

THE TOWNSHIP OF MIDDLETOWN, DEPARTMENT OF HEALTH  
1 Kings Highway, Middletown, NJ 07748  
(732) 615-2095  
Richard DeBenedetto, REHS, Director

## TEMPORARY FOOD ESTABLISHMENT (TFE) PERMIT APPLICATION

Applications must be submitted AT LEAST 14 DAYS PRIOR to an event.

Applications received after that may be rejected.  
Applications received 1 week prior WILL NOT BE ACCEPTED.

Payment is due with application, and it is non-refundable. Please see the fee schedule on the last page of this application. Call the office if you need assistance.

**APPLICATION MUST BE COMPLETED IN FULL – this includes Sketch Sheets and Attachments A, B & C.**

If approved, a MANDATORY INSPECTION will be done THREE HOURS PRIOR to the event start time. The TFE site must be set-up and ready – No Exceptions! Your permit will be issued once you pass this inspection.

HEALTH DEPT.  
OFFICE USE ONLY

Date Received \_\_\_\_\_

Cash or Check # \_\_\_\_\_

Amount\$ \_\_\_\_\_

Approved Y N Initials \_\_\_\_\_

Permit # \_\_\_\_\_

Revised June 2022

Submission of an application does not constitute an approval. You will be notified if there is a problem with your application or if it is denied.

Please contact the Middletown Township Fire Prevention office (732) 615-2270 to determine if a permit is needed.

Date of Submission:

Event Name:	Date(s):
Location:	Time(s):
<b>Set-up time must be a minimum of 3 hours prior to the start of the event to allow for the mandatory inspection - (Example: Event Starts at 11AM – must be ready no later than 8AM).</b>	<b>Date/Time TFE will be set up and ready for inspection:</b>
Event Coordinator:	Contact Info:

Name of Temp Food Establishment:

Applicant Name:	Phone #
Mailing Address:	Email Address:

1. List all food and beverage items to be prepared and served. Attach a separate sheet if necessary.

NOTE: Any changes to the menu must be submitted at least **10 days** prior to the event.

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2. Will all Foods Be Prepared at The TFE Site? **NOTE: The sale of home prepared food is prohibited.**

Yes Complete Attachment A

No Complete Attachments A & B

If No, the operator MUST provide a copy of the current license for the permanent food establishment where the food will be prepared.

3. Describe how frozen, cold, and hot foods will be transported to the Temporary Food Establishment - Be specific.

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How will food temperatures be monitored during the event?

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4. Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice:

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5. Using **Attachment C**, record the names, shifts and the assigned duties of all Temporary Food Establishment workers (paid & volunteer) that will be working the event.

6. Describe the number, location and set up of handwashing facilities to be used by the Temporary Food Establishment workers (**Hand Sanitizer alone is NOT PERMITTED – A Hand wash station is MANDATORY**):

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7. Identify the source of the potable water supply and describe how water will be stored and distributed at the Temporary Food Event. If a non-public water supply is to be used, provide the results of the most recent water tests.

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8. Describe how utensil washing and sanitizing will take place. Describe set-up and disinfectant to be used. (**A 3 Bay or 3 Bucket system is MANDATORY**):

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9. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

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If portable toilets are to be used, identify the frequency of waste removal:

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10. Describe the number, location and types of garbage disposal containers at the Temporary Food Establishment as well as at the event site:

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11. Describe the floors, walls and ceiling surfaces, and lighting within the Temporary Food Establishment:

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12. Describe how electricity will be provided to the Temporary Food Establishment:

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13. Please add any additional information about your Temporary Food Establishment that should be considered. Attach a separate sheet if necessary.

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**Statement:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Middletown Township Health Department may nullify final approval. **THIS FEE IS NON-REFUNDABLE.**

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of these plans and specifications by the Middletown Township Health Department does **not** indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A **pre-opening** inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

Regulatory Authority:	Approval Y / N	Date:
Permit Restrictions:	Permit Dates:	

Reason(s) for Disapproval:

