



**Public Health**  
Prevent. Promote. Protect.

## *Hancock County Health Department*

*671 Wabash Avenue*

*Carthage, IL 62321*

*217-357-2171*

# **GUIDELINES FOR SELLING BAKED GOODS BAKE SALE**

1. **DO I NEED A PERMIT FOR MY GROUP'S BAKE SALE?** No, you do not (if it's a one-time event). But, fill out a **temporary food application** and submit to the health department. You can just fill out the top portion with organizations contact information in case the health department needs to get a hold of someone.
2. **WHAT TYPE OF ITEMS CAN WE SELL?** You can sell non-potentially hazardous foods such as: cookies, brownies, fruit pies, cakes, breads and breakfast-type rolls.
3. **ARE THERE ANY ITEMS WE CANNOT SELL?** You cannot sell potentially hazardous items such as: pumpkin pies, sweet potato pies, cream pies, meringue pies, cream-filled pastries, etc. (These are temperature regulated items)
4. **HOW SHOULD WE DISPLAY THE BAKED GOODS?** **Everything must be packaged** (plastic wrap, plastic bags, etc.). No open or uncovered food products are allowed.
5. **DO WE NEED TO LABEL THE ITEMS, AND IF SO, WHAT SHOULD BE ON THE LABELS?** Yes, you need to label the items. The labels should include what the item is and a list of ingredients in decreasing amounts, allergens, the baker's full name, and address and phone number.
6. **WHAT IF A BROWNIE, CAKE OR COOKIE MIX IS USED?** On the ingredient card, list the baker's full name, address & phone number. Attach the ingredient information panel from the box (including any added ingredients like eggs, oil, nuts, etc)
7. **ARE THERE ANY OTHER DO'S AND DON'TS?** Mostly common sense – no eating, drinking, or smoking in the area near your bake sale. Wash hands after using the restroom.
8. **IF I HAVE ANY QUESTIONS, WHOM SHOULD I Call?** Contact the Hancock County Health Department, (217) 357-2171 ext 114 or 116