

Application for Permit(s) to Operate Temporary Food Service
Cattaraugus County Health Department

Section A: Owner/Operator Information

Permit Application Information

Operating Corporation _____

Person in Charge _____
First M.I. Last

Legal Address _____

City, State, Zip _____

Other Name(s) to print on Permit: _____

E-mail address _____

Total Fee: _____

SSN or EIN Number

SSN EIN Number _____
(Circle One)

Phone _____

Home Cell Other (Circle One)

Section B: Please list all Events for which Permits are needed.

Event/Location Address _____ **Operation Name** _____ **Dates/Hours of Operation** _____

Section C: FOODS (Please attach additional foods served info for each event listed, if different)

Name of Food	Supplier of Ingredients	Where and How food will be prepared and served, How kept Hot/Cold

Will all food preparation be at the concession? Yes No

If not, please describe:

FOR OFFICE USE ONLY

Application for Permit(s) to Operate Temporary Food Service

Cattaraugus County Health Department

Section D: Workers' Compensation and Disability Insurance

Submit copies of the following documentation with the application to document compliance with the Worker's Compensation Law:

A. Workers Compensation and Disability Insurance Coverage is PROVIDED

Workers Compensation

- Form C-105.2 – Certificate of Worker's Compensation Insurance **OR**
Form U-26.3 – Certificate of Workers' Compensation Insurance **OR**
Form SI-12 – Certificate of Workers' Compensation Self-Insurance **OR**
GSI – 105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

AND

Disability Benefits

- DB-120.1 - Certificate of Disability Benefits **OR**
Form DB-155 – Certificate of Disability Benefits Self-Insurance

B. Workers Compensation and Disability Insurance Coverage is NOT PROVIDED

- Form CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage
-
-

Please return completed application to:

**Cattaraugus County Department of Health
Environmental Health Division
1 Leo Moss Dr.
Olean NY 14760
(716) 373 - 8050**

Section E: Signature of Individual Operator or Authorized Official (Entire section must be completed by all applicants.)

Failure to completely fill out and sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code. False statements made on this application are punishable under the penal law.

Signature _____

Print Name _____ Title _____ Date _____

FOR OFFICE USE ONLY

Permit issuance recommended? Yes No Number of Permits Issued _____

Conditions of approval _____

Signature _____ Title _____ Date _____



Please review each item below and check the boxes indicating that you have everything necessary for your temporary food service operation.

Temporary Food Service Setup

- Potable water for cooking/cleaning will be supplied from a municipal water supply or other Health Department approved source. Ice used for food/drinks and storage will be made with potable water, or purchased from a retail ice supplier.**

Note: If your event organizer does not provide potable water hook-ups for your food service operation, you are responsible for providing potable water to meet you operation’s needs. Please coordinate with your event organizer and plan accordingly.

- Electrical capacity at the event will be sufficient to run all food service equipment throughout the event.**

Note: If your event organizer does not provide enough amperage to power your equipment without triggering breakers, you must provide a generator to meet your operation’s needs. Please coordinate with your event organizer and plan accordingly.

- All garbage and wastewater generated during the food service operation will be handled in a sanitary manner. Garbage will be kept in cans or similar containers during operation and properly disposed of after the event. Wastewater will be captured in holding tanks and emptied to a wastewater treatment system whenever necessary. Wastewater will not be discharged to storm sewers or the ground surface.**

- Handwashing facilities will be provided for food service workers to use during operation.**

Note: At least one handwashing station must be provided for each food prep area during the event. Regular handwashing during operation is necessary to prevent the spread of foodborne illness. Food service workers should not have to leave their station to wash their hands. At a minimum, you must provide a method to provide running, potable water (ex. a bucket of warm water with a spigot), soap, disposable paper towels, and a catch basin for wastewater.

- Toilet facilities for use by food service workers will be available within a reasonable distance from the food service operation.**

- Dishwashing facilities will be provided for any re-usable utensils used for cooking/food service. Disposable single service articles will be provided to patrons.**

- Artificial lighting will be provided for any night-time operations so that all parts of the food preparation area are well lit and easily visible.**

Food Handling During the Event

- All food service workers are familiar with basic food safety practices and the Sanitary Code requirements for Temporary Food Service Establishments ([Subpart 14-2](#)).

Note: If your operation will be serving “medium risk” or “high risk” foods, you must provide proof that you or your food service manager has completed an approved Certified Food Protection Manager training course (ServSafe Manager or equivalent) with your application.

- Any ill food service workers will be excluded from the operation to prevent the spread of foodborne illness. All food service workers will wash their hands with soap and water regularly during operation, and immediately after using the toilet, smoking, or eating. Smoking and eating will not be permitted in the food preparation area.

- All food preparation will be conducted on-site, or in a Health Department approved commercial kitchen.

Note: Food preparation in home kitchens is strictly prohibited. If food will be prepared off-site, please provide the name/address of the kitchen facility:

A temperature log book must be kept for any TCS₁ foods prepared off-site, which shall include shipping/receiving times and food temperatures.

