



**TEMPORARY FOOD SERVICE ESTABLISHMENT  
LICENSE APPLICATION**  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FOOD AND LODGING UNIT  
SFN 62210 (08-2023)

FOR OFFICE USE	
Date Received	
Amount Received	
CC, Cash, MO, Check #	

**TEMPORARY FOOD SERVICE ESTABLISHMENT BUSINESS INFORMATION**

Business Name			
Business Physical Address	City	ZIP Code	County
Email Address		Business Telephone Number	

**OWNER INFORMATION**

Owner Name			
Owner Mailing Address (if different from above)	City	State	ZIP Code
Email Address (if different from above)		Owner Telephone Number	

**PLANNED EVENTS AND OPERATIONS**

Event Name or Description	Dates	City	County
Event Name or Description	Dates	City	County
Event Name or Description	Dates	City	County
Event Name or Description	Dates	City	County

**COMMISSARY / SERVICING AREA**  
(Location to which a temporary food service establishment returns for services such as cleaning, waste discharge, storage of food or supplies.)

<input type="checkbox"/> No Commissary / Servicing Area		
<input type="checkbox"/> Use of a Commissary / Servicing Area owned by the same company or individual as the temporary food service.	Facility Name	License Number
	Commissary Physical Address	
<input type="checkbox"/> Use of a shared commercial kitchen Commissary / Servicing Area which is under different ownership. *	Facility Name	License Number
	Commissary Physical Address	

\*Submit a copy of the written [commissary agreement](#) and a copy of the commissary license.

License Fees are available at [hhs.nd.gov/FoodandLodging](https://hhs.nd.gov/FoodandLodging). License fees will be determined by the HHS after review of the submitted application. For questions call the Food and Lodging Office at 701-328-1291. Before operating this establishment, you must contact the Secretary of State at 701-328-4284.

Submit by mail, email, or fax: ND Health and Human Services  
Food and Lodging Unit  
1720 Burlington Dr, Suite A  
Bismarck, ND 58504-7736  
Email: [foodandlodging@nd.gov](mailto:foodandlodging@nd.gov)  
-or-  
Fax: 701-328-0340

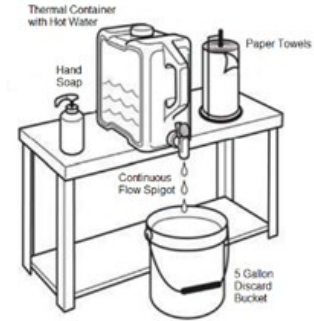
The undersigned is familiar with the North Dakota Century code Chapter 23-09 relating to Food Establishments and with Chapter 33-33-04.1 of the North Dakota Administrative Code dealing with sanitary inspection requirements for food establishments and certifies that the establishment for which the application is made will be operated in compliance with the requirements of the above-mentioned statute and rules.

Owner/Designee Signature	Date
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### Hand Washing

Hand washing facilities are required.  
 Choose one of the following methods:

- [Temporary Handwashing Station](#). A gravity device supplied with hot running water and a continuous flow faucet, soap, wastewater bucket, and paper towels. (Example drawing)
- A sink is available IN STAND with running water, soap, and paper towels and wastewater is plumbed for appropriate discharge.



### Water Supply & Wastewater

An adequate supply of potable water must be available for handwashing, sanitation, and cooking operations. Wastewater must be properly disposed down a sanitary sewer or approved septic system. Disposal by throwing or dumping the wastewater on the ground or into a storm sewer is NOT permitted.

What is the source of water supply at the event?

- City or Public System
- Private Well

What is the method of disposal for wastewater at the event?

- City or Public System
- Private System
- Other:

### Food/Beverages Served

List all items on the menu. Identify source (ex. Name of grocery store). All foods must be obtained from approved sources: grocery stores, food supplies, or meat shops. Home prepared foods are NOT permitted.

### Hot & Cold Holding

Hot Holding Equipment: (List & Describe) Hot, potentially hazardous foods must be cooked to the proper temperature and held at 135°F or above. Crock pots are prohibited for cooking. A thermometer must be available to verify temperatures.

Cold Holding Equipment: (List & Describe) Potentially hazardous foods must be held and delivered at 41°F or less. Mechanical refrigeration is required for events longer than 4 hours.

### Ware Washing

Wash all dishes and utensils in warm, soapy water, rinse with clean water, sanitize for at least 1 minute, and air dry. Towel drying is prohibited. Choose one of the following methods:

- [Temporary Dishwashing Station](#). Three (3) container/basin system.
- Three (3) compartment sink located IN STAND with running water and plumbed for appropriate discharge.

