



Public Health & Social Services Department  
**Environmental Health Division**  
412 Lilly Road NE  
Olympia, WA 98506

Phone (360) 867-2665  
Fax (360) 867-2600

TDD Line for the hearing impaired (360) 867-2603

## Thurston County **Temporary Food Establishment** Application Information Sheet

### I. Definition of a Temporary Food Establishment

A temporary food establishment is a temporary food service operating at one location for no more than 21 days, usually in conjunction with a special event. The Thurston County Board of Health has adopted requirements to assure safe handling of food and beverage during the temporary event.

### II. WHAT TO DO!!!

1. Complete and submit the application **at least two weeks prior to the event** to Thurston County Environmental Health. The application can be mailed to the address listed above or submitted in person to the Public Health Building located at 412 Lilly Road NE in Olympia).
2. Sometimes our attempts to contact applicants fail. If you have not been contacted by this office either by mail or telephone, call at least seven (7) days prior to the event.

#### **A complete application includes:**

- *The application form with **all** questions answered.*
- *A copy of the proposed menu (**include every item you plan to serve**).*
- *A diagram of the booth or mobile unit. Show all equipment, hot and cold handling equipment, food preparation and display areas, dishwashing, sanitizing and hand washing areas.*
- *The appropriate fee.*

### III. Application Processing

After receiving your application, the Health Department will begin the review. You will be notified of any required changes. A signed permit and letter of operating conditions will be sent to you upon approval of your application.

**Note:** Foods prepared without a valid permit cannot be served at the event. **Home prepared or home preserved food may not be served.** Violations of safe food handling practices will be handled according to Article I and Article II of the Thurston County Sanitary Code.

## IV. Before You Begin Operations:

1. Submit application **at least two weeks in advance** of the event.
2. Make sure you have received your Temporary Food Service Operating Permit signed by the Health Department before starting your operation unless you've made prior arrangements with the department.
3. Post the signed Operating Permit and Permit Conditional Letter.
4. Post your Washington State Food & Beverage Service Worker Cards.

You are required to have a least one person in the Temporary Food Service Establishment with a current Food & Beverage Service Worker Card at all times. Information on class times and testing may be obtained by calling 867-2665.

## V. Fee Schedule – Temporary Food Service Permits

### Potentially Hazardous Menu Items:

- Permit valid for 1 to 3 days..... \$115.00
- Permit valid for 4 to 21 days..... \$240.00

### Non- Potentially Hazardous Menu Items:

- Permit valid for 1 to 21 days..... \$55.00

Licensed Caterer...No fee if Caterer's Temporary Event Application if submitted 7 days prior to the event

### Late Fee (in addition to the regular fee)

- Application received between 13 and 7 days before event..... \$30.00
- Application received less than 7 days before the event..... \$60.00

### Multiple Temporary Food Service Permit:

(be sure to attach information sheet with event dates!!!)

- Potentially hazardous menu items..... \$345.00

### Qualifications for Multiple Temporary Food Service Permits

- The person in charge of the food service operations must be the same person throughout the year the permit is issued. If the person in charge changes, a menu and food preparation procedure review will be required. The time for the review may be billed as per the plan review process.
- The menu items proposed must remain the same for each event. If additional items are proposed, they must be reviewed and approved by the health officer. The time for the review may be billed as per the plan review process.
- You qualify for the multiple event permit if you conduct the temporary event in the same building, use the same self-contained mobile unit, booth, tent or similar structure for each event.
- You must have a handwash facility that has clean, warm, running water with soap and paper towels, or an equivalent handwash station for each event.
- The building, mobile unit, booth, tent or similar structure must have a three compartment sink, commercial dishwasher or you must have an alternative washing and sanitizing method approved by the health officer.
- There must be at least one person with a current food & beverage service worker card in the building, mobile unit, booth, tent or similar structure at all times the facility is in operation.
- Each temporary event where you operate must not exceed 21 days.

. Please Note: Anyone found operating a temporary food service facility without first obtaining a permit is subject to an additional investigation fee of \$115.00, in addition to the required temporary permit.

