw	From approved processor
Sushi Rice held at room temperature	Acidified to pH 4.0-4.3 no more than 6 hours

For more information:

- Environmental Health Division- Phone: 301-475-4321
- US Department of Agriculture- www.usda.gov

July 2015