

TEMPORARY FOOD PERMIT QUESTIONS AND ANSWERS **FOR EXCLUDED ORGANIZATIONS**

An excluded organization is a bona fide nonprofit fraternal, civic, war veterans', religious, or charitable organization or corporation that does not serve food to the public more than four (4) days per week. When serving food to the public these facilities must operate in accordance with the laws set forth in Code of Maryland Regulations (COMAR) 10.15.03 and all other applicable regulations. The following guidelines are intended only for excluded organizations under the Special Food Service Facility regulations in COMAR 10.15.03.25.

1. When does an unlicensed excluded organization (bona-fide non-profit organization) need a temporary food permit from the Howard County Health Department?

You will need a temporary food permit if you are serving food (free or for a cost) at a single event where potentially hazardous food will be served to **more than 200 people from the public**. A completed temporary food permit application is required.

2. What if an excluded organization already has a permanent food license and wants to hold a community event outside the building?

You will need a temporary food permit if you are serving food (free or for a cost) at a single event where you will serve potentially hazardous food to **more than 200 people from the public**. A permanent food license does not cover food service operations outside of the licensed facility (outside dining area in connection with a food service operation is acceptable).

3. What if an unlicensed excluded organization wants to serve food off their premises?

You will need a temporary food permit regardless if you are serving to less than 200 people from the public. Food served must only be prepared in a licensed food service facility.

4. Are other food service vendors required to get a temporary food permit if they are participating in an event held by an excluded organization?

Yes, each vendor is required to obtain a temporary food permit.

5. Does an unlicensed excluded organization need a Temporary Food Permit if the food is catered and served to more than 200 people?

No. A temporary food permit is not required if catering services is provided by a single licensed caterer; catering service involves the actual serving of the food or drinks by the licensed caterer.

Yes. A temporary food permit is required if the food is delivered by a licensed food establishment or a licensed caterer and is handled by employees or volunteers of the organization hosting the event.

6. What are the requirements for obtaining a Temporary Food Permit?

1. Complete the entire temporary food permit application. Two weeks or more prior to the event.
2. Pay appropriate fee of \$72.00 (no fee for a bona-fide non-profit organization).
3. Review the “Standards for Dispensing Food From Temporary Facilities” and the “Temporary Food Vendor Checklist”.

7. What do the food inspectors look for when they inspect food booths or tables at an event?

Click here to go to “[Temporary Food Vendor Checklist](#)” and view a listing of what the food inspectors look for during an inspection.

8. What are the Health Department’s inspection procedures for events held by an excluded organization?

The Health Department may conduct an inspection at any public event held by an excluded organization. The Howard County Health Department recommends that unlicensed excluded organization request a yearly evaluation of their kitchen or food service area (commercial or non-commercial) if they host ongoing public events (community events etc.) throughout the year.

9. How long can I operate with a Temporary Food Permit?

The Temporary Food Permit allows you to operate at a fixed location for not more than 14 consecutive days in conjunction with a single event. The permit is issued based on the duration of a single event.

Note: These requirements only apply to excluded organizations as defined by COMAR 10.15.03. Guidelines are designed to address frequently asked questions only and does not include all information contained in the Code of Maryland Regulations. In accordance with State of Maryland Regulation (COMAR 10.15.03), the Howard County Health Department reserves the right to inspect an excluded organization’s food service facility or operation if food is served to the public with or without a food license.