

# Guide to Special Food Event Permits

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REQUIREMENT DETAILS



Services de santé du  
**TIMISKAMING**  
Health Unit

## Applying for a Special Food Event Permit:

1. Read the Guide so you are aware of the requirements.
2. Complete the “Special Food Event Permit Application”.
3. Submit a completed form to the Timiskaming Health Unit at least 14 days prior to the event. Drop off to one of our offices or email to: [inspections@timiskaminghu.com](mailto:inspections@timiskaminghu.com)
4. Obtain permit from the Timiskaming Health Unit and post the permit in a clearly visible location during event.
5. Be sure to obtain approvals from any other agencies that may have requirements, such as building, fire and police departments.



Locations: 247 Whitewood Ave., Unit 43  
New Liskeard  
Tel.: 705-647-4305  
Fax: 705-647-5779

31 Station Road N.  
Kirkland Lake  
Tel.: 705-567-9355  
Fax: 705-567-5476

63 Fifth St.  
Englehart  
Tel.: 705-544-2221  
Fax: 705-544-8698

[www.timiskaminghu.com](http://www.timiskaminghu.com)

## GUIDE FOR SPECIAL FOOD EVENTS

The information contained in this package is to assist Special Events food vendors in providing safe food to the public.

Every person who operates a food premises shall maintain and operate the food premises in accordance with the Regulations (*Ont. Reg. 493/17 Food Premises under the Health Protection and Promotion Act*).

If the event is not [exempt](#) under the Regulations, then a Special Food Event permit is required.

Every person who intends to commence to operate a food premises shall give notice to the Medical Officer of Health (or Public Health Inspector) of the Health Unit in which the premises will be located.

The Special Food Event Permit allows an inspector to review your menu items to ensure that:

- a) someone with knowledge and training in safe food preparation is in charge and that,
- b) food safety procedures are practiced.

Permits are NOT required in the following situations:

1. For a catered event where the caterer is professionally recognized and inspected by the Timiskaming Health Unit.
2. For an event taking place in an inspected facility where the event is run by the owners of the facility.
3. For a private event (members only, family-only, company events, etc.) where the general public is not invited.

To determine if a caterer or food premise is professionally recognized, contact us at information listed below, or refer to the THU [disclosure site](#) that provides information about THU inspected premises.

Be aware, your Special Food Event may be inspected during operation and if deficiencies are identified, you will be required to take any corrective actions required by the Inspector. If corrections cannot be made and/or an immediate health hazard exists, the premises may be closed.

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### ***Your Responsibility***

*It is the responsibility of the organization/association to have at least one certified food handler with sufficient skills and training to oversee the food preparation for the event. This person will ensure that safe food handling procedures are in place and the conditions of the permit are enforced.*

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## PERSONAL HEALTH AND HYGIENE

1. Every operator shall ensure that at least one food handler or supervisor on duty has completed a recognized food safety training course. Contact the Timiskaming Health Unit for more information on how to take this training.
2. Each person handling food shall have their hair confined by hats, hairnets, or other means.
3. Clean outer garments shall be worn by food handlers.
4. Designate one person to handle money/tickets. That person must not handle food.
5. Designate one person to be a support worker (“Go-fer”), who does not handle food. That person will be responsible for things like emptying garbage and dirty wastewater containers, refilling fuel, replenishing soap, dishwashing, etc.
6. Anyone experiencing a fever, nausea, diarrhea, vomiting or jaundice, or who has open sores on their hands must not handle or prepare food.

### Handwashing:

7. Each food preparation area (kitchen) must have at least one sink for handwashing. There must be liquid soap from a dispenser, paper towels, hot and cold running water, and a garbage container.

Where a sink with plumbing is not available, a large container of warm water (plastic container with spigot), soap in a dispenser, a roll of paper towel, garbage and a wastewater collection bucket may be used.

8. Hands must be thoroughly washed with soap and water often to prevent the contamination of food. Handwashing must occur after handling hazardous or raw food, sneezing or coughing, touching something contaminated, smoking, using the washroom or handling money. Hand sanitizing gels are not permitted as a substitute for handwashing.
9. When gloves are used, they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Gloves are no substitute for handwashing. Washing gloves is not acceptable.




## FOODS AND FOOD HANDLING

1. Keep your menu simple and keep potentially hazardous foods (e.g.: meat, eggs, dairy products) to a minimum.
2. Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm.
3. All potentially hazardous foods must be from a health unit approved facility.
4. Use separate worktables and cutting boards for the preparation of raw foods and ready-to-eat foods to prevent cross-contamination.
5. Use utensils (e.g.: tongs, ladles, forks, spoons) to minimize direct contact with food.



## FOOD STORAGE AND TEMPERATURES

1. Cook all foods thoroughly. Use a probe thermometer to check the internal temperatures of food. Clean and then use an approved sanitizer or alcohol-swab to sanitize the probe between uses.

