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DIVISION OF ENVIRONMENTAL HEALTH  
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# Do I need a Temporary Health Permit?

In most situations, where food is provided to the public for special events, a permit is required from the Health Department. However, where the risk of foodborne illness is low, an exemption may be granted from the permitting requirements. Consider these options which are exempt from a temporary health permit:

- 1.) Offer only pre-packaged foods that do not require temperature control for safety (canned pop, candy bars, bagged chips, bottled water, etc.).
- 2.) Offer only pre-packaged ice cream products.
- 3.) Host a private function that is not open to the public (family functions, meetings). If a food vendor provides food for the event, the vendor must be permitted in its local jurisdiction.
- 4.) Host a charity bake sale limited to food that does not require refrigeration and post a placard indicating food was not made in a permitted food establishment. (Placards available on Department's website)
- 5.) Host a potluck event where people are not paid to bring food; participants are not charged a fee; the event is not for commercial purposes; and participants generally understand the food was not prepared in permitted facilities.
- 6.) Host an event where food that requires temperature control are individually pre-packaged or wrapped at an approved facility, and the total time from receipt of the food until the event concludes is 4 hours. At the end of the 4 hours, any unused food must be discarded.
- 7.) Offer only beverages (with minimal preparation) or commercially prepared snack food that does not require temperature control, or popcorn, provided the following conditions are met:
  - The facility is not a food establishment (i.e. doctor's office, repair shop, reception).
  - Food is protected from contamination (off floor, under canopy, etc.) and displayed with proper sneeze protection. Condiments don't require refrigeration and are individual or pour-type.
  - Beverages are dispensed into single-use cups and any utensils provided are single-service items.
  - Beverages and ice must be prepared from a safe, potable water supply (community water supply or a water well which has been tested within 6 months) or purchased commercially.
  - Food must be dispensed into/onto single-use food grade containers. Dispensing papers or utensils must be provided.
  - Any individuals handling or preparing food must thoroughly wash hands in a permanently plumbed hand sink with hot and cold running water prior to handling food.
  - Washing of any beverage containers (pitchers, coffee pots) must be done in a clean, plumbed sink utilizing hot, soapy water. Restroom hand sinks, mop or utility sinks, or outside spigots may not be utilized. Containers must be air dried.

## **Please note:**

- The event sponsor is responsible for the wholesomeness of any food that is offered.
- The Department will respond to complaints and maintains authority to inspect exempt temporary food events.
- Exemptions may be rescinded in situations of repetitive non-compliance.

***Please direct any questions to the Division of Environmental Health at 815-334-4585.***