Thurston County Public Health and Social Services Department

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412 Lilly Road NE ♦ Olympia, WA 98506

(360) 867-2667

TDD LINE FOR THE HEARING IMPAIRED IS (360) 867-2603

PERMIT# \_\_\_\_\_

FEE: \_\_\_\_\_

AREA: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIPT: \_\_\_\_\_

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412 Lilly Road NE ♦ Olympia, WA 98506

Phone (360) 867-2667 ♦ Fax (360) 867-2600

## TEMPORARY FOOD ESTABLISHMENT APPLICATION

Submit this application to the Health Department **at least 14 days before you plan to operate**. If you plan to prepare foods before the event, additional time will be required for application review. Additional fees may also be required.

Organization: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Other Contact: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_



**WE NEED A PHONE NUMBER FOR THE MAIN CONTACT PERSON BETWEEN 8AM AND 5PM**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours of Food Service: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

List all places where food will be prepared: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**☆☆☆ This section must be filled out if you are preparing food in advance ☆☆☆**

**+Food Service Operator permitting use of the kitchen must complete the following**

I, \_\_\_\_\_ allow \_\_\_\_\_ to use \_\_\_\_\_  
(Food Service Operator) (Organization) (Name of Approved Kitchen)  
for preparing and serving foods and washing/sanitizing utensils and equipment.

Date Kitchen will be used for this event: \_\_\_\_\_ Time of use: \_\_\_\_\_

Kitchen Owner/Operator phone number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Kitchen Owner/Operator

\_\_\_\_\_  
Date

**Hot Holding:** Steam table  Stove  Oven  Grill   
Other: \_\_\_\_\_

**Cold Holding:** Refrigerator  Freezer  Ice chest with ice   
Other: \_\_\_\_\_

**Transport Equipment:**  
Ice chests  Cambro boxes   
Other: \_\_\_\_\_

**Storage of Food Prior to Event:** Commercial locker  Commercial kitchen   
Food trailer  Food purchased day of event   
Other: \_\_\_\_\_

**Overhead Protection:** Method of overhead protection for all food preparation / storage / service areas: \_\_\_\_\_  
\_\_\_\_\_

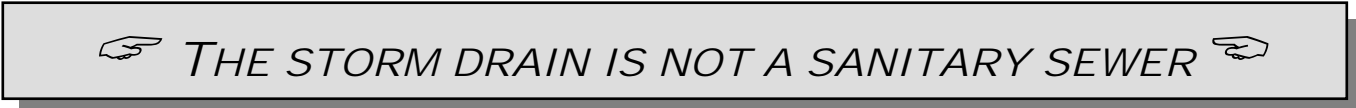
**Handwash Sink:** Using kitchen with approved handwash sink   
Will set up handwash station  (see example on last page)  
Other: \_\_\_\_\_

**Utensil / Equipment Wash Sinks:**  
Using kitchen with 3 compartment sink   
Using kitchen with 2 compartment sink – will provide pan/tub for 3<sup>rd</sup> sink   
Will provide 3 pans/tubs to wash, rinse and sanitize

**Sanitizer (1 tsp. Bleach to 1 gallon water):**  
Will provide container and cloths   
Other: \_\_\_\_\_

**Approved Water Supply:**  
City of \_\_\_\_\_ (plumbed into kitchen)   
Provided by Event Coordinator  Trailers – must have food grade hose

**Wastewater:** City of \_\_\_\_\_ sewer (plumbed into kitchen)   
Provided by Event Coordinator  Trailers – holding tank   
Dumpsite: \_\_\_\_\_  
Other: \_\_\_\_\_



**Restrooms:** In same building as the event  Trailers – self contained   
SaniCans – provided by Event Coordinator   
Other: \_\_\_\_\_

**Garbage Disposal:** Provided by Event Coordinator  Dumpster located on-site   
Will collect and haul away

# HANDLING PROCESS FOR MENU ITEMS

LIST ALL MENU ITEMS, INCLUDING INGREDIENTS FOR EACH FOOD & SOURCE OF FOODS

*(Example: Taco = meat, cheese, shell, lettuce, sour cream, salsa. Purchased from grocery stores.)*

Food Items	Pre-event Preparation and/or Storage Location	Transport to Event	On-Site Preparation (chopping, cooking, grilling, etc.)	Hot / Cold Holding Method	Serving Method

 **All cold items must be stored at 41°F or colder**

 **All hot items must be stored at 140°F or hotter**

**NO COOLING / REHEATING ALLOWED – DISCARD “LEFT-OVERS” AT END OF EACH DAY**

**★ ADVANCED PREPARATION MUST BE PRE-APPROVED! ★**

**Washington State Food & Beverage Service Worker's Card:  
List of Cardholders**

**Name:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**➤ There must be at least one person at all times on-site with a Food & Beverage Worker's Card ➤**