Food Type	Minimum Internal Temperature 
Chicken (whole)	82°C   180°F
Chicken (wings, legs, breasts, pieces)	74°C   165°F
Any mixture containing poultry, eggs, meat and/or fish	74°C   165°F
Pork and pork products	71°C   160°F
Beef/hamburger	71°C   160° F
Fish	70°C   158°F

2. Hazardous foods shall be transported, stored and maintained at the required temperatures:
  - Hot foods shall be maintained at 60°C/140°F or hotter after cooking or reheating.
  - Cold foods shall be maintained at 4°C/40°F or colder.
  - Frozen foods shall be kept in a frozen state until sold or prepared for use.
  - Pre-cooked foods must be reheated to correct minimum internal temperature.
3. Foods must be reheated to the original cooking temperature.
4. Thermometers must be provided in all coolers, refrigerators, and other cold storage units.
5. Foods shall be covered and in clean, food-grade containers during cooking, storage, and display. Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have closable lids with separate dispensing utensils or be in bulk dispensing units (ie. squeeze bottles or pump). Where the event is outdoors, an umbrella or roof covering is required to protect food from contamination. Also, avoid storing food directly on the ground.
6. Keep raw meat separate from ready-to-eat foods.
7. Hot foods that require refrigeration must be cooled rapidly to 4°C/40°F and held at that temperature until ready to reheat and serve. To cool foods quickly, use an ice-water bath or place the foods in shallow pans (not more than 10cm/4inches deep) and refrigerate.

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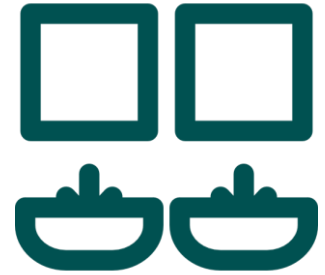
**Note:**

*Foods which are at the improper temperature, or which have been contaminated must not be served to the public. Such food found on the premises will be seized and destroyed by a public health inspector.*

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## FOOD UTENSILS, CLEANING AND SANITIZING

1. Single service disposable eating utensils such as plastic knives, forks, spoons, paper plates and cups should be provided to the public for use. Re-use of single service items is prohibited.
2. When disposable eating utensils are used by the customer, the utensils used by staff for preparing food can be washed, rinsed, and sanitized in a 2-compartment sink. The washing and rinsing are done in/over the first and the sanitizing in the second.
3. If multi-service re-usable eating utensils are used such as stainless-steel knives, forks and spoons and glass ceramics cups and plates, they must be washed, rinsed and sanitized in a 3-compartment sink or a commercial dishwasher.
4. Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses. To sanitize using bleach, mix 2 tsp (10ml) bleach with 1L water.



## ICE

1. Ice to cool food, cans or bottles must not be used in beverages or food preparation.
2. A food grade scoop should be used to dispense ice rather than hands.

## WATER

1. Potable (safe) water under pressure or gravity fed must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning.
2. When a sink or handwashing basin is not available, a clean container must be used (eg: plastic jug with spigot).
3. All wastewater must be drained into leak-proof containers/buckets/tanks and disposed of in a sanitary manner. Disposing dirty water into storm sewers is not permitted. Provide at least two wastewater collection containers so that the empty container can be used while the full container is taken to the dumping location.

## INSECT CONTROL AND WASTE

1. Provide clean covers and/or disposable food wrap to protect food from contaminants such as dust, dirt, people, and pests.
2. Store all chemicals, including pesticides, away from food.
3. Provide garbage containers with lids outside the booth for public use and inside for food handlers. Include an uncovered container for dirty paper towels from handwashing, so clean hands are not contaminated by touching the lid.



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*For more information about food safety, training, or to obtain a copy of the [Food Safety: A Guide for Ontario's Food Handlers](#), please contact your local health unit office and speak with a Public Health Inspector.*

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## EXAMPLES OF POTENTIALLY HAZARDOUS FOODS

- Roast turkey/chicken
- Meat pies
- Cream-filled or cream-based pastries/baked goods
- Shepherd's pie/hash
- Chip/veggie dips
- Salmon, tuna, trout, or any other fish
- Cooked rice
- Egg, turkey, chicken, or salmon salad
- Cheesecake
- Any barbecued meat
- Soufflé
- Guacamole
- Chicken wings
- Chili
- Casseroles
- "Deli-type" cold cut trays
- Spaghetti (with meat in the sauce, or as meatballs)
- Roast beef, pork, lamb, etc....
- Potato or macaroni salad
- Omelets
- Baked potatoes (cooked and wrapped in foil the day before)
- Shrimp and shellfish
- Stews, chowders, and gumbo
- Coleslaw (or any other salad that contains mayonnaise)





## EXAMPLES OF NON-POTENTIALLY HAZARDOUS FOODS

- Soups (that do not contain meat)
- Crackers
- Breads
- Dry rice and pasta
- Brownies
- Squares and cookies
- Jam
- Fruits and vegetables
- Salsa
- Pancakes
- Fudge
- Fruitcake
- “Instant-type” soups
- Dry cereal





## APPLICATION FOR HEALTH DEPARTMENT APPROVAL

Complete and return this form. Email to [inspections@timiskaminghu.com](mailto:inspections@timiskaminghu.com) or office addresses and fax numbers are provided on the cover page.

