




847-931-5920 

publichealth@cityofelgin.org 

www.cityofelgin.org/business 

150 Dexter Court, Elgin, IL, 60120 

TEMPORARY FOOD ESTABLISHMENT

A completed application must be submitted no later than 7 days before the start of the event.

WHAT YOU SHOULD KNOW

- ▶ This permit is not valid until signed by Health Division personnel and/or a satisfactory inspection has been completed.
- ▶ This permit is only valid for the dates indicated and is not transferable to another person, location or event.
- ▶ The fee is \$145 for each establishment per event per booth with preparation or sale of food requiring time/temperature control for safety. (TCS)
- ▶ The late fee is \$25 if this application is not received within 7 days of the event.
- ▶ If you have questions or need help completing this application, visit the website www.cityofelgin.org/permits or call 311.

EVENT INFORMATION

EVENT NAME

LOCATION

NAME OF ORGANIZATION

DATES

MENU

OWNER CONTACT INFORMATION

This information is about the organization owner. The information and address listed should be where the owner conducts business.

OWNER'S NAME (Please print)

OWNER'S MAILING ADDRESS

OWNER'S CELL PHONE #

OWNER'S EMAIL ADDRESS

ESTABLISHMENT DETAILS

Mechanical refrigeration is required

ON SITE UTENSIL CLEANING 3 compartment sink establishment 3 containers Extra utensils
 Sanitizer type _____

METHOD OF HAND WASHING Handsink Liquid soap Paper towels
 Spigoted thermos/catch bucket

METHOD OF COOKING/HOT HOLDING Gas/charcoal grill Steam Table Crockpot
 Fryers Electric warmers/boxes

PREPARATION SITE On site Name of approved food handling _____

By signing below, I affirm that the above information is true to the best of my knowledge and belief.

APPLICANT NAME (Please print)

CELL PHONE #

DATE

APPLICANT ADDRESS

RECEIVED BY

SANITARIAN

City staff will contact you after receiving your completed application and advise you on the next steps. For assistance in completing this application, please call 311.