**Diagram of temporary booth / trailer / kitchen – Show all equipment, sinks, serving areas, food preparation stations, food storage areas, etc.**

**I have read the guidelines for Temporary Food Establishments. I understand that by receipt of a permit to operate, I am agreeing to comply with all temporary food service requirements. I understand if I don't meet the requirements for temporary food service establishments, my establishment may be closed.**

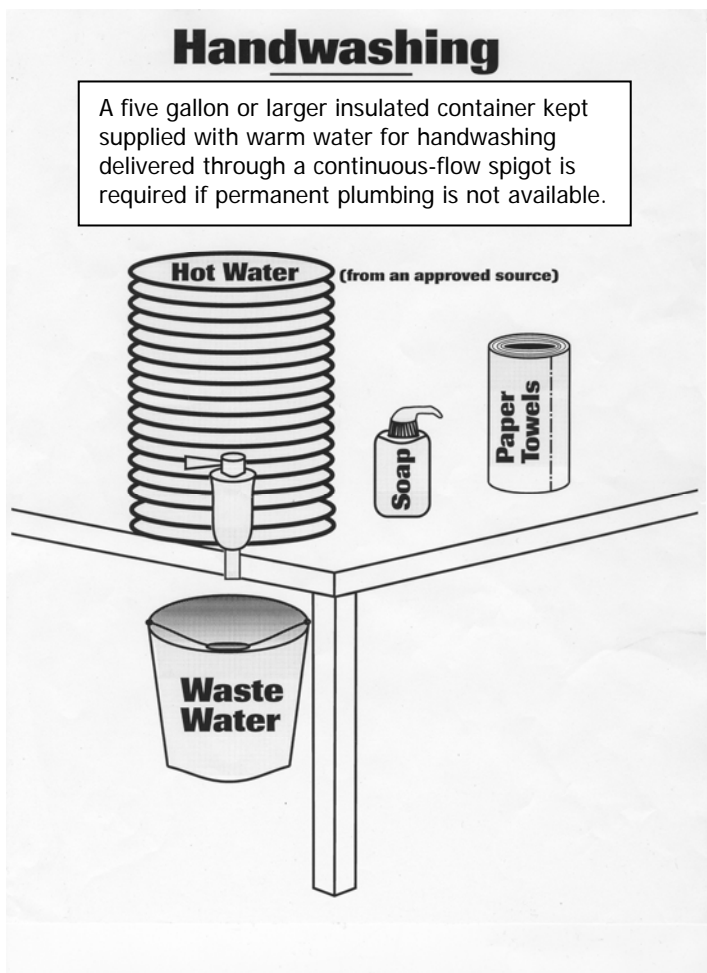
\_\_\_\_\_  
**Applicant's Signature**

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

## Equipment Checklist for Temporary Event:

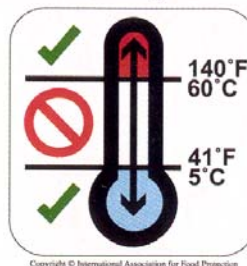
- Hot holding equipment
- Cold holding equipment
- Metal stem probe thermometers
- Hand washing station (see below)
- Sanitizing solution & cloth (bleach, water & container)
- Disposable gloves       Utensils       Napkins
- Rope / barricade for BBQ
- Sneeze guards for self service items
- Squeeze bottles for condiments
- Ice scoop
- Refrigerator thermometers
- Food / equipment stored OFF the floor / ground (pallets, etc.)
- Food & Beverage Service Worker's Cards on-site
- Tub(s) for dish / utensil washing
- Garbage cans / plastic bags
- COVERED booth for outside events

**Note:** *Bare hand contact with ready to eat foods (like salads, sandwiches, baked goods, etc.) must be eliminated by the use of utensils, bakery papers, napkins, gloves, etc.*



## Keep it Hot or Cold

**Bacteria may grow in potentially hazardous foods. Keep potentially hazardous foods out of the Danger Zone (41°F - 140°F) for safety.**



Potentially hazardous foods include:

- Meat, poultry, fish, seafood, eggs
- Cooked starches (potatoes, rice, pasta)
- Dairy products
- Soy products, such as tofu
- Raw sprouts and cut melons
- Cooked vegetables
- Herbs and garlic mixed in oil

Washington State Retail Food Code Working Document 3-501.16  
Washington State Department of Health