Application is for a:		
<input type="checkbox"/> Single Day Event Date: _____	<input type="checkbox"/> Multiple Day Event Dates: _____	<input type="checkbox"/> Seasonal Permit Months: _____

To Appear on Permit
(one of) Business   Operator   Booth   Table Name:
Event Name:
Event Date(s):

Event Information
Event location/address:
Contact/coordinator information (phone and/or email):

Applicant Information	
Date of application:	Operator name:
E-mail:	Phone #(s):
Address:	
Name of person responsible for food safety:	Number of persons who are certified food handlers (required for every hour of operation):

Structure/Operation (select one)		
<input type="checkbox"/> <b>Tent/Canopy with tables and BBQ</b> <ul style="list-style-type: none"> <li>Tent/canopy cover all areas of food storage and preparation</li> <li>Sufficient storage and cold storage available</li> <li>Only single-service utensils used to serve food.</li> <li>Separate storage of clean &amp; contaminated utensils</li> </ul>	<input type="checkbox"/> <b>Mobile, self-contained operation (including trailers)</b> <ul style="list-style-type: none"> <li>No menu restriction</li> <li>Protect from entry of pests (keep doors closed, screens)</li> <li>Sufficient storage and cold storage available</li> <li>Only single-service utensils used to serve food.</li> <li>Unless serve pre-packaged, non-hazardous food: separate holding tanks for potable and wastewater with readable gauge.</li> </ul>	<input type="checkbox"/> <b>Inspected Kitchen Facility</b> <ul style="list-style-type: none"> <li>No menu restriction</li> <li>Protect from entry of pests (keep doors closed, screened windows, sound structure).</li> <li>Sufficient storage and cold storage available</li> <li>Single-service utensils or multi-service dependent on sinks.</li> </ul>
<ul style="list-style-type: none"> <li>Wear clean outer garments (clean aprons), confine hair (hat or hairnet) and wash hands regularly to prevent contamination.</li> <li>Ensure at least one trained food handler or supervisor is on the premise during every hour of operation.</li> </ul>		

Please check all that apply:

Water Source	Handwashing*	Food Storage
<input type="checkbox"/> Direct connection to municipal source <input type="checkbox"/> Direct connection to SDWS source <i>(Provide a copy of the last water sample results)</i> <input type="checkbox"/> Hauled water. Source: <i>(If private well, provide a copy of the last water sample results)</i> <input type="checkbox"/> Bottled water <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dedicated (fixed) handwash sink <input type="checkbox"/> Portable handwash sink <input type="checkbox"/> Jug with spigot/faucet <input type="checkbox"/> *Hand sanitizer (only if pre-packaged food and no sampling) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Refrigerator(s) <input type="checkbox"/> Freezer(s) <input type="checkbox"/> Coolers with ice <input type="checkbox"/> There is a method in place for restocking ice during event: <input type="checkbox"/> Hot holding (chafing dishes, crock pot, bbq, etc...) <input type="checkbox"/> Other: _____

Utensils & Dishwashing	Personnel	Miscellaneous (check all that apply)
<input type="checkbox"/> 2-sink dishwashing on-site <input type="checkbox"/> 3-sink dishwashing on-site <input type="checkbox"/> Commercial grade dishwasher on-site <input type="checkbox"/> Multiple sets of cooking utensils <input type="checkbox"/> Covered container(s) for utensils <input type="checkbox"/> Disposable/single-use utensils for patrons	<input type="checkbox"/> Hats/hairnets will be worn by all food handlers <input type="checkbox"/> Aprons/clean outer garments will be worn by all food handlers <input type="checkbox"/> There are dedicated go-fer's <input type="checkbox"/> There is a dedicated money handler <input type="checkbox"/> There is at least one certified food handler present at all times.	<input type="checkbox"/> I have a probe thermometer for food <input type="checkbox"/> I have indicating thermometers for storage <input type="checkbox"/> Disposable gloves will be used <input type="checkbox"/> Sanitizer spray / bleach bucket & cloths (or paper towels) <input type="checkbox"/> Sufficient garbage receptacles <input type="checkbox"/> I have both soap and paper towels in dispensers

Please check all that apply:

Menu											
FOOD ITEM	TYPE OF FOOD PREP			STORAGE AT EVENT				PREPARATION & SERVICE			
	Cooked/Prepared on-site (see Page 4 of this guide).	Cooked/Prepared off-site*	List type of food prep (e.g., boiling, baking, etc.)	Refrigerated (4°C/40°F or less)	Frozen (-18°C/0°F or less)	Hot holding (60°C/140°F or hotter)	Other:	Reheated to 74°C/165°F or higher	Held hot at 60°C/140°F or higher	Chilled at 4°C/40°F or less	Non-hazardous food item
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What method of temperature control is used for transporting food to site (e.g. coolers): \_\_\_\_\_

\*If food is cooked/prepared off site, please provide the location of the food premise: \_\_\_\_\_

**[Do not write in this area] Inspector's notes:**

Continued on next page (if applicable)

Application Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	Inspector's Name & Signature: _____
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**[Do not write in this area] Inspector's notes:**

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Application Approved? Yes No Conditional

Inspector's Name & Signature:

\_\_\_\_\_