

## Food Safety Checklist

- Submit a completed Temporary License Application Form (s) F1-231/ F1-231A and payment to the City of Detroit 10 days prior event
- If applicable, receive permission from City Council to conduct event
- Contact the Business Licensing Center at CAYMC 4th Floor to apply for special event business license (313) 224-3179
- Contact Building Safety at CAYMC 4th Floor to apply for a tent permit
- Contact Detroit Health Department Temporary Event Food Safety Specialist about requirements for a temporary establishment/event

I have obtained **ALL** the necessary equipment I need to operate a Temporary Food Establishment/Event!

**Detroit Health Department  
Food Safety**

## FOOD SAFETY



**Detroit Health Department  
Food Safety  
3245 E. Jefferson  
Detroit, MI 48207  
Phone (313) 876-0135**

**Detroit Health Department  
(D Health)**

## FOOD SAFETY



**SO YOU WANT  
TO APPLY FOR A  
TEMPORARY  
FOOD PERMIT?**

## Getting Started

Operating a Temporary Food Service Establishment can be very exciting. The key to success is proper planning. This Pamphlet will guide you through the steps for obtaining a temporary license issued by the City of Detroit Health Department.

Any organization, business entity, or civic group who wants to sell or donate food to the public must first obtain a Temporary Food Service Establishment License from the Detroit Health Department Food Safety Unit. Please note that in order to obtain the permit one must complete the Michigan Department of Agriculture and Rural Development Temporary Food Establishment License application, pay the appropriate fees and obtain an operational inspection by the Detroit Health Department Food Safety. A food service manager or event coordinator must serve as a liaison between the Food Safety Office and the food service provider.

A Temporary Food Service Permit shall not exceed 14 continuous days of operation and must be conducted in connection with a single event, public exhibition, carnival, fairs, feeding programs or community outreach.

All food vendors must comply with City of Detroit Ordinances and the Michigan Food Law, which requires that food service establishments (fixed/temporary) be licensed and approved by the Detroit Health Department.

## The Steps.....

Several steps must be followed in order to obtain a Temporary Food Permit.

1. At least sixty (60) calendar days before proposed startup date, submit petition to the Honorable City Council, if operation is on public right-of-way or requires street closure, erection of tents, public utilities, or installation of carnival rides, or farm animals. Contact the Office of the City Clerk at (313) 224-3260 located in the Coleman A. Young Municipal Center (CAYMC) at 2 Woodward Avenue, Suite 200 Detroit, Michigan 48226.
2. At a minimum of thirty (30) calendar days before start of the event, contact the Food Safety at (313) 876-0135 to schedule an appointment with a Food Safety Specialist at the Detroit Health Department to discuss the proposed temporary food service establishment, layout, menu, cooking equipment (NSF approved) water source, hand washing set-up, available restroom facilities, dates and hours of operation. Food Safety educational materials will be distributed to the event coordinator during the office conference.
3. At a minimum of two (2) weeks before the scheduled day of operating the temporary food event, the operator must submit a completed temporary food service establishment license application (Form FI-231 and F1-231A) and appropriate fees.
4. Submit appropriate fees, check or money orders payable to the City of Detroit. A temporary permit is required for each vendor that is participating in the event. Charitable, religious, fraternal, or non-profit organizations may qualify for a reduce rate for the license. To qualify for a fee reduction, the food vendor must provide proof of exemption status, e.g. 501.C3.

5. Completed applications with licenses fees received less than ten (10) days before the start of the event will receive a late fee. Vendors that submit an application and fees, less than four (4) days prior to the event will be charged double the fees in accordance with State of Michigan Food Law 2000, Section 289.4105, as amended, and (effective 1/1/08).

6. All local rules and regulations (zoning, building and safety, fire, and department of public works) must be met prior to securing the Temporary Food Service Establishment license.

7. A City Business License is required for all food and /or beverage establishments in the City of Detroit. Contact the Business License Center located in suite 402 at CAYMC for application information (313) 224-3179.

8. A tent permit must be acquired from Building and Safety when a tent is constructed in the City of Detroit. Contact Building and Safety located on the 4th floor at CAYMC for information application process.

9. On the opening day of your event, a Food Safety Specialist will conduct an inspection of your temporary food service operation. If you are in compliance, a temporary license will be approved and issued for posting at each of your food service location. Non-compliance with the health code regulations will result in denial of your license to operate, and/or closure until the corrections are made.

\*\*Note: When outdoor grilling, the use of barrel type drum cookers are prohibited.

**Detroit Health Department**