



**Philadelphia Department of Public Health
Environmental Health Services
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215-685-7495
DPH.EHS.SpecialEvent@phila.gov**

Welcome! The City of Philadelphia is excited to have your food vending operation participate in our outstanding array of special events held throughout the year. These instructions are designed to help guide you through the process of completing the required permanent special event application.

As a permanent special event vendor, you are required to submit a Permanent Special Event Vendor application and all related documents 30 days prior to your first day of operation. The processing fee is \$150.00. Any applications received after this timeframe may be subject to late processing fees. We accept money orders, cashier's checks or online payments using EPay. We do NOT accept business checks, personal checks or cash. The Office of Food Protection's (OFP), Special Events Unit will evaluate all submitted materials for compliance with the Philadelphia Health Department's requirements for special events.

The review process for permanent special event vendors is intended to help food vendors eliminate unnecessary expenses. Application review not only provides the OFP with required information, but it also can identify potential problems while still on paper and help to prevent costly modifications and/or the inability to operate in time for an event.

If you are a returning Permanent special event vendor that was approved and licensed last year, complete page 1 only. Any changes to the equipment and/or menu will require you to complete the whole application. **A checklist of all required information and attachments for both new and returning vendors is on page 2 of the application guide.**

Our Customer Service Hours are Monday – Friday, 9 am – 4 pm. For more information, please call or visit:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
<http://www.phila.gov/health//foodprotection/NewFoodBusinesses.html>
(215) 685-7495
Email us at DPH.EHS.SpecialEvent@phila.gov

PREPARE TO APPLY:

Complete the Permanent Special Event Application and submit the fee 30 days prior to operation. Any application received after this timeframe may be subject to late processing fees.

The following is a checklist of items that **NEW VENDORS** must complete and include with your application:

- Vendor and Support Information (pg. 1)
- Schedule A: Equipment Detail (pg. 2)
- Copy of support facility's valid license and last inspection report (out of county only)
- Schedule B: Menu Description and Preparation (pg. 3 and 4)
- Manufacturer Catalog cut sheets or photos with dimensions attached for all equipment listed on Schedule B
- Overhead diagram of vending space illustrating the placement of all equipment (pg. 5 or additional attachment if needed)
- Copy of a Philadelphia Food Safety Certificate
- Processing Fee (money order, cashier's check, or we will invoice you to pay online with a credit card using Epay).

The following is a checklist of items that **RETURNING VENDORS** must complete and include with your application:

- Vendor and Support Information. Please include Vendor Identification Number* (pg. 1)
- Copy of support facility's valid license and last inspection report (out of county only)
- Copy of a Philadelphia Food Safety Certificate
- Copy of last year's food license
- Copy of last year's Operating Eligibility Certificate (OEC)
- Processing Fee (money order, cashier's check, or we will invoice you to pay online using Epay).

*Vendor Identification number is on the blue sticker placed on your mobile vending unit by the Health Department during the last inspection.

APPROVAL PROCESS:



- Application and fees are received by the Special Events Unit in the Office of Food Protection.
- Application review is conducted to ensure that all necessary information has been submitted.
- All applicants are contacted via phone/email to gather additional information. They are also notified when their review is approved.
- Will occur during the first event after office review is approved.
- Will review and compare onsite setup with the submitted application.
- If approval is not granted, you will be contacted with next steps.
- Operating Eligibility Certificate (OEC) and License Eligibility Report (LER) will be issued.
- LER must be taken to the Department of Licenses and Inspections (L&I) to purchase your Food License (3112).

REQUIREMENTS FOR PERMANENT SPECIAL EVENT VENDORS

To view the regulations: http://www.phila.gov/health/pdfs/Food_Regulations.pdf

GENERAL REQUIREMENTS

- A permanent special event vendor can only operate in conjunction with an event or celebration.
- All food and beverages must be from an approved and licensed facility or be prepared onsite; both are subject to Health Department approval.
- No persons with signs, symptoms or diagnosis with food borne illness can be present during handling and serving of food to the public.
- Restrooms must be readily available for employee use.

PHYSICAL FACILITIES

- Overhead protection is required at all times in preparation, cooking and serving areas.
- Enclosure materials must meet Fire code Requirements (if cooking).
- Side protection may be needed to protect against inclement weather, contaminants or vermin.

HANDWASHING FACILITIES

- Each location is required to provide an approved permanent type handwashing sink. This type of sink has the ability to produce warm water (100°F - 120°F) with a continuous flow for at least 15 seconds. The sink also must have an enclosed wastewater component (see Appendix A) and be supplied with soap, sanitary towels, a hand washing reminder sign and solid waste receptacle.
- Food handlers must clean their hands prior to food handling and donning gloves.

WATER & ICE MUST BE APPROVED & PROTECTED FROM CONTAMINATION

- Connection to fire hydrants for food prep and hand washing purposes are prohibited.
- Store water in a clean and covered food grade container. Containers shall not leak or drip.
- Purchase ice from an approved source. Keep consumable ice in original packaging with the label.

- Store ice in clean, nonporous, approved containers. Provide food grade liners for Styrofoam coolers.
- Dispense ice with a scoop having a handle. Scoops may be stored in the ice with the handle above the top of the ice line or outside the ice on a clean surface.
- Do NOT use ice for food storage as drink ice or consumable ice.

WASTE WATER

- Each vending unit must provide for the collection of all wastewater from hand washing and food equipment using ice as a refrigerant.
- Do NOT dump wastewater on the ground or into a storm drain. Collect wastewater should in sealed containers and carry it back to your commissary/restaurant for disposal in an approved manner.

REFUSE

- All vending units must be supplied with an easily cleanable and leak-proof refuse container with a tight fitting lid. The lid must be in place when not in immediate use.
- Provide disposal details about used cooking oil and charcoal residue.

EQUIPMENT

- All equipment must be clean, in good repair and meet Health Department standards.
- Refrigeration and cold holding units must be capable of reaching and maintaining 41°F or below when in use. Events that are more than one day in duration require mechanical refrigeration for storage of foods to be used the remainder of the event.
- Thermometers must be present in all refrigeration and cold holding units. Stem-type thermometers must be present onsite to monitor proper food temperatures.
- All cooking equipment must be capable of cooking foods to their required temperature and hot holding units must be capable of holding foods at 135°F or above.
- All cooking, heating, and hot-holding equipment must be located away from the public for safety. When such equipment is located where public access or contamination may occur, an approved physical barrier and/or proper sneeze guard protection must be provided.

FOOD SAFETY AND HANDLING

- All potentially hazardous foods require temperature control for safety and kept out of the temperature danger zone (41°F to 135°F).
- Foods requiring temperature control must be delivered to the event in insulated containers or mechanical equipment for cold or hot storage. **Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.**
- No bare hand contact of any ready to eat (RTE) foods. Use properly washed gloved hands or utensils for contact with RTE.
- Stockpiling of hot foods such as hot dogs, sausages, etc... for stock or display is prohibited, unless all areas of the food (surface and interior) measures at 135°F or above.
- All food items and food preparation descriptions require prior approval. Only food items submitted and approved as part of the application process can be given away or sold at the event.

FOOD SAFETY CERTIFICATION

All food handling, except pre-packaged non-potentially hazardous foods, require that an individual with a valid Philadelphia Food Safety Certificate be present during operation. Provide copies of certificate with application.

Appendix

A. Sample of a Permanent Style Hand washing sink



B. Sample Special Event Vending Space Diagram

