

Erie County Department of Health
606 West Second Street
Erie, PA 16507
Phone: 814/451-6700 Fax: 814/451-6775

ATTENTION: All Coordinators and Temporary Food Establishment License Applicants

Erie County Department of Health's Environmental Fee Schedule was revised and approved by County Council on April 3, 2018. New fees are effective immediately.

Temporary License Fees	
1-2 Days	\$40/establishment
3-7 Days	\$80/establishment
8-14 Days	\$140/establishment

In order to maintain the safety and well-being of the people of Erie County and visiting tourists, the process for issuing Temporary Licenses has changed.

Changes to our Temporary Food Establishment Licensing Program:

All applications must be submitted at least seven (7) days in advance of an event. Applications received within seven (7) days of an event are subject to a \$15 late fee per establishment and may not be approved. This includes applications for events with one food establishment or multiple food establishments.

Incomplete applications will not be processed.

For events with only one food establishment, the establishment must submit (prior to the event):

- A completed Application for a Temporary Food Establishment License
- Appropriate license fee

For events with multiple food establishments, the Coordinator must submit one packet (prior to the event), which will include:

- A completed Coordinator's Application for a Temporary Food Event
- An Application for a Temporary Food Establishment License for each food establishment
- All establishment license fees

Applications and payment will no longer be accepted in the field.

Food establishments will be inspected on the first day of the event. Establishments arriving later than one hour past the event start time may not be inspected or licensed on that day and, therefore, will not be able to operate.

Additional information and all applications can be found on our website at:

<https://www.eriecountypa.gov/county-services/health-department/environmental-services/food-safety/licensing-and-food-safety.aspx>

As an applicant or event coordinator, your cooperation is key to ensuring that events are inspected and establishments are licensed. The number of events has greatly increased in recent years, and the Department issues over 700 temporary licenses annually. We are asking that you do your part to share these changes with the establishments at your events and make this transition to the new application process as smooth as possible.

If you have any question regarding this information, feel free to contact the Erie County Department of Health at (814) 451-6700. An inspector for the area of your event can assist you with any questions.