



# ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401-6441, (845) 340-3010, Fax (845) 340-3045

**JEN METZGER**  
County Executive

**CAROL M. SMITH, MD, MPH**  
Commissioner of Health

**\*\* PLEASE READ CAREFULLY AND ENTIRELY TO ENSURE TIMELY AND PROPER PROCESSING OF YOUR PERMIT APPLICATION\*\***

Dear Food Service Vendor:

Enclosed is an application to operate a Temporary Food Establishment. **The application and the appropriate fee(s) must be submitted at least 5 business days prior to your operation start date or a \$25.00 administrative late fee will be assessed.**

The following **MUST** be completed in its entirety and returned in order for your application to be processed. The application **CANNOT be processed** if **ANY** of the required information below is missing or incomplete and will be returned and subject to a \$25.00 late fee, if applicable. Should you have any questions regarding the enclosed application, please call the Environmental Health Division at (845) 340-3010.

- Complete application in its entirety
- Review items needed for operation (see reverse side of this letter for list of items)
- Enclose copies of **\*Workers' Compensation and Disability** forms or signed **CE-200 Exemption** form

**\*New York State Law requires every facility to have workers' compensation and disability insurance or to have a CE-200 Exemption form from the New York State Workers' Compensation Board. See page four of the application and the WC-DB information sheet for instructions regarding the forms that MUST be submitted.**

- Enclose appropriate payment of fee(s) by check or money order payable to: **Ulster County Commissioner of Finance**
- If not-for-profit, please provide proof of status such as a copy of the NYS official Letter of Acceptance

**Fees for Temporary Food Service Establishments:**

For profit.....	\$50.00
*Not-for-Profit.....	\$ 0.00
<b><u>Returned check fee</u></b> .....	\$20.00
<b><u>**Administrative Late fee</u></b> .....	\$25.00

*\* If your organization is not-for-profit, please record this in the proper space provided on the application, submit proof of your not-for-profit status such as a copy of the NYS official Letter of Acceptance and the \$50.00 fee will be waived. However, if application is not received five (5) business days prior to opening date, the administrative late fee will still be applied.*

*\*\* An administrative late fee of \$25.00 will be assessed if your application is not received 5 business days prior to your operation start date.*

**ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE**

- Return all of the above to:
 

**Ulster County Department of Health  
Environmental Health Services Division  
239 Golden Hill Lane  
Kingston, NY 12401**

Anyone preparing food, other than on-site, must prepare their food at an establishment that has a valid Department of Health or Department of Agriculture and Markets permit and are also required to comply with the Ulster County Sanitary Code, Article VI.

### **ITEMS NEEDED FOR OPERATION**

- Single service articles (paper plates, paper napkins, plastic utensils, etc.).
- Proper utensils, plastic gloves, and/or deli paper must be used to eliminate unnecessary hand-food contact.
- Equipment must be present to cook or reheat foods to 165 degrees Fahrenheit or above and to maintain food temperature at 140 degrees Fahrenheit during hot holding.
- Equipment must be present to maintain refrigerated food temperatures at 45 degrees Fahrenheit or below.
- Potentially hazardous foods must be transported at temperatures of above 140 degrees Fahrenheit or below 45 degrees Fahrenheit.
- Equipment used for refrigeration must have thermometers. A stab thermometer (0-220 degrees Fahrenheit) is required for checking hot and cold food temperatures.
- Water and ice must be obtained from an approved source. Home sources are not approved.
- Three containers (minimum 5 gallons each) to wash, rinse, and sanitize kitchenware.
- A container for sanitizing wiping cloths (100 ppm bleach).
- A covered container (minimum 5 gallons) with a spout for fresh water storage.
- Liquid soap dispenser and paper towels for hand washing.
- Food should not be stored in undrained ice.
- Garbage cans with liners and covers.
- Bathroom facilities must be provided at the temporary food service site.
- Waste water must be disposed of in a sanitary manner.