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The DuPage County Health Department has implemented a new permit and fee structure for the 2015 season. Market permits are now valid for the entire market season from April through November. Please carefully review the new fee schedule located on page 4.

Due to these changes, all vendors are encouraged to consult by phone or in person with the Health Department Market Sanitarians prior to submitting application and payment. Please contact the Market Sanitarians at least 10 days prior to the start of the earliest market you are participating in to assure completion.

Vendors who offer food or beverages to the public at open-air markets are required to obtain a "Temporary Food Service Market Vendor Permit" from the DuPage County Health Department. The only exceptions are farmers selling whole fruits & vegetables they have grown. Farmers selling mushrooms must provide the Health Department information on the variety & source of the mushrooms in advance for approval. Wild and foraged mushrooms are prohibited. All other food & beverage sales require a permit unless operating as a Cottage Food Operator. For more information on Cottage food operation please visit our website at www.dupagehealth.org/Cottage_Food. **All vendors sampling food and/or beverages REQUIRE a permit.**

All vendors of Farmers and French Markets must apply with the DuPage County Health Department. A Market Permit is valid from April to November, one operating day per week, at the same location. The Market Vendor Permit allows a vendor to operate at up to **5 locations per one permit**. Vendors can either pay per location (fee based on risk type) or pay a flat fee for up to five locations. The permit fee will not exceed \$375 excepting late fees if applicable.

Vendors must apply and pay for a Market Vendor Permit at least 3 days prior to operating at any event. **Failure to do so may result in a 25% late fee.** Permit applications can be obtained at any of our Public Health Centers.





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Market Vendor Requirements

- Permitted vendors must obtain food from approved sources.
 - Cottage Food Vendors must comply with all requirements of the Cottage Food Law.
 - ***ALL vendors sampling food and/or beverages REQUIRE a permit.***
 - Vendors bringing in prepared foods from facilities located outside of DuPage County must provide a current health inspection report or a food-processing permit for the source of the food.
 - All operations must be located under overhead protection.
 - All pre-packaged food must be labeled properly: product name, list of ingredients, name & address of source and allergen information.
 - All cold perishable foods must be maintained at 41°F or less.
 - Thermometers must be present in all holding units. Probe thermometers must be provided for monitoring product temperatures.
 - All hot perishable foods must be cooked to proper temperatures and maintained at or above 135°F in approved equipment.
 - Hand washing facilities are required when open food or beverages are dispensed. Hand sanitizer cannot be substituted for hand washing.
 - Employees must wear clean clothes and hair restraints.
 - Facilities must be provided to wash, rinse & sanitize multi-use utensils.
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- Food on display must be properly stored and protected.
- Ice and water must be obtained from an approved source.
- Animals (except service animals) are not allowed in food service areas.

Please contact the DuPage County Health Department Environmental Health Services Unit at (630) 682-7400 if you have additional questions or concerns.

Vendor Information Sheet

- **The 2015 fees have changed. Please review the updated fee chart. Permits are now valid for the entire market season.**
- “Operating Dates” indicate your specific start and end date for each market you are participating in. These dates must be indicated on your application.
- If you are sampling, please indicate that on the menu and procedure portion of the application. List all food/beverages to be sampled and how they will be sampled.
- If you participate in additional markets without notifying your market sanitarian, you will be charged a market fee regardless of your flat fee status.





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- Your permit is only approved for the market(s) listed on your application. Switching markets after participation in one is **not allowed** and you will be charged for the additional market.
- If you E-Pay (<http://www.dupagehealth.org/epay>), please email the confirmation to the appropriate market sanitarian. We must have payment confirmation before you can participate in a market.
- ***All vendors must provide: a current inspection report from their commissary, a copy of a manufacturing license or a permit issued by a regulatory agency.***

2015 Market Permit Fees						
Markets	Risk 1	w/ Late Fee	Risk 2	w/ Late Fee	Risk 3	w/ Late Fee





DUPAGE COUNTY HEALTH DEPARTMENT

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Market Fact

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1 Location	\$100.00	\$125.00	\$200.00	\$250.00	\$250.00	\$312.50
2 Locations	\$200.00	\$250.00	\$375.00	\$468.75	\$375.00	\$468.75
3 Locations	\$300.00	\$375.00	\$375.00	\$468.75	\$375.00	\$468.75
4 Locations	\$375.00	\$468.75	\$375.00	\$468.75	\$375.00	\$468.75
5 Locations	\$375.00	\$468.75	\$375.00	\$468.75	\$375.00	\$468.75

If you participate in more than 5 locations, a second application and fee will be required.





