



CITY OF MILWAUKEE  
**HEALTH DEPARTMENT**

Consumer Environmental Health

# TEMPORARY FOOD STANDS



**GUIDELINES FOR FOOD VENDORS**

CONSTRUCTION • OPERATION • SAFETY • SANITATION • LICENSING

# Application and Licensing Information

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## What is a “temporary” food stand?

A temporary food stand is a place where food is prepared, handled, or sold, and operates:

- **from a fixed location** for no more than 14 days.
- **at a single event or celebration** such as: a fair, carnival, festival, public exhibition, or occasional sales promotion.

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## Do I need a license to operate a temporary food stand?

Yes! In Milwaukee, each food stand that serves the public must be licensed by the City of Milwaukee. Exceptions are: churches, religious groups, fraternal or youth organizations, service clubs, patriotic, civic or charitable organizations that operate no more than 3 days within a 12 month period. However, these operators must still comply with Health Department rules.

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## Why is a temporary food dealer license needed?

A license acknowledges that a vendor (dealer) has met requirements for food safety and sanitation. The Temporary Food Dealer license is required by law. The Health Department enforces the temporary events requirements contained in the City of Milwaukee Code of Ordinances, Chapter 68, and the Wisconsin Administrative Code, Chapter HFS 196 and Chapter ATCP 75.

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## When should I start planning? How is a temporary food dealer license obtained?

Prepare early. Applications should be received at least **30 DAYS PRIOR TO THE EVENT** to allow for review and processing. A Temporary Event License application may be obtained by contacting:

### City Clerk’s Office - License Division

City Hall, Room 105  
200 E. Wells St.  
Milwaukee, WI 53202

**Phone:** (414) 286-2238     **Fax:** (414) 286-3057

Once you’ve completed the application, it can be mailed, delivered or faxed to us at the address listed above.

Our office hours are 8:15 am to 4:30 pm, Monday through Friday. Full payment of the license fee is required by check, money order, or cash **at least 5 days before the start of the event** to avoid a late payment fee for each booth. **We do not accept credit cards or out-of-state checks.**

Once the application and payment have been submitted, the Temporary Food Dealer License will be issued to the vendor by either mail, email or in person at the City Clerk – License Division (same address listed).

The Temporary Food Dealer License Permit Sticker will be placed onto the Temporary Food Dealer License **AT THE EVENT when the food stand is in compliance with all health regulations.**

Vendors that have multiple booths and/or events at the same time, **a separate license is needed for each booth/event.**

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## What are the responsibilities of event organizers?

At least 14 days prior to the event, organizers must submit a list to the Health Department of all food vendors who have obtained permission from the festival organization to participate in the event. Event organizers are encouraged to contact the Health Department to arrange a food safety training session for food vendors.

Organizers generally make arrangements for water, utilities, portable toilets and sanitary services for events. See page 3 for details.

### Other permits/licenses may be required for your event:

- For the use of the public way and waste disposal, contact the Dept. of Public Works: (414) 286-8211.
- For bleachers, fireworks, electrical work, plumbing work and tents (over 600 sq. ft.) contact the Milwaukee Development Center: (414) 286-8211.
- To serve or sell alcohol contact the Office of the City Clerk: (414) 286-3280.
- For a noise variance for amplified music contact the Dept. of Neighborhood Services: (414) 286-3280.

Information may also be found online at:  
[www.city.milwaukee.gov](http://www.city.milwaukee.gov)

# Construction of an Outdoor Temporary Food Stand

## Construction

Every temporary stand must have a roof and sidewalls, for protection from rain, wind, and dust. Such protection can be built of wood, canvas, nylon or plastic. Have enough room in the enclosed stand for all cooking equipment except for barbecue grills. Those may be outside the stand.

Areas used for extensive food preparation must be effectively enclosed or screened. This food preparation area may have a food pass-through opening or an entry door.

## Floors

For booths not on concrete, sealed wood racks, plywood or shredded bark should be used to control mud, dust, and water. Use pallets, crates, racks, or tables to keep all food and single-service items at least 6 inches off the ground.

## Lighting

Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated or otherwise shatter-resistant.

