



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5036
FAX: (607) 753-5209
<http://www.cortland-co.org/432/Health-Department>

Nicole Anjeski, MS, MPH
Public Health Director
Lisa Perfetti, BSN, RN
Deputy Public Health Director
Ngozi Mezu-Patel, MD
Medical Advisor

Temporary Food Service Update

Please be advised that the Fee Schedule for operating a Temporary Food Service Establishment has been updated effective January 1, 2023.

To view the current Fee Schedule followed by the Cortland County Division of Environmental Health, please visit our website at: <http://www.cortland-co.org/522/Fee-Schedule>

The following is a list of changes with respect to the Temporary Food Service Establishment program along with additional information to assist when deciding which option is best for your operation

Temporary Food Service Options

<u>Temporary Food Service Options</u>	<u>Fee</u>
1 Day Event	\$60/\$30-nonprofit
2 Day Event (consecutive days)	\$80/40-nonprofit
Single Event (up to 7 consecutive days)	\$120/\$60-nonprofit
Multiple Events (up to 8 days in 120 days)	\$180/\$90-nonprofit
Multiple Events (up to 12 days in 120 days)	\$260/\$130-nonprofit
Expediting Fee (apply within 10 days of the event)	\$20/\$10-nonprofit
Refund Fee	\$25/waived for nonprofit
(Request must be submitted by end of the regular business day prior to start of event)	

Changes: Single event and multiple event options have been established to offer operators flexibility for extended events or multiple daily events in a given period. **A consecutive 2 day event option has been added for the convenience of weekend operations or similar events.**

Single Event – Operators should choose a single event permit for up to 7 or 14 days when the temporary food service establishment will perform food handling/service event at a single location for up to 7 or 14 consecutive days (example: Fair or festival).

Multiple Event – Operators should choose a multiple event permit for up to 8 or 12 days in a 120 day period when the food service establishment will perform food handling/service at a single location or multiple different locations for up to 8 or 12 events within a 120 day period (example: weekly chicken BBQ or regular vendor at a 3rd party facility). When applying for a multiple event permit, the operator must provide the dates of all events which will be listed on the permit. Once a permit is issued, the operator shall not add additional event dates. The operator may apply for additional permitting options at any time during or after the defined 120 day period.

Requesting a Refund – When requesting a refund, all requests must be received by the end of the regular business day, prior to the start of the event. When a refund request is received within the defined timeframe, the total event fee will be refunded less the established refund fee. Otherwise, temporary food service permits are non-refundable.

Please be certain to utilize the current and updated temporary food application form provided to avoid delays in application approval and permit processing.

