



NOTICE OF INTENT
TO SERVE FOOD:
AN EXTENSION OF A
FIXED
FOOD LICENSE

This form can be used only when **all three requirements** are met:

- Facility must have a valid Fixed Food Service Establishment License issued by St. Clair County Health Department only.
- Food items will be served by only employees from the licensed facility.
- Food will be prepared in the licensed facility and transported to the event.

If any food preparation (grilling, cooking, chopping, shredding etc.) is conducted at the site of the event, you must obtain a Temporary Food License.

NOTICE TO OPERATOR: *Before serving food within the jurisdiction of St. Clair County Health Department, you must notify the health department in writing of each location at which food will be served, and include the dates and hours of service. This notice MUST be mailed/faxed not less than seven days before the event. Failure to submit the completed form may result in enforcement procedures by SCCHD.*

Facility name : _____

Facility address: _____

Facility Daytime phone: _____

Food Service Establishment License # _____

Name of Owner / Operator: _____

Name of Event: _____ Date and time of the Event: _____

Location of the Event: _____

Water Source: Well Municipal Septic disposal: _____

Type of structure where food will be served: _____

List all food items that will be served at the event:

Type of cold/hot holding units at the event:

Owner's signature: _____ Date: _____

Date Recd. By SCCHD _____