



# DEPARTMENT OF HEALTH SERVICES

## Temporary Vendor Permit Process

If you are planning to provide food at a fair, carnival or fundraiser in Suffolk County, you need to submit an application to the Bureau of Public Health Protection for a permit to operate.

- Step 1: Login to the Submission and Status Terminal (SST). If you do not already have a user ID/password, you must create one to apply for a temporary food service vendor permit through the SST.
- Step 2: Click on *Apply for Permit* and choose *Vendors Temporary Food Service Application and Permit*.
- Step 3: Enter Vendor Information.
- Step 4: Enter Establishment Information.
- Step 5: Enter information for your BOOTH/STICK STAND or TRAILER/FIELD KITCHEN.
- Step 6: Enter your Menu and Preparation Procedures for each food item you will be serving. Click on insert after each item is added.
- Step 7: Enter your Food Source Information. Click on insert after each item is added.
- Step 8: Attach any documents that are necessary for the permit application, i.e. water bill or lab test results for the water supply.
- Step 9: Choose an event from the list provided and insert your on-site booth setup date. NOTE: You can apply for multiple events at one time.
- Step 10: If applying for multiple events, repeat Steps 6, 7 and 8 for each event.
- Step 11: Pay online with MasterCard or VISA.
- Step 12: Track the status of your permit under *View Profile Permits* on the SST.

You will be contacted by a Department representative to review your application before the event, after which a permit to operate will be issued.