



## Hunterdon County Health Department

# Temporary Food Vendor Application Process and License Requirements

### Application Process

#### Step 1: Complete the Application Packet

All applicants must complete and include the following documents:

- **Temporary Event Application**
- **Base of Operations Agreement**
- **Mobile Food Application** (one per mobile unit or booth, as applicable)

The document “**Regulations for Temporary Retail Food Establishments**” provides guidelines for operation and should be referenced when completing the application packet for the Hunterdon County Health Department.

---

#### Step 2: Submit Your Application

Submit the completed packet with a **\$100 application fee**:

**By Mail or In Person:**

Hunterdon County Health Department  
Route 12 County Complex, Building #1  
P.O. Box 2900  
Flemington, NJ 08822-2900

---

#### Step 3: Application Review & Licensing

If approved by the Health Department:

- A **12-month Temporary Food Vendor License** is issued to the applicant. The annual permit is issued and valid January 1 through December 31<sup>st</sup>.

- The vendor is then **directed to the appropriate municipality** for any **additional permits, fees, or approvals**, which may include:
    - Fire inspection; Business license; Special event permit
- 

## Ongoing Requirements & Inspections

- All vendors are inspected at least once per year.
  - Spot inspections may be conducted during events.
  - Mobile food units may be required to report to the Health Department for inspection upon request.
- 

## Coordination with Municipalities

- The Health Department will submit an **official list of licensed Temporary Food Vendors** to each municipality.
  - This list will be **updated as needed** throughout the year.
  - Municipalities are asked to provide the Health Department with:
    - A list of **scheduled events**
    - The **vendors attending** each event, along with **locations and details**
- 

## **!** Important Notice

Only vendors **licensed by the Hunterdon County Health Department** are permitted to operate at any **event or location within Hunterdon County**.


---

For questions or more information, please contact:

### **Hunterdon County Health Department**

Route 12 County Complex, Building #1

P.O. Box 2900

Flemington, NJ 08822  908-788-1351

 <https://www.co.hunterdon.nj.us/162/Health-Department>