City of Bridgeport
Department of Health & Social Services
Environmental Health

Joseph P. Ganim
Mayor

999 Broad Street,
Bridgeport, CT 06604

Dr. Elizabeth Rivera-Rodriguez, MPH
Dir. of Health & Social Services

TEMPORARY VENDOR LICENSE APPLICATION

OFFICE USE ONLY

Date: _____

Fee: **$125.00*** Total: _____ 1-3 days . Fee is for standard 10' X 10' truck, cart, or booth size*

Cashier's Check # _____ Money Order: _____

Received by: _____ Reviewed by: _____

Date(s) of Event: _____

Payment by Money Order or Cashier's Check Only.

*Food trucks and carts licensed by the Bridgeport Health Department are exempt from payment.

NAME OF EVENT: _____

EVENT ADDRESS: _____
ZIP CODE

DATE(S) OF EVENT: _____

NAME OF VECHICLE OR BOOTH: _____

LEGAL NAME OF OPERATOR: _____

HOME ADRESS: _____
STREET **CITY** **STATE** **ZIP CODE**

PHONE(S): (____)_____(____)_____
PRIMARY **CELL** **OTHER**

EMAIL:_____

Issuance of this license shall not be construed as permission to create or maintain any violations of the sanitary regulations and ordinances of the State of Connecticut and the City of Bridgeport. The undersigned agrees to conduct business that is complicit with all local, state, and federal mandates, as well as any emergent government orders; be considered responsible for all business operations including the establishment and its staff; perform business as described upon application according to the documents provided to the Bridgeport Health Department; be uninvolved in actions or events that would jeopardize community health.

THIS LICENSE IS NOT TRANSFERABLE. FEES NON-REFUNDABLE AND NOT PRORATED.

Please make Cashier's Check or Money Order payable to Bridgeport Health Department

Applicant's Signature _____ **Date:** _____

NO STERNO ALLOWED – NO EXCEPTIONS

Please answer all questions below thoroughly, if a question does not apply, please enter "NA" into the space provided. A temporary vendor license will not be issued if the application is incomplete.

Are you a food truck, cart, or booth? What are the dimensions?

_____

What date will the food for the event will be purchased?

_____

What is the approximate weight (or volume) of food purchased?

_____

Where will food be stored prior to event?

_____

Will the food be prepared prior to cooking at event?

_____

If prepared, where and when will it be prepared?

_____

Where will prepared food be stored until served at event?

_____

List Name, Address, and Phone Numbers of the commercial kitchen where food is to be stored/prepared if applicable:
Name _____ Address _____ Phone#_____
Person in charge of kitchen

_____

List Name, Address, and Phone Numbers of the commercial kitchen where food is to be stored/prepared if applicable:
Name _____ Address _____ Phone#_____
Person in charge of kitchen

_____

Describe method used to keep cold foods cold during transportation to event.

_____

Describe method used to keep cold foods cold on site.

_____

Describe method used to keep hot foods hot during transportation to site.

_____

Describe method used to keep hot foods hot on site.

_____

Describe method used to cook and/or reheat food onsite.

_____

Describe how food will be dispensed to public (utensils / gloves / single use items).

_____

Describe how food will be maintained at least 12 inches off the ground.

_____

Describe how food items will be protected from the public and outdoor elements.

_____

Describe hand-washing facilities for each booth.

_____

Describe methods for cleaning and sanitizing equipment and utensils.

_____

Describe front, side, and overhead protection of booth.

_____

Describe the method of wastewater disposal from booth.

_____

***A single vendor is considered to occupy a 10' X 10' area. Multiple booths, or extensions of trucks or carts will be considered separate vendors regardless of ownership. Fees will be adjusted accordingly.**

Temporary Vendors Equipment Checklist:

☐ Calibrated Probe Thermometer, Alcohol Sanitizing Wipes, and air temperature thermometers in all refrigeration units.

☐ Facilities to wash, rinse, and sanitize equipment and utensils (see attached).

☐ Approved Sanitizer and Sanitizer Test Strips. Concentration: 100ppm for chlorine, and per manufacture's recommendation for quaternary ammonia.

☐ Hand washing station with soap and paper towels (see attached).