## Cooking Equipment

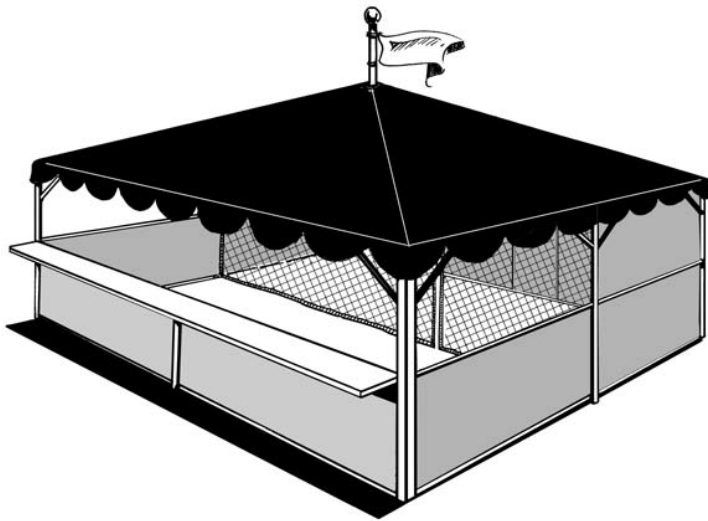
To prevent accidental burns and potential contamination, all grill areas must be separated from the public for a distance of at least 4 feet by using fences, ropes or other means.

Do not use barrels that formerly held chemicals or toxics as cooking devices. Enamelware equipment and utensils (i.e., older metal Nesco cooker inserts) may not be used to prepare or store food.

Provide a secure and level area for all propane tanks.

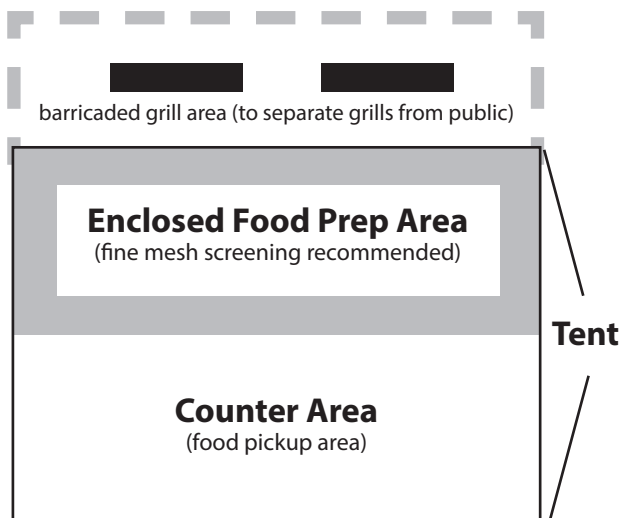
## Location

A temporary food stand must be located at least 100 feet away from petting zoos or any other type of live animal display, source of odor or other nuisance.



## Overhead View

(looking down from above)



# Water, Wastewater, Garbage, Utilities & Toilets

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*For large events, the event organizer may supply some or all of the following:*

## Electrical Power

Sufficient power must be available for all electrical equipment. If there is not a source of electricity nearby, generators may be needed.

## Water

Have a sufficient supply of approved drinking (potable) water. For information on utilizing street fire hydrants, contact the Milwaukee Development Center at (414) 286-8210. Connections to city water must be made using approved backflow prevention. All hoses used for food preparation, handwashing or utensil washing must be food grade (ANSI/NSF). If city water is not available, potable water may be brought to the site in a water buffalo or covered food grade water containers.

## Sanitary Services

Arrange for adequate trash, grease and wastewater containers and service in and around the food stand. Containers must be kept covered and emptied often to prevent flies, odors and other nuisances. Do not empty grease and liquid wastes on the ground or street. Never dump into the storm sewers.

## Toilet Facilities

Public toilet facilities for each sex must be provided. **Handwash facilities** must be located next to both petting zoos and portable toilets.

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# Cleaning & Sanitizing

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## Warewashing

You may take equipment and utensils back to an approved facility at the end of each day for warewashing. Adequate utensils must be provided and replaced with clean utensils at least every four hours.

When water under pressure is not available on site, basins large enough to immerse utensils may be set-up for warewashing. Label the basins (wash-rinse-sanitize).

