



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Montgomery County Health Department**  
PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**  
364 King Street  
Pottstown, PA 19464  
610-970-5040  
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**Eastern Court House Annex**  
102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
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## APPLICATION FOR NON-TEMPORARY OUTDOOR FOOD/BEVERAGE VENDORS

This packet is intended for food and or beverage vendors at outdoor venues running **longer than 14 days** at a fixed location in conjunction with an event, such as a beer garden. In compliance with the Montgomery County Public Health Code, Chapter 4, Food Protection, I hereby make application for a non-temporary outdoor food and/or beverage vendor (take-out facility, B license type). See fee schedule at [www.montcopa.org/healthfeeschedule](http://www.montcopa.org/healthfeeschedule)

**All vendors must be approved and are subject to inspection prior to opening.** All individual vendors are responsible for submitting all applications and fee to Montgomery County Health Department (MCHD) as well as ensuring compliance with the appropriate local municipality.

Application for Vendor License must be made **30 business days** prior to the date planned for opening. Remit fee of \$250 (take-out license fee) along with application to MCHD. Make check or money order payable to **Treasurer of Montgomery County**.

### PLEASE COMPLETE AND SUBMIT THE FOLLOWING INFORMATION

**NAME OF EVENT** \_\_\_\_\_

**ADDRESS OF EVENT** \_\_\_\_\_

**TOWNSHIP/BOROUGH** \_\_\_\_\_

**OPENING DATE** \_\_\_\_\_ **CLOSING DATE** \_\_\_\_\_ **HOURS** \_\_\_\_\_

**DAYS OF OPERATION** \_\_\_\_\_

**NAME OF VENDOR** \_\_\_\_\_

**ADDRESS OF VENDOR FACILITY LOCATION** \_\_\_\_\_

**VENDOR PHONE NUMBER** \_\_\_\_\_

**VENDOR EMAIL ADDRESS** \_\_\_\_\_

**CONTACT PERSON NAME AND PHONE NUMBER** \_\_\_\_\_

I \_\_\_\_\_, hereby, certify that the facts set forth on this application are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

Application is hereby made for license to operate a food service establishment in Montgomery County. By signing this application, you certify that the facts set forth on this application are true and correct, understanding that the submission of false or misleading information is grounds for suspension or revocation of license. Also, you agree that the establishment will comply with the Montgomery County Public Health Code. You indicate that you have complied with applicable provisions of Act 62 of 1992, which requires any person applying for a food establishment license in the Commonwealth to apply for a sales and use tax license or exemption certificate from the Pennsylvania Department of Revenue.



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## MONTGOMERY COUNTY HEALTH DEPARTMENT - ENVIRONMENTAL FIELD SERVICES

### REQUIREMENTS FOR VENDORS

- A. Food Protection:** All food items must be properly protected against contamination at all times
- All vendors must work in conjunction with an approved commissary or licensed food establishment. Provide copy of current commissary license and a letter of agreement granting vendor unrestricted access to commissary.
  - All booths/food services areas must have overhead protection such as a canopy, tarp, tent, etc. **Side protection/barriers are required as needed.**
  - If the flooring of the seasonal vendor location is not cleanable, i.e., grass and/or dirt, dust control measures shall be exercised. Protection may include, pallets, concrete, asphalt/blacktop, wood sheeting, linoleum, tile, or other similar material to control ground dirt and debris. The event should be located at a site where the least amount of dust will be generated.
  - All equipment must be located away from the public for safety and food protection.
  - No food may be displayed without being wrapped or enclosed by a properly designed sneeze guard.
  - Condiments for patron self-service must be dispensed from an approved dispensing unit, or be single-service portions.
  - Equipment must be provided for proper storage of all food, ice, and food-related items and **off the ground at all times.**
  - On-site food preparation must be done away from the patrons to prevent contamination.
  - All food items must be transported, stored, and served using food-grade, approved containers, utensils, and equipment.
- B. Cleanliness:** All equipment, utensils, personnel, and areas must be kept clean at all times:
- **Manual Warewashing Requirements:** Extra utensils/equipment must be provided on-site. All equipment must be washed, rinsed, and sanitized daily at commissary.
  - **Handwashing:** Each vendor is required to have an NSF approved or equivalent hand wash sink provided with a minimum of 100°F hot water, minimum 2.5 gallon water heater, liquid or powder dispensable soap, and single service towels. Hand sinks must have a minimum of 10 gallons of fresh water available per hand sink on-site. Waste water collection system must provide a minimum of 15 percent greater capacity than the fresh water supply.



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**All wash or gray water must be contained and removed, and disposed from the site in an approve manor.** The number of required handwashing sinks may vary based on size of facility and equipment set. Chemically treated towelettes may not be used in place of handwashing unless all food is prepackaged.

- C. Temperature Requirements:** All food items must be held at proper temperatures at all times during food preparation, handling, transporting storage, and display:
- Forty-one degrees (41°) Fahrenheit or below for refrigerated (cold) perishable food items
  - Frozen foods must remain frozen.
  - One hundred thirty five degrees (135°) Fahrenheit or above for hot food items.
  - Cooked to proper internal temperatures in compliance to MCPHC
  - An approved thermometer must be provided to check the temperatures of the food items supplied with sanitary alcohol wipes.
- D. Ice:** All ice must be from an approved source and properly stored and used:
- Refrigeration units (coolers, cans, and bins) must be **continuously self-draining**.
  - Ice used in direct contact with food items, such as in drinks, must be a separate ice supply other than the ice used for refrigeration, and must be dispensed by appropriate scoops/utensils.
- E. Certified Food Safety Manager (CFSM):** All vendors are required to employ at least one person who is certified as a Montgomery County Certified Food Safety Manager. An individual wishing to become certified must pass an approved exam within 30 days of operation. Exemption to this requirement is on a case by case basis after review of vendor menu and operation.
- G. Toilet Facilities:** Vendors must have adequate toilet facilities conveniently located to the event. Appropriate hand washing facilities must be located in or near toilet facilities.
- H. Garbage:** Refuse must be properly removed at least every 24 hours or more often if necessary. **ALL** garbage and refuse containing food waste **MUST** be kept in leak proof, rodent proof, non-absorbent, rust and corrosion resistant container. **ALL** trash and garbage receptacles must be kept covered with tight fitting lids.



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## FACILITY PROTECTION

Overhead protection must be provided for your entire food-service operation. Side barriers must be available when needed for dust and insect control.

1. Overhead protection:  Roof  Canopy  Umbrella  Tarp  Other \_\_\_\_\_
  2. Side barriers available when needed:  Yes
  3. Describe floor surface material: \_\_\_\_\_
  4. Food/drink items are stored off the ground:  Yes How: \_\_\_\_\_
  5. Food is displayed covered  Yes Method: \_\_\_\_\_
  6. All unpackaged food/drink items are not accessible to customers:  Yes Method: \_\_\_\_\_
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**SKETCH**

Vendor must supply accurate sketch of set-up. Indicate location of restrooms, sinks, and refuse containers. Handsink locations must be approved by the Health Department. Label all equipment. Indicate the method(s) of customer protection from the heating equipment through proper location of equipment, or through barriers.

A large, empty rectangular box with a thin black border, intended for the vendor to provide a sketch of the set-up as described in the text above.