

COLES COUNTY HEALTH DEPARTMENT  
825 18th Street  
Charleston, IL 61920 / 217-348-0530/ Fax:217-348-5322  
TEMPORARY FOOD PERMIT APPLICATION for  
EASTERN ILLINOIS UNIVERSITY campus

Return completed application along with the appropriate fee or purchase order number to the address above no later than two weeks prior to the event. Applications not received two weeks prior to the event must be accompanied by a **\$50 late fee** in addition to the regular fee. Applications received within two weeks or without the fee shall be rejected unless accompanied by a written request from Eastern Illinois University to review. **All fees are NON-REFUNDABLE.**

- \$10.00 FEE [Serving only non-potentially hazardous food]  
 \$35.00 FEE [Preparation and service of potentially hazardous food]

FOR OFFICE USE ONLY:

DATE OF APPLICATION \_\_\_\_\_  
NAME OF ESTABLISHMENT \_\_\_\_\_  
OWNER OR OPERATED (Individual Name) \_\_\_\_\_

PERMIT # \_\_\_\_\_  
DATE ISSUED \_\_\_\_/\_\_\_\_/\_\_\_\_  
SANITARIAN: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
OPERATING LOCATION(S), DATE(S) AND TIME(S) \_\_\_\_\_

MENU

FOODS \_\_\_\_\_  
DRINKS \_\_\_\_\_  
SOURCES \_\_\_\_\_

FACILITIES AND EQUIPMENT

PREPARATION AND STORAGE FACILITIES \_\_\_\_\_  
FOOD SERVING FACILITIES \_\_\_\_\_  
CLEAN UP FACILITIES \_\_\_\_\_  
EQUIPMENT AND UTENSILS \_\_\_\_\_  
COMMENTS \_\_\_\_\_

we hereby make application for a permit to operate a temporary food service establishment in compliance with the provisions of the Illinois Food Service Sanitation Code adopted by the Coles County Health Department.

we hereby agree that the information given in regards to menu, event location, and other information given on this application is true and accurate.

we further agree that a valid permit issued to us by the Coles County Health Department shall be in our possession and displayed on the premises at all times during operation of this temporary food service establishment.

PHONE \_\_\_\_\_

SIGNED \_\_\_\_\_  
OWNER OR REPRESENTATIVE

EMAIL \_\_\_\_\_

**Office Use Only**

- Permit to be issued after passing inspection  
 Permit to be mailed prior to event  
 Permit to be picked up on or after \_\_\_\_\_ (date/time)  
 Check \_\_\_ Cash \_\_\_ M.O. \_\_\_ Credit Card Payment: <http://www.colesco.illinois.gov>

Faculty Advisor Information: Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

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\$10.00 FEE [**Serving only non-potentially hazardous food**]

\$35.00 FEE [Preparation and serving of potentially hazardous food]

**FOR OFFICE USE ONLY:**

DATE OF APPLICATION (**TODAY'S DATE**) \_\_\_\_\_

PERMIT # \_\_\_\_\_

NAME OF ESTABLISHMENT (**STAND SPONSOR**) \_\_\_\_\_

DATE ISSUED \_\_\_/\_\_\_/\_\_\_

OWNER OR OPERATED BY (**PREPARER OR COOK**) \_\_\_\_\_

SANITARIAN: \_\_\_\_\_

ADDRESS (**HOME ADDRESS OF PREPARER OR COOK**) \_\_\_\_\_

OPERATING LOCATION(S), DATE(S) AND TIME(S) (**NAME OF EVENT(S) I.E. WHERE YOU HOPE TO SERVE**) (**DATE(S) AND TIME(S) OF THE EVENTS**)

**MENU**

**FOODS** (e.g. PLEASE INCLUDE ITEMS TO BE PREPARED AND SERVED, e.g. TACOS, ITALIAN BEEF, HOTDOGS, HAMBURGERS, CAKES, COOKIES, COTTON CANDY, ETC. / PRE-PACKAGED OR PREPARED ON SITE)

**DRINKS** (e.g. ICED TEA, PEPSI, COKE, LEMONADE, COFFEE, ETC)

**SOURCES:** (e.g. COUNTY MARKET, RULER. ALDI'S, WAL-MART / NO HOME CANNED OR PREPARED FOODS, FOODS MUST BE FROM APPROVED SOURCES)

**FACILITIES AND EQUIPMENT**

**PREPARATION AND STORAGE FACILITIES** (e.g. WOODEN STAND. CONCESSION TRAILER. COMMERCIAL FACILITY / NAME. ETC.)

**FOOD SERVING FACILITIES** (e.g. SINGLE SERVICE CUPS, PLATES. UTENSILS, ETC.)

**CLEAN-UP FACILITIES** (e.g. HANDWASHING FACILITY (SOAP. WATER. DISPOSABLE TOWELS). BLEACH WATER FOR WIPING CLOTHS, WHERE WILL EQUIPMENT BE CLEANED AFTER USE?)

**EQUIPMENT AND UTENSILS** (e.g. REFRIGERATOR. FREEZER, DURABLE COOLER WITH DRAIN, CROCK POT, GRILL, ICE SCOOP. TONGS, LADLES, TEST KIT FOR SANITIZER. METAL-STEM THERMOMETER, ETC.)

**COMMENTS** (PLEASE INCLUDE ANY ADDITIONAL INFORMATION PERTAINING TO OPERATION)

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PHONE \_\_\_\_\_ (MUST BE PROVIDED)

SIGNED \_\_\_\_\_ (MUST BE PROVIDED) OWNER OR REPRESENTATIVE

EMAIL \_\_\_\_\_

<http://www.colesco.illinois.gov>