- Food and food service equipment will be protected from contamination at all times during operation, including storage, preparation, and display to patrons. Bare hand contact with ready-to-eat food will be prevented by using disposable food service gloves and/or utensils.

- Enough cold storage equipment will be available on-site to maintain cold holding temperature (45 degrees F or lower) for all cold TCS₁ foods, at all times during operation.

Note: If coolers with ice are utilized as a method of cold storage, they must be drained so that packaged food is not submerged.

- Enough hot holding equipment will be available on-site to maintain hot holding temperature (140 degrees F or higher) for all hot TCS₁ foods, at all times during the operation.

- Metal stem-type food service thermometers or thermocouples will be provided on-site to evaluate food temperatures during operation.

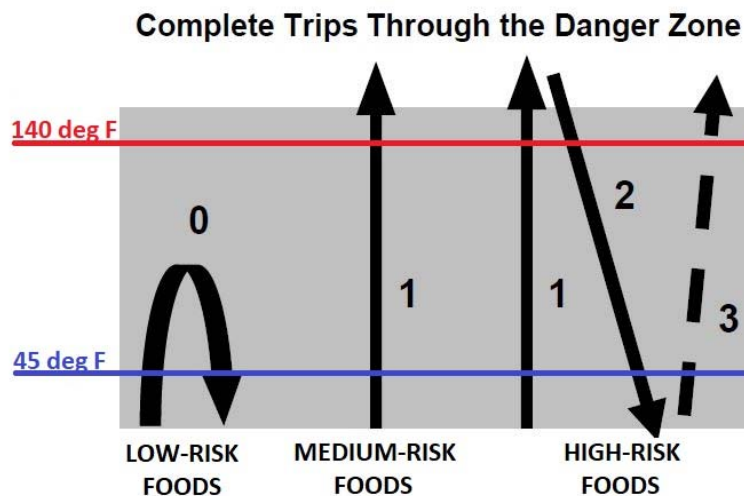
1. TCS – Time/Temperature Controlled for Safety. TCS Foods include: poultry, beef, pork, lamb, other meat, fish, shellfish/crustacea, eggs, milk, all cooked vegetables, cooked rice & noodles, cut/prepared fresh fruits and vegetables including melons, tomatoes and salad greens; cream pastries, cream/custard pies and tarts, pudding prepared from a mix or from scratch, all gravies, all soups.



Facility/Operation Name: _____

Check the one (1) risk category that applies to your proposed operation:

- LOW RISK** – “Low-Risk” food service establishments serve primarily non-TCS₁ foods (foods that do not need refrigeration), or TCS₁ foods requiring little to no processing (pre-cooked or no-cook foods) prior to service. Examples of common “low-risk” foods include hot dogs, pre-cooked hamburgers/sausage, pizza with only cheese and pepperoni toppings, popcorn, candy and most baked goods.
- MEDIUM RISK** – “Medium-Risk” food service establishments serve TCS foods requiring limited on-site processing (cook-and-serve). Examples of common “medium-risk” foods include hamburgers/sausage cooked from raw products, specialty pizzas, BBQ chicken, fish fries, deli sandwiches/subs, and any cooked vegetable-based dishes and sliced tomatoes.
- HIGH RISK** – “High-Risk” food service establishments serve TCS foods requiring significant processing (multiple cooking, cooling, and reheating steps) and/or involving transport of hot/cold ready-to-eat meals off site for service. Examples of common “high-risk” foods include many soups, roasted/smoked meats, potato/pasta salads, any raw meats, raw seafood, and any food items that are prepared ahead of time and reheated prior to service. “High-Risk” food service establishments might also include facilities which primarily serves food to a vulnerable population such as pre-school age children, the elderly or the infirmed.



Please include a copy of your proposed menu with your application materials. If you are unsure of what Risk Category applies to your facility or if you have any questions please contact the Cattaraugus County Health Department at (716) 701-3386.

- TCS – Time/Temperature Controlled for Safety.** TCS Foods include: poultry, beef, pork, lamb, other meat, fish, shellfish/crustacea, eggs, milk, all cooked vegetables, cooked rice & noodles, cut/prepared fresh fruits and vegetables including melons, tomatoes and salad greens; cream pastries, cream/custard pies and tarts, pudding prepared from a mix or from scratch, all gravies, all soups.

NOTICE

Proof of Completion of a Certified Food Protection Manager Course is Required for All Medium-Risk and High-Risk Permits

Cattaraugus County requires all medium-risk and high-risk food service permit applicants to provide proof that a manager/supervisor has completed an ANSI-CFP accredited “Certified Food Protection Manager” course at the time of application. Both in-person and online classes are acceptable. Please refer back to your risk-category worksheet to determine if this applies to your application.

Failure to provide proof of training when required will result in delays or denial of your temporary food service permit. No exceptions will be granted.

