

**Sangamon County Department of Public Health
& Menard County Health Department
Farmers' Market Permit Application**

Personal Contact Information:

Applicant Name: _____

Applicant Address: _____

Applicant City: _____ State: _____ Zip: _____

Personal Phone: _____

Personal Email: _____

Business Contact Information:

Name of Farm Stand (DBA): _____

Farm Address (if different than applicant address): _____

Farm City: _____ State: _____ Zip: _____

County: _____ Business Phone: _____

Opening Date and Location: _____

(an inspection will occur at the first scheduled event to provide permit & to confirm compliance with the Farmers' Market Permit Rules)

Food Products for Sale: *This permit allows for sale of product raised or grown on the farm of the farmer selling the product. Product allowed for sale with this permit includes: meat, poultry, dairy, eggs, and frozen, potentially hazardous foods that have the main ingredient grown or raised on the farm of the farmer selling the product. The frozen product, meat, poultry, and dairy must be prepackaged at a licensed or permitted processing facility.*

Food Product Types You Intend to Sell (Check All Applicable):

☐ **Eggs** (attach a copy of Illinois Department of Agriculture Egg License)

☐ **Meat and/or poultry products** (attach a copy of the Illinois Meat Brokers Certificate if you have one, or if you are required to have one due to providing wholesale meat and poultry agricultural products)

☐ **Dairy** (attach a copy of Dairy License, if applicable)

☐ **Products prepackaged for sale at a licensed, inspected, or approved facility or location** (if packaged for sale at a commissary, please provide copies of all labels used, as well as a Commissary Agreement)

Food Products for Sale (Proposed Menu): _____

Additional Permit Requirements

- All applications are reviewed in the order in which they are received and may take up to fifteen (15) business days to review once all required documents are submitted.
- All foods must be prepackaged at a licensed, inspected, or approved facility or location.
- All foods and ice must be obtained from an approved source. Ice cannot be made at home.
- All meats, poultry, eggs, and dairy must be held at temperatures listed below using, at minimum, a clean, hard-sided cooler capable of holding proper temperatures for the duration of the event, including the time transporting to and from the market. *Mechanical refrigeration is highly recommended.*
- Any hard-sided cooler, refrigeration unit, or freezer unit, **must have a thermometer** that is accurate to plus or minus 3°F.
- All meats and poultry prepackaged in a licensed facility must be kept frozen or below.
- All other pre-packaged products must meet the requirements of "Main Ingredient," which means an agricultural product that has been grown or raised on the farmer's farm (see Farmers' Market Permit Rules for full details).
- Eggs must be held at 45°F or below.
- Dairy products must meet requirements under Grade A Pasteurized Milk and Milk Products Act and be held at 41F or below.
- Farmers' Market Permits must be displayed in public view during the Farmers' Market.
- A copy of the commissary license and/or inspection must be available when operating in Sangamon County (if applicable).

Requirements for Sampling (required for unpacking, cutting, slicing, preparing, or distributing food product samples):

- Obtain a Farmers Market Food Product Sampling Handler Certificate (maintain certificate onsite at all sampling events)
- Visit <https://dph.illinois.gov/topics-services/food-safety/farmers-markets.html> to download an IDPH Farmers Market Sampler Application Packet.

By signing, I certify that the above information is correct, and I agree to comply with all the rules and regulation of Section 3.3 of the Food Handling Regulation Enforcement Act. Approval of these plans does not indicate compliance with any other applicable local or state ordinances or codes. The Farmers' Market Permit shall be displayed at all events under which the Permittee is operating in Sangamon County. I have read the Farmers' Market rules and agree to all the requirements.

Applicant Printed Name

Applicant Signature

Date

OFFICE USE: RECEIVED BY _____

Payment Amount: _____

Egg Only (\$75)

Full Permit (\$175)