## Proper Warewashing Procedure

1. **Pre-wash/scrape** into garbage can
2. **Wash** in hot soapy water.
3. **Rinse** in clear water.
4. **Sanitize** using an approved chemical sanitizer\*.
5. **Air Dry**

## Hot Water

If hot water under pressure is not available, **provide a means of heating water** such as a coffee maker. Water may also be heated in a container on a grill.

## Proper Storage of Cleaning Aids

All chemicals must be used according to label directions. Properly label containers of poisonous or toxic materials. Store them away from food, equipment, utensils and single service articles.

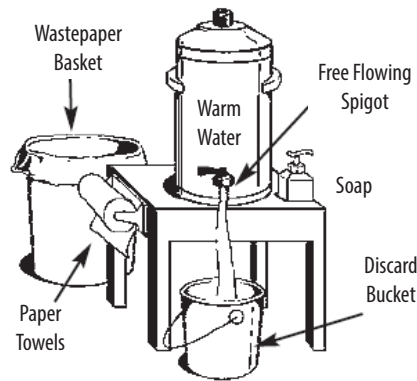
## Wiping Cloths

Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a container of clean sanitizing solution at the proper concentration\*.

- \* A sanitizing solution can be made using 1-1/2 tsp. bleach to 1 gallon of water. Check the concentration of sanitizing solutions with a chemical test kit appropriate for the type of sanitizer used.

# Employee Handwashing and Hygiene

- Handwash facilities must be located in all stands where open food is handled or prepared. Handwash facilities must be convenient to all employees. Grill areas that are separate from other food handling areas should have a separate handwash facility.
- When water under pressure is available, use a single compartment sink or prewash sink along with soap and single service towels.
- When water under pressure is not available, the handwash facility shall consist of soap, paper towels, wastepaper basket, discard bucket and a minimum 5-gallon insulated container with a free flowing spigot that is filled with warm water.
- Employees may not touch ready-to-eat foods (e.g., bread, lettuce, tomatoes) with their bare hands. Use gloves, tissues, tongs or other utensils.



- Gloves and hand sanitizers are not a substitute for handwashing and may only be applied to hands that have been thoroughly washed.
- Employees must wear clean clothes and hair restraints. Smoking and eating are not allowed in food stands. Small children, friends and visitors must not be allowed into food stands.

## Food Safety & Sanitation Guidelines

### Approved Food Source

All food and food preparation must be approved by the Health Department. The Health Department may limit and/or modify the nature of the food service operation and/or the type of food served to protect the health and safety of the general public.

### Home-prepared foods are not acceptable.

Food must be prepared either in the temporary food stand or at a commercial facility approved by the Health Department. To eliminate the potential for contamination or temperature abuse avoid preparing food far in advance of serving.

### Food Temperature Control

Use an approved digital or metal stem food thermometer. Check temperatures while cooking and holding hot or cold foods. Provide mechanical refrigeration when holding potentially hazardous foods more than two hours. Keep cold foods at 41°F or below.

### Controlling Vermin

Only use pesticides that are approved for use in food establishments. Use according to the manufacturer's label and store away from equipment, utensils and food to prevent contamination.

Sticky fly paper is allowed, but do not locate over food preparation and serving areas, over displayed food, or over utensil washing sinks. The use of fans in food stands can discourage flies from congregating.

### Proper Dispensing of Food and Single Service Products

Use a metal or plastic scoop to dispense ice. Keep drink ice separate from ice used to cool cans or bottles.

Do not allow cans and bottle tops to become submerged in water. Continuously drain ice water from the storage unit.

To serve condiments (sugar, cream, ketchup, mustard, salsa, etc.), use approved multi-service dispensers, supply in individual packets, or have an employee serve them.

Use packaging, sneeze guards, display cases or other effective barriers to protect food from customer handling, coughing, sneezing or other contamination.

If using unwrapped single service articles (i.e. cups, straws, knives, forks, spoons), display or dispense in a manner that prevents contamination. Place flatware in a container with handles upright, so only the handles are touched by employees and customers.