☐ Food dispensing utensils, non-latex gloves, hair restraints, and clean attire.

☐ Certified Food Protection Manager Certificate, Food Handler Training Certificate(s) for all food workers/ helpers, and personnel log for event.

☐ All food workers/helpers at an event must take and pass the "Food Handler Course" online at www.statefoodsafety.com/food-handler/bridgeport-connecticut-food-handlers-card . $25.00 for Food Handler Class per person.

Equipment:

☐ The use of STERNO is not permitted. All cooking and hot holding equipment must be electrical, or gas powered. Charcoal may be used if approved by the Bridgeport Fire Department.

☐ All cooking and hot holding equipment must be capable of thoroughly cooking food to a minimum internal temperature of 165ºF, and hot holding food at a minimum internal temperature of 135ºF.

☐ All cold food must be held at 41ºF or cooler and air temperature thermometers are required in all refrigeration units.

Inspection and Enforcement:

☐ Please have your booth completely assembled and all equipment operational prior to arrival of the inspector.

☐ If the inspector requests that you to modify your operations, you are required to do so immediately.

☐ If food must be destroyed due to sanitary code violations, it must be destroyed on site and witnessed by the inspector.

☐ If you cannot demonstrate safe operation of the food booth, you must immediately begin dismantling all equipment, and leave the site as soon as possible without issue.

☐ The inspector will have final say on all issues regarding the operation of the food booth.

Menu Item Sheet:

☐ On the attached form, please list all food items (in English) including beverages, desserts, snack items, etc.

☐ You may only vend the items you list below.

☐ No add on items will be permitted at the time of the event.

☐ All foods must be from an approved source and be fully prepared in a governmentally licensed and inspected kitchen or prepared onsite by the vendor. No home prepared or cooked items are allowed.

Menu Item Include beverages, desserts, snack items, etc.	**Source** (Check Appropriate Box)	**Where Made?** **Where Purchased**
Example: Sub and Dinner Rolls	☐ Made by organization ☒ Commercially made	**Dominick's Bakery, Bridgeport**
Example: Meatballs & Sauce	☒ Made by organization ☐ Commercially made	**Pre-cooked meatballs & sauce from Costco, combined and reheated at event.**
Example: Baked Ziti	☐ Made by organization ☒ Commercially made	**Dela Bello's Restaurant, Bridgeport**
	☐ Made by organization ☐ Commercially made	
	☐ Made by organization ☐ Commercially made	
	☐ Made by organization ☐ Commercially made	
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Booth Plan

If you are vending from a booth, please sketch the layout of the booth on the attached "Booth Plan." Please include the locations of all cooking, hot holding, refrigeration equipment, and coolers. Also include the locations of the temporary hand washing and 3 bay sinks. Indicate the locations where food will be stored, measures taken so that food remains 12 inches (min) off the floor, and protective barriers that will separate food from the public and outside elements.

Booth Plan

Temporary Hand Washing Station

Temporary 3 Bay Sink

1. WASH **2. RINSE** **3. SANITIZE**

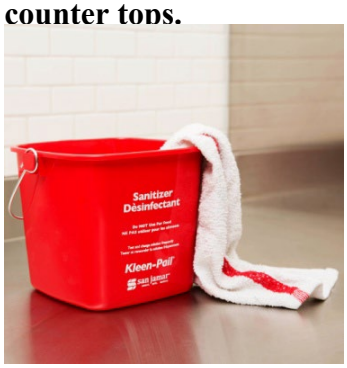
FILL WITH DETERGENT AND SANITIZER CLEAN WATER

FILL WITH CLEAN WATER

FILL WITH AND CLEAN WATER

Fill your wash, rinse, and sanitize buckets about 2/3 full.
Check your sanitizer concentration levels with test strips to be sure the concentration is correct.

Chlorine: 100ppm (max) – 50ppm (min)

Quaternary Ammonia Compounds: Prepared to the manufacturer's requirement..

Keep sanitizing buckets in all areas that you need to wipe down. Keep the wiping cloth you use inside of the bucket of sanitizer when not in use. The cloth should either be in your hand or the bucket at any given time. Don't leave wiping cloths on counter tops.