The following list of training courses are acceptable. Other ANSI-CFP accredited training courses not listed here will also be accepted.

Local In-Person Classes

- ServSafe Manager Training – Cattaraugus County Community Action (John Haley)
25 Jefferson St, Salamanca, NY 14779
Phone: (716) 945-1041 x138

Online Options

- ServSafe Manager Online Course – National Restaurant Association
<https://www.servsafe.com/ServSafe-Manager>
- Learn2Serve Food Safety Manager Principles Training – 360training.com
<https://www.360training.com/food-beverage-programs/food-manager-certification>
- Food Safety Manager Training – StateFoodSafety.com
<https://www.statefoodsafety.com/food-safety-manager-certification#/>
- Food Protection Manager – Always Food Safe
<https://alwaysfoodsafes.com/>
- Food Safety Manager Certification – National Registry of Food Safety Professionals
<https://www.nrfsp.com/exam-center/manager/>
- Certified Professional Food Manager – Prometric
<https://www.prometric.com/cpfm-exam>



Workers' Comp and Disability Insurance Requirements for Obtaining a Temporary Food Establishment Permit

Before a NYS Temporary Food Establishment permit can be issued, you must prove compliance with NYS Workers' Compensation AND Disability Insurance requirements.

If you maintain Worker's Compensation and Disability Insurance coverage, the following forms must be submitted with each permit application. (If you do not maintain this coverage, you need to provide the CE-200 Attestation of Exemption Certificate on reverse side).

<p>1. Workers' Compensation Submit one from this list:</p>	<p>2. Disability Insurance Submit one from this list:</p>
<ul style="list-style-type: none"> • Form C-105.2 (issued by your insurance carrier) • Form U-26.3 (issued by the State Insurance Fund) • Form SI-12 • Form GSI-105.2 	<ul style="list-style-type: none"> • Form DB-120.1 (issued by your insurance carrier) • Form DB-155

Where do I get these forms?

Contact your insurance carrier for these forms.

Do I have to submit new forms each time I apply?

Yes, please submit NEW forms with each permit application. We are unable to substitute insurance forms submitted with recent permit applications.

The legal entity named on the insurance forms must match the Legal Operator listed on the permit application.

If you are exempt from Workers' Compensation and/or Disability coverage, a CE-200 Attestation of Exemption Certificate must be submitted.

You can apply for this certificate online at www.wcb.ny.gov/content/main/Employers/Employers.jsp

Instructions:

1. Select "WC/DB Exemptions" at the bottom of the page, and then select "Request for WC/DB Exemption (Form CE-200)". To save time in the future, remember your PIN number!
2. Complete, print and sign the Exemption Certificate. Submit your original CE-200 (not a copy)* with your Temporary Food Service Establishment permit application.

You can also request an Exemption Certificate by calling the NYS Workers' Compensation Board at 866-298-7830. Please note, it can take up to 8 weeks to process this request.

*A CE-200 is required for each Temporary Food Service Establishment permit application. Copies cannot be accepted.

More about temporary food service at events:

www.health.ny.gov/TempFood

Questions about health department permit requirements:

Contact your health department

www.health.ny.gov/EnvironmentalContacts

Questions about Workers' Compensation and Disability forms:

Workers' Compensation Board Office

518-462-8880 or 877-632-4996

Certificate of Exemption



Workers'
Compensation
Board

Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log-in/Register** in the top right hand corner.
3. If you do not have an NY.gov account, go to [step 4](#) to set up your account.
If you have an NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is an NY.gov Individual account, select **Continue**.
 - If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
 - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Login/Register**.
16. On the New York Business Express Home Page:
 - Scroll down to Top Requests and select **Certificate of Attestation, or**
 - Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens.
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, or
- Access businessexpress.ny.gov, and then access your **Dashboard** (under your Log-In name on right).

Print and sign the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

Is Your Application Complete?

- Completed Temporary Food Service Establishment Application Form (2 Pages)
- Temporary FSE Application Checklist (2 Pages)
- Risk Category Worksheet (1 Page)
- Proof of Certified Food Protection Manager Training (for Medium & High Risk Operations)
- Workers' Compensation & Disability Insurance Forms (or Certificate of Exemption)
- Permit Fee (see schedule below)

Permit Fee Schedule

Temporary food service permit fees are defined by the risk level of your operation. Please refer to the "Risk Category Worksheet (FS-1)" to determine the risk level of your proposed operation.

Operation Risk Level:	High Risk	\$80.00
	Medium Risk	\$60.00
	Low Risk	\$50.00
Additional surcharge if application is received within 5 days of the event:		\$30.00

Please Stop in Our Office or Mail Your Completed Application Packet to:

**Cattaraugus County Health Department
Attn: Environmental Health
1 Leo Moss Drive, Suite 4010
Olean, New York 14760-1154**

Questions? Contact our office at (716) 701-3386 during regular business hours (Mon-Fri, 8:00am-5:00pm)