

Appendix A FOOD PERMIT SELECTION CHART

Instructions: Choose the column that describes your event. Read column(s) downward.

Organizer					
Internal Organizer	✓	✓	✓	✓	✓
External Organizer	✓	✓	✓	✓	✓
Participants					
Private Event: (Private Group or SBU Dept./Group)	✓				
Campus Community Event: (Open to Campus Community and INVITED Guests Only)		✓	✓		
Public Event: (Open to General Public)				✓	✓
Food Service Provider					
Campus Food Provider	✓	✓		✓	
External Food Provider (see notes 1, 2, 3)	✓		✓		✓
Food Permit(s) Required →	No Permit Needed	No Permit Needed	EH&S Food Permit	No Permit Needed	1. SCDOHS Organizer's Temporary Event Permit 2. SCDOHS Vendor's Temporary Food Service Event Permit 3. EH&S Public Event Notification Form

LEGEND:

1. External Food Providers located anywhere outside of Suffolk County are required to apply for a Suffolk County "Off-Premise Catering Permit" through the Suffolk County Department of Health Services (SCDOHS).
2. External Food Providers who are delivering (dropping off) food only are required to have an "Off-Premise Delivery Permit" issued by SCDOHS.
3. External Food Providers who are heating up and/or serving food are required to have an "Off-Premise Catering Permit" issued by SCDOHS).