

Permit Application Temporary & Seasonal Food Facilities



Mail to:
Allegheny County Health Department
Food Safety Program
2121 Noblestown Road, Suite 210
Pittsburgh, PA 15205

Phone: (412) 578-8044
E-mail: foodsafety@alleghenycounty.us

NEW! Complete your checklist and payment online by visiting:
eapps.alleghenycounty.us/FoodTempPermits/



INSTRUCTIONS: Complete all sections of this application. Please print clearly. If any section of the checklist is not applicable, mark "N/A" in the question box.			
Type of permit requested:			
<input type="checkbox"/> Temporary Permit: \$50 (for events or festivals lasting 14 days or less) <input type="checkbox"/> Seasonal Permit: \$82 (for farmer's markets or other seasonal events lasting more than 14 days)			
Make check/MO payable to: Treasurer of Allegheny County			
NAME OF EVENT:			
LOCATION OF EVENT:			MUNICIPALITY:
DATES OF EVENT/ OPERATIONAL HOURS:			
NAME OF STAND/FACILITY:			NUMBER OF STANDS:
STAND/FACILITY OWNER:		CONTACT:	
MAILING ADDRESS:			
PHONE NUMBER:		E-MAIL:	

MENU AND PREPARATION

Please list menu items:

Will any food preparation be done before the event? Yes No
 If yes, where will the food be prepared? (Submit copy of permit, registration, or license)

Name: _____

Address: _____

POWER SUPPLY

Will electricity be available? Yes No Provided by event? Yes No Generator? Yes No
Note: A plan should be in place in case power is disrupted. Lack of power can result in immediate closure.

WATER & DISPOSAL

Source of water? _____ Water disposal location? _____

Water storage type during event? _____ Heating source? _____

Note: Minimum of 10 gallons must be available at each stand. Water should be in a closed container and dispensed from a spout. The supply for drinking purposes should be dedicated for "drinking only." Lack of water can result in immediate closure.

CONTAMINATION PREVENTION

What materials will be used for overhead protection? _____

What type of ground cover will be utilized within your stand? _____

Note: Sufficient coverage must be provided for the entire food prep, display and storage area. Plans should be made for walls in the event there is inclement weather, and to minimize dust, spray, etc.

How will foods be protected from contamination by the public? (check all that apply)

Sneeze guards Covers Other, specify _____

TEMPERATURE CONTROL OF FOODS

How will food temperatures be maintained during transport to the event? _____

List proposed cooking equipment:

List proposed equipment to hold foods hot (check all that apply):

Steam table Chafing dish / Sterno fuel Roaster Grill

Other, please specify: _____

List proposed equipment to hold foods cold during storage, preparation, and display (check all that apply):

Refrigerator Ice chest Refrigerated Truck

Other, specify: _____

Note: Ensure all refrigeration is pre-chilled to $\leq 41^{\circ}\text{F}$ prior to use

CLEANING AND SANITIZING

Equipment for cleaning and sanitizing utensils and food-contact surfaces?

Three compartment Sink Three Large Containers Other, specify _____

Sanitizer Type? Quaternary Ammonium Compound Chlorine

Other, specify: _____

HANDWASHING

Handwashing facilities are required in all permitted temporary and seasonal food facilities where there will be direct handling or preparation of food. How will you wash your hands?

- Water dispensing unit with soap/ paper towels and collection container
- Self-contained hand washing station
- All food is prepackaged and no unpackaged samples will be offered. A handwashing station is not required.

GARBAGE/REFUSE

How will you store garbage? _____

Who is responsible for disposal? _____



Allegheny County Health Department

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2121 Noblestown Road, Suite 210, Pittsburgh, PA 15205-3956
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Fee Schedule

(Effective January 1, 2024)

Application and Plan Review Fees:			
Change of Ownership Application Review – \$85			
Change of Mobile Commissary Application Review – \$85			
New Construction/ Remodel & Shared Kitchen User	Classification	Permanent Food Facility & Shared Kitchen User	
		Standard	Non-Profit*
	Class I	No fee required	
	Class II	\$85	\$42.50
	Class III	\$122	\$61
Class IV	\$202	\$101	

Annual Permit Fees by Classification:		
Classification	Permanent Food Facilities & Shared Kitchen User	
	Standard Fee	Non-Profit Fee*
Class I (yearly registration)	\$128	\$64
Class II	\$170	\$85
Class III	\$244	\$122
Class IV	\$404	\$202

Mobile Food Facility Operations					
	Classification	Mobile Food Facility		Commissary Use Permit**	
		Standard Fee	Non-Profit Fee*	Standard Fee	Non-Profit Fee*
Application Review Fees	Class I (yearly registration)	No fee required		No fee required	
	Class II	\$55	\$27.50	\$27.50	\$13.75
	Class III	\$75	\$37.50	\$42.50	\$21.25
	Class IV	\$75	\$37.50	\$42.50	\$21.25
	Classification	Mobile Food Facility		Commissary Use Permit**	
		Standard Fee	Non-Profit Fee*	Standard Fee	Non-Profit Fee*
Annual Permit Fees	Class I (yearly registration)	\$110	\$55	\$55	\$27.50
	Class II	\$110	\$55	\$55	\$27.50
	Class III	\$150	\$75	\$85	\$42.50
	Class IV	\$150	\$75	\$85	\$42.50

** The commissary use permit only applies to mobile food facilities based/operating out of a space that is already permitted as a fixed food facility or a commissary space that is only used for filling the water supply tank, disposing of wastewater, and storing supplies (serving ware, food, etc.).

Annual permit fees received after the due date are subject to a 25% late fee.

*Requires verification of non-profit status as described in Article III, Section 302.3 (D)



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Fee Schedule

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Temporary, Seasonal, & Event Fees:			
	Number of Events	Standard Fee	Non-Profit Fee*
Temporary Food Facility (Vendor)	1	\$50	\$45
	2	\$85	\$80
	3	\$110	\$105
	4	\$130	\$125
	5 or more	\$30 per event	\$28 per event

	Standard Fee	Non-Profit Fee*
Seasonal Food Facility (Vendor)	\$82	\$77

	Number of Food Vendors	Registration Fee
Event & Farmer's Market Organizer Registration Fees:	0-4	No registration required
	5-10	\$20
	11-20	\$30
	21-30	\$40
	31-40	\$50
	41 +	\$1.50 per Food Vendor

Inspection Fees:
Second Pre-operational Inspection – \$100
Second Placarding Upgrade Inspection – \$200
Second Permit Reinstatement Inspection – \$200

*Requires verification of non-profit status as described in Article III, Section 302.3 (D)