

Branch-Hillsdale-St. Joseph Community Health Agency

Environmental Health Section

Directions to Apply for a Temporary Food License

1. Read the enclosed food safety information: **Temporary Food Service Operators Checklist.**
2. Complete the application. If you have any questions, call the agency office in your county.

| | |
|--------------------|-------------------------|
| Branch County: | (517) 279-9561 ext. 106 |
| Hillsdale County: | (517) 437-7395 ext. 311 |
| St. Joseph County: | (269) 273-2161 ext. 233 |

3. **Fees:** Make check payable to the **Community Health Agency**. Fees are non-refundable. Credit cards are not accepted for payment.

The fee schedule is located on our web site or can be obtained from our office.

All transactions must be completed 10 days before the event to avoid paying a late fee.

4. Mail or drop-off the completed application and fee to the agency office in the county in which the event will take place.
5. It is required that the person-in-charge of a food booth understand and follow safe handling practices as specified in the Michigan Food Code. The Community Health Agency will provide educational materials to food booth workers on safe preparation, handling and sanitation practices. For additional information contact the agency office in your county.