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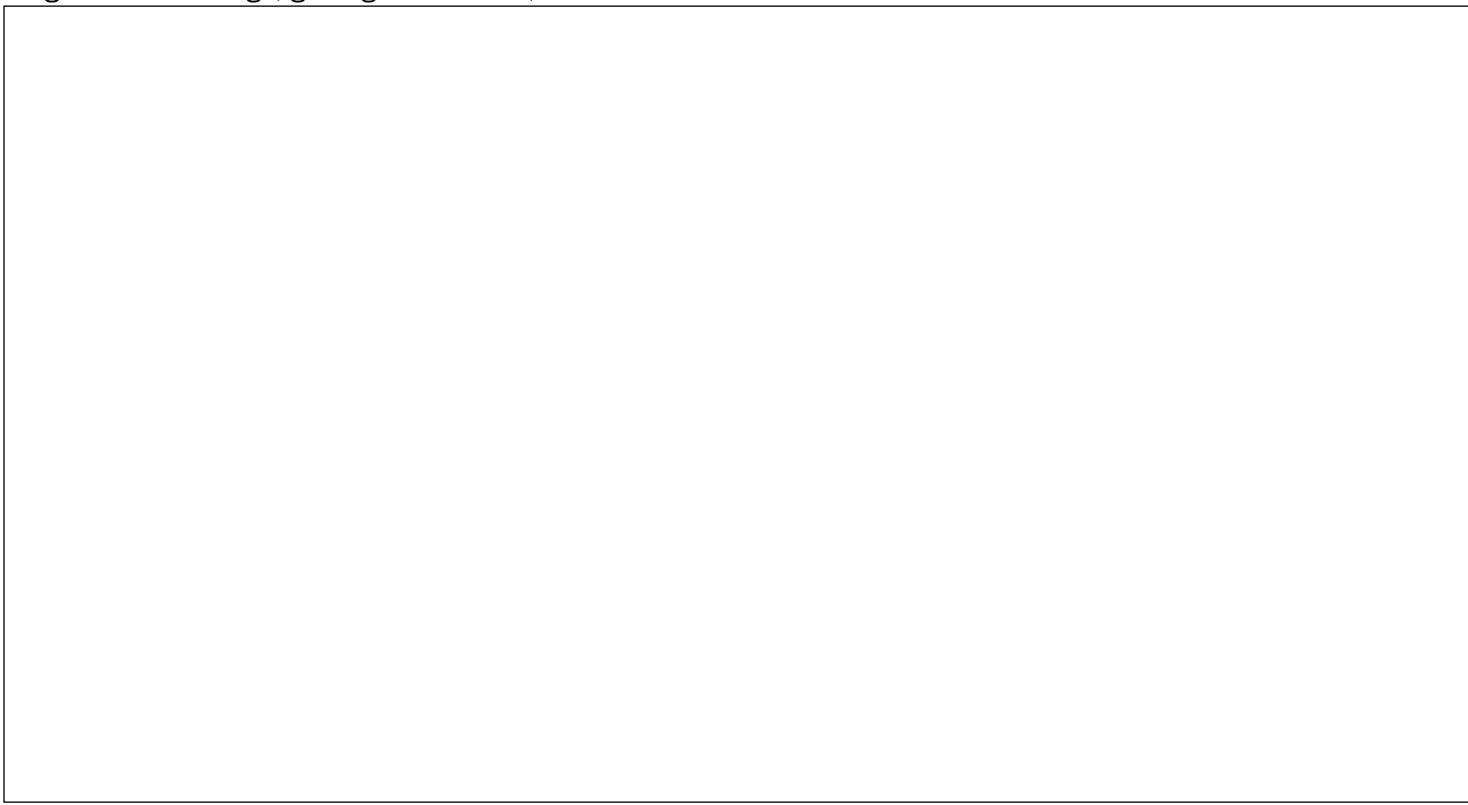
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Reviewer Signature & Title