# Food Safety Guidelines

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## Safe Food Temperatures:

### COOK

- Poultry, poultry stuffing, stuffed meat and stuffing containing meat to 165°F for 15 seconds
- Ground beef/hamburger to 155°F for 15 seconds
- Uncooked brats or polish sausage to 155°F for 15 seconds
- Whole pork, beef roasts, and ham to 145°F for 4 minutes
- Pork chops/ribs to 145°F for 15 seconds
- Fish to 145°F for 15 seconds
- Raw shell eggs prepared for immediate service to 145°F for 15 seconds
- Fruits and vegetables cooked for hot holding to 135°F

### HOLD

- At 135°F or above for safe hot holding
- At 41°F or below for safe cold holding
- Use date marking for potentially hazardous, ready-to-eat foods prepared or opened On-site and held for more than 24 hours

### COOL potentially hazardous cooked foods:

- Within 2 hours, from 135°F to 70°F
- Within 4 hours, from 70°F to 41°F or below

#### To speed cooling:

- Use ice bath with frequent stirring or add ice as an ingredient
- Use frozen paddle
- Separate food into shallow pans and refrigerate

### REHEAT rapidly (within 2 hours):

- To 165°F for 15 seconds
- To 135°F for ready-to-eat foods taken from a commercially processed sealed package (e.g. frozen soup)
- Stir food while reheating
- Use proper cooking unit, not a steam table

## Thawing Foods:

### THAW

- **In refrigerator** at 41°F or below
- **Submerged under cold running water** at 70°F or below
- **In microwave oven** on defrost or low when an uninterrupted cooking process immediately follows, using conventional cooking equipment. (Note: can be cooked to 165°F in microwave and held covered for 2 minutes.)
- **In conventional oven or cooking unit** to the proper internal temperature, as part of the regular cooking process, until food reaches proper temperature throughout.

## Hand Washing:

### WASH HANDS

- Before handling food, especially ready-to-eat foods like sandwiches and salads
- Before putting on gloves
- After using the bathroom
- After smoking
- After coughing or sneezing into hands
- After touching hair or face
- After touching raw meats and poultry

## Sick Food Handlers:

- Cover lesions on the hands or wrist with an impermeable finger cot or stall and with a single-use glove
- Exclude employees with a foodborne illness (such as salmonella, shigella, E. coli 0157:H7 or Hepatitis A) or sudden onset of vomiting or diarrhea, from the establishment
- Restrict employees with fever, sore throat with fever, or open/drainage lesions from working with exposed food or clean equipment, utensils, linen, and unwrapped single service and single-use articles

## Cross Contamination:

- Use suitable utensils, tissue paper or single-use gloves to handle ready-to-eat foods, not bare hand contact
- Wash exterior surfaces of raw fruits and vegetables
- Store food dispensing utensils in food with the handles out of the food or on a clean surface provided the utensils and surfaces are cleaned and sanitized every four hours
- Clean and sanitize cutting boards and utensils after every use
- Use separate cutting boards for meats, poultry, raw fruits and vegetables
- Always separate raw animal foods from ready-to-eat foods and separate types of raw animal foods from each other

## Consumer Advisory:

A printed consumer advisory is required when serving or selling certain raw or undercooked foods (e.g., rare or medium-rare hamburgers, raw oysters, sushi, ceviche). Contact the City of Milwaukee Health Department for more information.

*(These guidelines may be posted in food stand)*

# Supply Checklist

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- Potable water for handwashing and warewashing
- Handwash setup:
  - 5 gallon container with spigot
  - Handwash soap
  - Single service paper towels
  - Wastewater discard bucket
  - Wastepaper basket
- Dish soap and sanitizer
- Receptacles for manual warewashing
- Sanitizer solution for wiping cloths
- Clean wiping cloths
- Test papers to check sanitizer strength
- Tongs, tissues and gloves
- Thermometer for checking food temperatures
- Method to heat water
- Racks/pallets/tables to store food
- Garbage cans
- Ice scoops
- Pest control (fly strips/fans)
- Appropriate fire extinguisher(s)



## CITY OF MILWAUKEE HEALTH DEPARTMENT

Consumer Environmental Health

**(414) 286-3674**

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Visit the Health Department's Temporary Events webpage:  
[www.milwaukee.gov/tempfood](http://www.milwaukee.gov/tempfood)