

Maura J. Rossman, M.D., Health Officer

FARMER’S MARKET FOOD SERVICE FACILITY LICENSE APPLICATION

Please check applicable Farmer’s Market Vendor License category below.

- On-Farm 30-Days Temporary License-\$33.00 (two renewals per year, farmers only).
- Farmer’s Market Producer Sampling License-\$99.00 (farmers only).
- Non-Farm Vendor Farmer’s Market License-\$138.00 (non-farm vendor at a single farmer’s market location). A HACCP Plan (hazard analysis critical control point plan) is required for exposed potentially hazardous food products held or cooked on site. A licensed base of operation is required. Duration of license is April 1st-Nov. 30th.

Applicant Information: Must be received at least two weeks prior to event, fees are non-refundable.

Trading Name of Applicant Business/Farm:	Business Phone #:
Applicants Name:	Phone #:
E-mail:	Business Website:
Applicant Mailing Address:	City, State, Zip Code:
Participating Farmers Market Location(s)	
Farmers Market Start Date: End Date:	Days of Operation:
Booth Start Date: End Date:	Days of Operation:
On Farm Operation:	Days of Operation:
Start Date: End Date:	

Water Supply: Public Private **Sewage Disposal:** Public Septic System

Do you have an Out of State Food License or State Food License (retail license, processing license)?

No Yes

If you selected “Yes”, **please attach a copy of the license and complete the following:**

Name of Agency that issued the license:	
Agency Address:	Agency Phone Number:

_____ (Authorized signature) (Title)	_____ (Date)
Make Check / Money Order payable to: DIRECTOR OF FINANCE Mail completed application with fee (do not mail cash) to: HOWARD COUNTY HEALTH DEPARTMENT BUREAU OF ENVIRONMENTAL HEALTH – FOOD PROGRAM 8930 Stanford Blvd., Columbia, MD 21045 (410) 313-1772	FOR OFFICE USE ONLY FEE DUE: DATE DUE: RECEIPT NO:

Please read carefully before completing this application.

- Only vendors who have been invited by the coordinator to participate in the Farmer’s Market may apply for a permit.
- An incomplete application or application without payment will not be processed and will be returned to the vendor.
- In person payment is accepted via cash, business check, money order, credit or debit card (Visa, Master Card and Discover). Credit card payments are not accepted by telephone. Please do not mail cash.
- Application fee is non-refundable.
- Permit must be issued and posted prior to preparation or sale of food.

- Non-Profit Organization? [] No [] Yes (Verification of Non-Profit Organization status is required).
Tax Exempt Number: _____

Name, location, and date of your other farmer’s market operation(s) in Howard County.

1. _____
2. _____
3. _____
4. _____

1. Food Source: No storage or food preparation is permitted from a home or an unlicensed facility except for applicable food products. Licensed processor must provide a copy of their processing license. All Non-Farm Vendors must include proof of base of operation license and a copy of the most recent inspection report by licensing agency.

Name and Location of Food Supplier: _____

Identify the source (s) for each meat, poultry, seafood, and shellfish item. Include the source of the ice.

2. Hand Washing: Describe the hand wash station in your booth. Bathroom sinks as a sole means of hand washing is not acceptable. A temporary hand wash station must be provided at each booth. All stations must be stocked with soap, paper towels, trash receptacle, and a catch container to collect waste water from a container filled with temperate water.

3. Ware Washing: If one of your cooking utensils falls in the ground, how will you wash, rinse and sanitize it? Describe wash, rinse and sanitize set-up. **An appropriate sanitizer test kit is required.**

4. Water: Identify the source of the potable water supply and describe how the water will be stored and distributed at the farmer’s market food service facility. If a non-public water supply is to be used, provide the results of the most recent water tests.

5. Attach a sketch of your booth (show equipment, hand-washing and utensil washing area). Include the method of compliance with enclosed screening requirements.

MENU PAGE

6. Please list all **potentially hazardous food** items that you are planning to serve. You **MUST** notify the Howard County Health Department of any menu changes at least five days prior to the event. **Potentially hazardous** food items not listed may result in a delay of permit issuance or in the denial of the permit. Indicate N/A if listed food process does not apply.

Potentially Hazardous Menu Item	Thawing How? Where?	Wash & Cut How? Where?	Assemble How? Where?	Cold Holding How? Where?	Hot Holding How? Where?	Cooking How? Where? To What Temp?	Reheating How? Where?

List or provide a menu of all other food and beverage items that will be served.

I have read and understand the “Standards for the Dispensing of Food from Temporary Facilities” packet, and I agree to comply with all of the requirements.

Signature: _____ **Date:** _____

(Revised 10/26/2018 MJD)

STANDARDS FOR DISPENSING FOOD FROM TEMPORARY FACILITIES

PURPOSE: To protect public health using established minimum standards for the dispensing of food at special events of short duration, such street fairs, festivals and carnivals.

Reference: COMAR 10.15.03.

1. All food must be dispensed from a booth or enclosure approved by the Bureau of Environmental Health.
2. All foods must be from an approved source. **NO FOOD PREPARED AT HOME OR AN UNLICENSED FACILITY SHALL BE SOLD OR GIVEN AWAY.**
3. A list of food sources shall be made available to the Bureau upon request.
4. Temperature controls shall be provided for perishable (potentially hazardous) foods. Provide stem thermometer(s) to check temperatures.
 - a) Cold foods – maintain food temperatures of 41°F. or below.
 - b) Hot foods – maintain food temperatures of 135°F. or above.
 - c) Food in transit must be protected from contamination and must meet the temperature requirements noted above.
5. No uncovered, unwrapped, unpackaged or unprotected foods (including condiments, mustard, catsup, etc.) shall be displayed for self-service or exposed to the public on counter or table-tops. Condiment containers shall be pump type, squeeze containers or have self-closing lids for content protection. Single service packets are recommended.
6. A non-absorbent, smooth, easily cleanable work surface must be provided within the enclosure where food is being prepared. Such surfaces should be properly elevated by tables or similar structures. Commercial cutting boards are recommended.
7. All premises and equipment shall be maintained in a clean and sanitary condition at all times.
8. All food, beverages, equipment and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination. Sneeze guard protection may be required. All food and containers shall be stored at least six inches off the floor or ground on shelving or pallets. **NO FOODS SHALL BE STORED DIRECTLY ON THE GROUND.**
9. Ice intended for consumption shall be from an approved source and properly protected and stored separately from the ice used for refrigeration purposes.

10. The use of single service utensils is recommended.
11. Several gallons of potable water shall be provided for cleaning purposes and hand washing. Potable water shall be from an approved source and shall be stored in an approved container. The container should have a spigot for the dispensing of the water.
12. An adequate number of leak-proof and fly-proof garbage containers shall be provided and serviced as needed. Plastic garbage bags may be used in each booth. Arrangements for clean-up and final disposal of all solid waste must be approved by the Health Department.
13. Waste water and other liquid waste, including waste from the ice bins and beverage dispensing units should be contained in or drained into a leak-proof container and disposed of appropriately.
14. Provisions must be made to prohibit entrance of animals into the food preparation areas or any extended areas for food preparation or storage of food.
15. Only authorized personnel shall be allowed inside the work and food service area.

(Revised 12/2019)