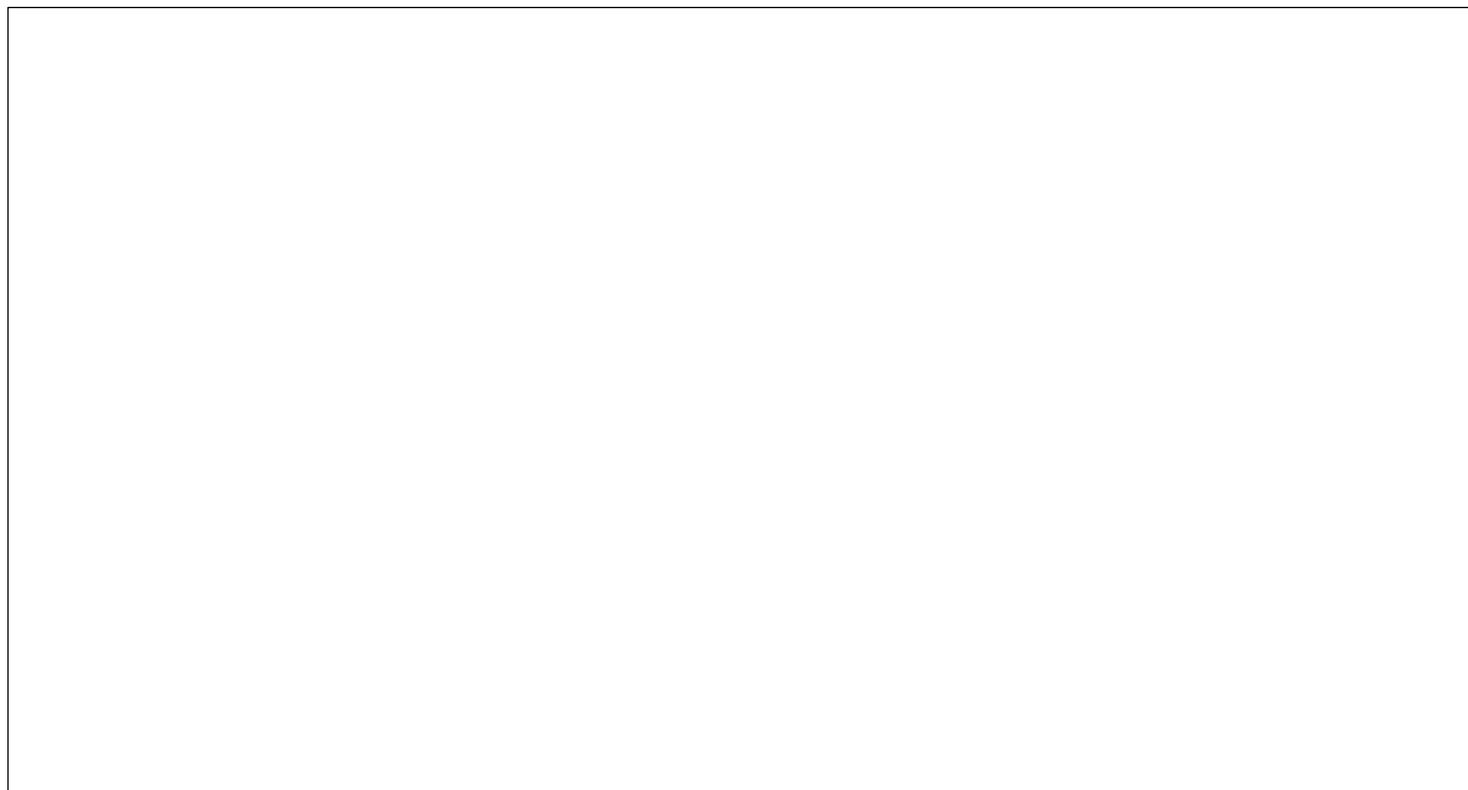
Date

**Sketch Sheet 1****APPLICATION WILL BE DENIED IF THIS IS LEFT BLANK**

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

**Sketch Sheet 2****APPLICATION WILL BE DENIED IF THIS IS LEFT BLANK**

In the following space, provide a drawing of the entire Temporary Event Area including locations of the toilet facilities, garbage facilities, common use dishwashing facilities, the potable water supply, electrical sources, the waste water disposal area, and all food preparation and service areas on the grounds/site of the Temporary Food Event.



## Food Preparation at the Temporary Food Establishment

List each food item and identify where each preparation procedure will take place at the Temporary Food Establishment.

## Food Preparation at the Licensed Permanent Food Establishment

List each food item and identify the preparation procedure which will take place at the Permanent Food Establishment.

## Work Schedule

# TEMPORARY FOOD EVENT APPLICATION FEE SCHEULE

Please call the Health Dept. with any questions – 732 615-2096

## HAZARDOUS FOODS

Temporary Food Handler's Permit

**During Health Dept. Business Hours: Event must be between 8am & 4pm Monday – Friday.**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit:	\$75.	With LATE FEE \$100.
Temporary Non Profit:	No fee	With LATE FEE \$10.
Temporary permit with a Current Middletown Food Handlers License:	No fee	With LATE FEE \$10.

**AFTER HOURS Health Dept.: After 4pm Monday – Friday & Saturday's, Sunday's & Holidays**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$100.	With LATE FEE \$150.
Temporary Non Profit	\$25.	With LATE FEE \$50
Temporary permit with a Current Middletown Food Handlers License:	\$25.	With LATE FEE \$50.

## NON-HAZARDOUS FOODS

Temporary Food Handler's Permit

**During Health Dept. Business Hours: Event must be between 8am & 4pm Monday – Friday.**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$25.	With LATE FEE \$50.
Temporary Non Profit	No fee	With LATE FEE \$10.
Temporary permit with a Current Middletown Food Handlers License:	No fee	With LATE FEE \$10.

**AFTER HOURS Health Dept. After 4pm Mon. thru Fri. Saturday's, Sunday's & Holidays**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$35.	With LATE FEE \$75.
Temporary Non Profit	\$25.	With LATE FEE \$50
Temporary permit with a Current Middletown Food Handlers License:	\$25	With LATE FEE \$50.