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Market Fact

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Please contact the appropriate public health center:

Market Program Supervisor

Anne Williams 630-221-5310

dwilliam@dupagehealth.org

Central Office

Amanda Starkey 630-221-7185

amanda.starkey@dupagehealth.org

Wheaton Market

Wheaton Winter Market

Aurora Market

Warrenville Market

Winfield Market

Naperville Market

St. John's Market

West Chicago Market

East Office

Maria Ruiz 630-221-5317

mruiz@dupagehealth.org

Villa Park Market

Lombard Market

Yorktown Mall Market

Elmhurst Market

Wood Dale Market

Bloomington Market

Bensenville Market

Roselle Market





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Southeast Office

John Berg 630-221-6114

john.berg@dupagehealth.org

Lisle Market

Downers Grove Market

Hinsdale Market

Glen Ellyn Market

Westmont Market

Darien Market





**DUPAGE COUNTY
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Market Fact

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**DuPage County
Health Department**
Environmental Health Services
www.dupagehealth.org
630-682-7400

Market Vendor Temporary Permit Application

Vendor Information				
Vendor Name:				
Address:				
City:	Zip:	State		
Phone:		Fax: () -		
Business Contact:		Phone () -		
E-mail address:				
Market Information				
Market Name	City	Operating Dates		
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Permit valid for a maximum of 28 weeks, one operating day a week per location listed above.

Menu & Procedure Review		
Food Product to be sold, sampled or prepared	Supplier/Source Information	Preparation Process
Ex: Packaged baked goods	Grandma's Bakery- Cicero, IL	Sold Packaged, also sampling
EX: Egg Rolls	Lee's Restaurant- Robbins, IL	Transported cold in insulated carriers. Cooked to order in deep fryer.





DUPAGE COUNTY HEALTH DEPARTMENT

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Office Use only: Permit Type: Other		
Permit not Required	Risk Type _____	Fee Type _____ Fee Amount _____ Date Paid _____
Tax Exempt Number _____	Tax Exempt Expiration Date ____/____/____	
Date Consulted _____	San Name: _____	San ID _____
Permit issued prior to event	Permit Renewed <input type="checkbox"/> Yes	Date: _____ No <input type="checkbox"/> Permit Suspended <input type="checkbox"/>

DuPage County Health Department Market Vendor Temporary Permit Application

<u>Answer the following questions about what food & equipment will be provided at your booth</u>	Yes	N/A
All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited without approved permit.	<input type="checkbox"/>	<input type="checkbox"/>
Vendors bringing prepared food from outside DuPage County – provide a current health inspection report for the facility where food was prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands-free tap and a bucket to catch the waste water).	<input type="checkbox"/>	<input type="checkbox"/>
Covers or other food protection methods used for foods on display or being sampled?	<input type="checkbox"/>	<input type="checkbox"/>
Packaged food has required information on product label, posted sign or consumer recipe.	<input type="checkbox"/>	<input type="checkbox"/>
Approved transportation equipment for hot and cold potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment provided to keep food cold (41°F) or hot (135°F).	<input type="checkbox"/>	<input type="checkbox"/>
Probe and equipment thermometers for checking food and equipment temperatures.	<input type="checkbox"/>	<input type="checkbox"/>
Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).	<input type="checkbox"/>	<input type="checkbox"/>



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Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse and sanitize containers that are large enough to hold soiled utensils.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).	<input type="checkbox"/>	<input type="checkbox"/>
Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.	<input type="checkbox"/>	<input type="checkbox"/>
Additional clean, wrapped cooking utensils.	<input type="checkbox"/>	<input type="checkbox"/>

**Example Booth Layout
Sample booth Layout**

Public Health Centers:

North

1111 W. Lake Street
Addison, IL 60101
Phone: 630-682-7400
Fax: 630-510-5467

East

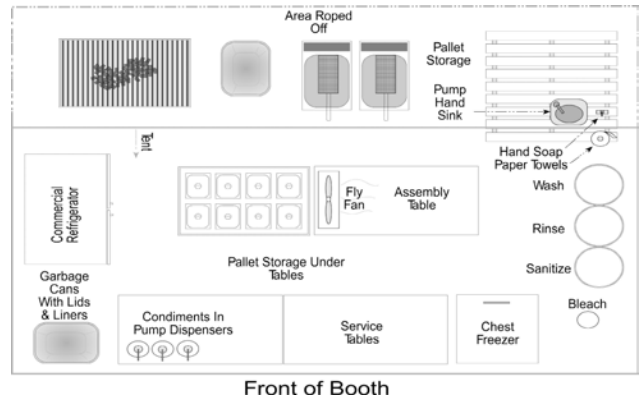
1111 E. Jackson Street
Lombard, IL 60148
Phone: 630-682-7400
Fax: 630-510-5467

South East

422 N. Cass Avenue
Westmont, IL 60559
Phone: 630-682-7400
Fax: 630-510-5476

Central

111 N. County Farm Road
Wheaton, IL 60187
Phone: 630-682-7400
Fax: 630-510-5420



Applicant's Signature	Applicant's Printed Name
Sanitarian's Signature	Sanitarian's Printed Name

A permit will not be issued unless this application meets all requirements of the risk category and has been signed and approved by the Sanitarian.

