



Permit applications and fees may be mailed to:  
 WCHD P.O. Box 4009, Rockford IL 61110-0509  
 or - taken to: 401 Division St, 2<sup>nd</sup> Floor, Rockford IL 61104  
 Phone: (815)720-4100

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_  
 Amt. Rec'd: \_\_\_\_\_  
 Late Fee: \_\_\_\_\_  
 Check/Cash/Credit: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 Late Fees: \_\_\_\_\_

**TEMPORARY FOOD OR BEVERAGE PERMIT – FEE \$75.00**

Multiple booths under one roof/tent – fee: \$50.00

Permit is valid for no more than 2 weeks at the specified location

**\*Permit application and fee - due 2 weeks prior to the event\***

Late fees will apply, if permit is submitted and paid less than 2 weeks before the event

**LATE APPLICATION FEES:** 8-13 days before event: **\$25.00** in addition to initial permit fee

1-7 days before event: Double the permit fee- **\$150.00** (or \$100.00)

**Instructions:** Fill out entire application and return it to WCHD, along with the permit fee and any late charges that may apply.

Make checks payable to: WCHD

**Applicant Information:**

Booth/Organization Name: \_\_\_\_\_

Booth/Organization Address: \_\_\_\_\_

Person in Charge of Booth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information:**

Name of Event/Festival: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ to \_\_\_\_\_

Event Begins at: \_\_\_\_\_ AM PM (circle one)

Event Ends at: \_\_\_\_\_ AM PM (circle one)

Festival Organizer's Name: \_\_\_\_\_

Festival Organizer's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\* Food Prep on site Begins at: \_\_\_\_\_ AM PM (circle one)

➔ \* If not ready at time indicated, an additional fee of \$10.00 for each 15 minutes may be applied.

Water Supply: (circle one) Public Water Private Well

Sewage Disposal: (circle one) Public Private

Type of Food/Beverages	Where was food purchased?	Where will food be prepared?*( (at event, before event, both) *Approval required for food prep off-site and must be prepared in a commercial kitchen
Example: Hamburgers	Sam's Club	Grilled at the event

A festival or individual fee will be charged for all festivals to include food facilities, regardless of non-for-profit tax supported status or holder(s) of current Winnebago County Food Permit(s)

Applicant hereby states he/she is familiar with the provisions of the Health Ordinance of Winnebago County, Illinois and that he/she will operate this establishment in compliance with said provisions at all times.

Operator Signature

County Sanitarian

Revised 10/01/2015

**TEMPORARY FOOD/BEVERAGE PERMIT**

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Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

In the space provided below, sketch how you anticipate setting up your booth.

Make sure to include the location of the hand washing station(s), as well as the area where hot items will be kept warm and where cold items will be kept cold.

