



## Prince George's County Food Protection and Policy Program

### How to apply for a Temporary Food Permit

1. Complete form EH-FP-003a Temporary Event Food Service Facility Permit Application. It is important that you fill in every section of the application as completely as possible.
2. The completed form should be submitted to the Department of Permitting Inspections and Enforcement (DPIE) Licensing Center with payment in person or by mail.
  - Applications should be submitted two weeks in advance. Three business days prior to the event is the deadline for Temporary Food Permit applications. Applications for weekend events will be accepted through noon on Wednesday.
  - The fee for single day events is \$25 two weeks in advance of the event. The fee for single day events submitted less than two weeks in advance and multiple day events is \$75.
  - DPIE business hours for processing applications are 8:00 a.m. - 3:00 p.m. Monday, Tuesday, Thursday, Friday and 9:00 a.m. – 3:00 p.m. on Wednesday.
  - If you are mailing your application and payment you should allow at least 10 days for the application to reach DPIE via regular mail. Overnight mail may take up to 3 days.
  - If you are a non-profit requesting a fee waiver you must include a copy of documentation such as a 501c3 that shows your non-profit status.
  - The Food Program does not issue Temporary Food Services licenses for private events at county facilities such as the Prince Georges County Ballroom or Montpelier Mansion.

### What happens next?

- Unless you are a frequent food vendor in Prince George's County an inspector will contact you by phone or e-mail within one week of the date of your event. The inspector will ask questions to better understand your proposed food service, confirm that you are aware of food safety practices and have received the temporary event checklist.
- At most temporary events, inspections are conducted as food vendors complete their setups to ensure all food vendors have the means to comply with state and local regulations. The inspector will give each vendor their permit once a satisfactory inspection has been completed. At some events inspections will be conducted during the event while the vendors are serving food. In these cases, the temporary permit may be sent to you in advance. If your permit was issued in advance and you fail to meet the food safety requirements your permit will be revoked.
- When operating under a Temporary Food Service Permit you should always be prepared for an inspection. If you do not understand some of the requirements on the temporary event checklist or whether they apply to your operation you should call the Food Program before the event for clarification.
- **Food vendors serving food without first obtaining a permit are subject to a \$300 fine.**
- The event organizer will be notified if any vendors have had their permits revoked or of any unlicensed vendors who have been ordered not to serve food.

If you have questions about how to submit the application or whether your application has been received, contact the **DPIE Licensing Center** at **301-883-3840**.

If you have questions about the food safety requirements or your inspection on the day of the event contact the **Food Protection and Policy Program** at **301-883-7690**.