

## *Vending Machine Application*

### **Vending Machine Defined:**

“Vending Machine” means a self-service device that, upon activation, such as through insertion of a: (1) coin; (2) paper currency; (3) token; (4) card; or (5) key; or by optional manual operation, dispenses unit servings of food in bulk or in packages without the necessity of replenishing the device between each vending operation.

Steps to obtain a Vending Machine License:

#### **Step 1: Submit Application**

Submit the completed Vending Machine Plan Review Application (page 2 to 5).

#### **Step 2: Plan Review**

MCPHD Food & Consumer Safety will review the plans.

When plans are approved a letter will be sent to the mailing address on record.

#### **Step 3: Licensing Inspection**

Once the vending machines are installed and the vending locations are ready for an inspection, contact MCPHD Food & Consumer Safety for an inspection.

All hot and cold holding equipment needs to be on and maintaining required temperature.

Upon successful inspection, an application for license will be issued.





Health and Hospital Code Section 8-307 (c) requires that a vending machine operations owner shall maintain a commissary or base establishment licensed by the Health Officer. At this commissary or operations base, the owner shall maintain a record of all of the vending machines and the location of all commissaries and other establishments from which machines are serviced. A separate annual operating license and fee is required for each base of operations.

1. Is the warehouse or commissary location licensed or registered with the Marion County Public Health Department or other agency?  **Yes**  **No**

If yes, provide a copy of the license or proof of registration.

Address of the warehouse or commissary:

---

2. Do you have more than one warehouse or commissary?  **Yes**  **No**

If yes, list names and addresses of all warehouses or commissaries.

---

---

3. How is food kept frozen or refrigerated during transport to the vending location? \_\_\_\_\_

---

---

---

4. What are the procedures used to service and keep the vending machine sanitary? \_\_\_\_\_

---

---

---

5. Does the vending machine automatically shut off to prevent vending during a power failure, mechanical failure, or other condition that prevents the machine from keeping food at 41°F or below?

**Yes**  **No**

6. Does the vending machine stay off until serviced?  **Yes**  **No**

7. Describe how the machine is reset after an automatic lockout and what happens to the food in the machine. \_\_\_\_\_

---

---

---

---

8. Does the vending machine automatically shut off to prevent vending if the ambient air temperature exceeds 41°F for more than 30 minutes immediately after the machine is filled, serviced or restocked?

**Yes**  **No**

9. If hot holding, does the vending machine automatically shut off to prevent vending if the ambient air temperature is below 135°F for more than 120 minutes immediately after the machine is filled, serviced or restocked?  **Yes**  **No**

10. How often is each vending machine stocked and serviced? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Are any vending machines located outdoors?  **Yes**  **No**

If yes, is overhead protection provided?  **Yes**  **No**

*If you need assistance or would like to set up an appointment to review this application, contact Tera Townsend at (317) 221-2248 or [ttownsend@marionhealth.org](mailto:ttownsend@marionhealth.org).*

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**