



**West Hartford-Bloomfield Health District**

**580 Cottage Grove Road, Suite 100**

**Bloomfield, Connecticut 06002**

**PHONE: 860-561-7900**

**Fax: 860-561-7918**

**APPLICATION FOR SEASONAL/CERTIFIED FARMERS' MARKET  
FOOD SERVICE PERMIT**

All farmers and vendors preparing foods, packaging/dispensing food and beverages, and/or offering food samples for the public at a Department of Agriculture certified Farmers' Market on a seasonal basis are required to have a food service permit. These permits are valid for the entire Farmers' Market season at a cost of **\$50**. If the farmer or vendor is already licensed on an annual basis by the WHBHD to prepare foods, the permit fee is not required.

Please complete the permit application and return it to the WHBHD at least 2 weeks prior to the beginning of the Market's opening date of the season. A copy of the Seasonal/Certified Farmers' Market Food Service Permit requirements are enclosed for your reference. **FAILURE TO SUBMIT A COMPLETED APPLICATION IN TIME MAY RESULT IN EXCLUSION FROM THE EVENT.**

Name of Farmers' Market: \_\_\_\_\_

Location: \_\_\_\_\_ Town: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person At Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Time of Set-Up: \_\_\_\_\_

Dates Attending: \_\_\_\_\_

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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 to and approved by the Regulatory Authority at least **5 days** prior to the event.)

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2. Where will food be prepared? \_\_\_\_\_

Describe how each food item will be held to maintain its proper temperature:

- During Transportation: \_\_\_\_\_
- Cold Holding: \_\_\_\_\_
- Hot Foods: \_\_\_\_\_

What equipment will be used to cook foods on site? \_\_\_\_\_

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Describe hand washing station in the food booth (see attached sketch)

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Attach a sketch of food booth layout, or use the back of this page.  
Indicate location of: food storage, cooking equipment, hot & cold holding equipment,  
and hand washing station (s)

Please be aware that if food items vary based on their availability during the season, you must submit a written, updated menu attachment to the WHBHD before the Market date (s).

I attest that the above information is accurate and agree to abide by the WHBHD Seasonal/Certified Farmers' Market Food Service Permit Required provided with this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY HEALTH DISTRICT**

Application Approved: \_\_\_\_\_ By: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

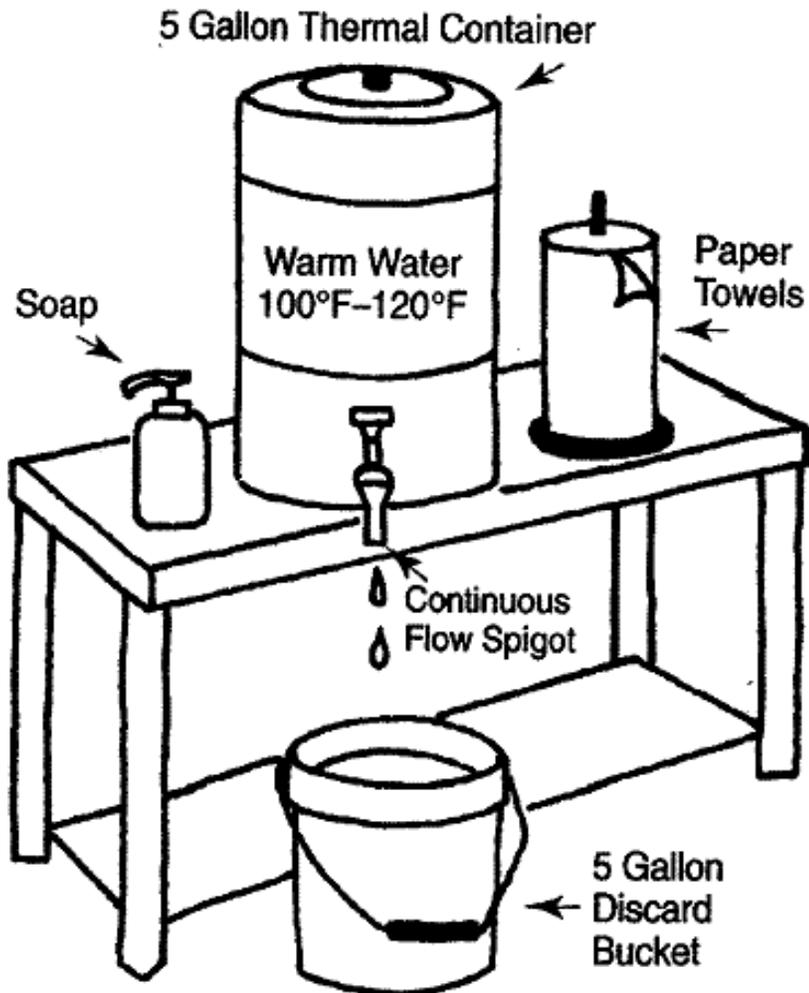
## **WHBHD Seasonal/Certified Farmers' Market Food Service Permit Requirements**

**\*THIS LIST MUST BE POSTED IN YOUR FOOD SERVICE AREA DURING THE EVENT\***

1. Maintain cold foods at 45 F or less and hot foods at 140F or above
2. Adequate refrigeration is required. Replenish ice often if it is used to hold cold foods.
3. Heat up foods quickly on an approved heating device. Do not use crockpots or steamtables to heat foods. The use of sterno to maintain hot food temperatures is strongly discouraged. The WHBHD recommends electric or propane fired equipment to ensure the hot foods are consistently maintained at 140 degrees or above. (Check with Fire Marshal for approval of propane cylinders, etc...)
4. **WASH YOUR HANDS FREQUENTLY!!** –Before starting your shift- After using the restroom-After smoking –In between handling food and money – In between handling raw and cooked foods.
5. Keep an adequate supply of disposable gloves on-site to handle ready-to-eat foods. Change gloves frequently. **DO NOT WEAR GLOVES WHEN HANDLING MONEY!**
6. **MINIMUM** cooking temperatures are as follows:
  - Poultry, Stuffing, Reheated Foods- 165F – Stuffed Meat, Fish, Pasta-165F
  - Pork, Pork Products -145F – Beef 145F – Eggs 145F
  - Ground Beef, Hamburgers-158F
7. Use a probe thermometer to check food temperatures. Sanitize the thermometer after each use with a sterile alcohol swab.
8. Sanitize all food contact surfaces (tables, counters, etc...) with a solution of 1 teaspoon bleach to 1 gallon of water at the beginning of the event and every four hours. Keep this sanitizing solution available during all hours of event. Store towels in the sanitizer between uses.
9. No homemade foods are allowed. All foods must be prepared in a licensed facility or at the site.
10. Keep minimal amounts of food out at any time. Keep foods covered especially food samples for the public.
11. Do not work if you are ill; especially if you are experiencing vomiting and/or diarrhea!
12. Do not thaw foods at room temperature. Thaw overnight in a refrigerator. Do not refreeze foods that have been thawed.
13. Do not re-use foods leftover from the previous day. Discard any leftover foods.
14. Utensils (tongs, spatulas, etc...) must be washed, rinsed and sanitized at least every four hours. Provide an adequate supply of extra utensils.



# Temporary Hand Washing Station



The temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F- 120°F) running water, soap, paper towels, reminder sign, and a 5-gallon bucket to collect the dirty water.