TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All portions of this application must be completed, legible, signed, and submitted to the Health Department at least 14 days prior to the public event. Applications received 48 hrs or less prior to the event may NOT be accepted.

FEE SCHEDULE- TEMPORARY FOOD ESTABLISHMENTS

(Refer to the Operator’s Guide to determine the risk level of proposed menu)

**High/Moderate Risk Menu Items:**
- Permit valid for 1 to 3 days - $130.00
- Permit valid for 4 to 21 days - $270.00

**Low Risk Menu Items:**
- Permit valid for 1 to 21 days - $62.00

**Late Fee:**
- Application received between 13 and 7 days before event - $30.00
- Application received less than 7 days before the event - $62.00

APPLICATION AND CONTACT INFORMATION:

Organization/Business Name: ____________________________________________

Main Contact: __________________________________________________________ Email: __________________________________________________________

Mailing Address: ____________________________________ City:__________ State: ___ Zip:____

Primary Phone: __________ Cell Phone: __________ Fax: __________

Alternative Contact: Name: ___________________________ Phone: __________

PUBLIC EVENT INFORMATION:

Name of Public Event: ____________________________________________________

Event Start Date: ___/___/___ Starting Time: _______ Ending Date: ___/___/___ End Time: _______

Event Location: __________________________________________________________

Facility Name: ________ Address: ________

Event Coordinator Name: __________________________________ Phone: __________

Water Source: □ City Water: ______________________ □ Public Water System: _______ □ Private Well

Name: __________________________ Water System ID#: _______ □ Bottled Water

Permit will be VALID up to 21 consecutive days operating at a fixed location, with a fixed menu at a single public event (i.e., festivals, fairs, celebrations, shows) OR operating not more than three days a week at a fixed menu and location in conjunction with an approved recurring public event (i.e., farmers market).

Note: Public Events means an organized event which is advertised to the public by use of flyers, banners, newspaper articles, or by other means, and must have a defined start and stop date not exceeding 21 consecutive days.

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Date Rec’d ___/___/___ Fee__________ Receipt__________ Permit # __________ Area___________
Complete All Required Event Information:

**Hot Holding Equipment:**
- Steam table □
- Stove □
- Chafing dish □
- Oven □
- Grill □
- Crock Pot □
- Other: ____________

**Cold Holding Equipment:**
- Refrigerator □
- Freezer □
- Ice chest with ice □
- Other: ____________________________

**Transport Equipment:**
- Ice chests □
- Cambro boxes □
- Refrigerated vehicle □
- Other: ____________________________

**Food Storage Method:**
- Approved facility □
- Trailer □
- Purchased day of event □
- Other: ____________________________

**Overhead Protection:**
- Method of overhead protection over entire food preparation service area: ____________

**Handwash Sink:**
- Using kitchen with approved existing handwash sink □
- Using portable handwash area with WARM water □ (refer to Operator’s Guide for example)

**Warewashing Equipment:**
- Using approved kitchen facility with 3 compartment sink □
- Using approved kitchen facility with 2 compartment sink – pan/tub for 3rd sink □
- Will provide portable 3 pans or tubs to wash, rinse and sanitize □
- Will provide extra utensils / no equipment washing required for operation □

**Sanitized Wiping Cloth:**
- Will provide container, cloths, and test strips □ (1 tsp. bleach to 1 gallon cold water)

**Restroom Facilities:**
- Within 200 feet □
- Same building as the event □
- Trailers – self contained □
- Portable toilets with handwash stations – provided by Event Coordinator □

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

**Wastewater Disposal:**
- City of _________________________ sewer □
- Commissary/Service Area □
- Provided by Event Coordinator On-Site □
- Trailers – use of holding tank □

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**THE STORM DRAIN IS NOT A SANITARY SEWER**

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**COMMISSARY AGREEMENT**

Organizations or individuals requiring the use of an off-site kitchen facility must be reviewed and approved by the health department. Inspection fees may apply if the facility is NOT currently permitted as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement.

**Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:**

I. ____________________________ allow ______________________________ to use ______________________________ for:

<table>
<thead>
<tr>
<th>Food Service Operator</th>
<th>Organization</th>
<th>Name of Approved Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Food Preparation</td>
<td>□ Cold Food Storage</td>
<td>□ Cooking</td>
</tr>
<tr>
<td>□ Cooling Food</td>
<td>□ Hot Holding</td>
<td>□ Dry Food Storage</td>
</tr>
<tr>
<td>□ Warewashing</td>
<td>□ Approved Water Supply</td>
<td>□ Waste water disposal</td>
</tr>
</tbody>
</table>

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

______________________________
Signature of Kitchen Owner/Operator

______________________________
Date

______________________________
Kitchen Facility Owner/Operator Phone Number

______________________________
Kitchen Facility Address

______________________________
City

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APPROVED □
DENIED □
COMMENTS: _____________________________________________________________
**Handling Process for Food and Beverage Menu Items**

**List All Menu Items, Including Ingredients for Each Food & Source of Foods**

<table>
<thead>
<tr>
<th>List All Food &amp; Beverage Items and Retail Source (If WSDA Permitted, Provide Permit #)</th>
<th>Is There Off-Site Preparation and/or Storage? (If yes, complete commissary agreement on page 2)</th>
<th>How Will Food Be Transported to the Event</th>
<th>Thermometer Required When Cooking or Hot/Cold Holding</th>
<th>How Will On-Site Food Preparation For Each Listed Menu Item Be Cooked and Assembled? (i.e. washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)</th>
<th>How Will Food Be Hot or Cold Held?</th>
<th>How Will Each Menu Item Be Handled and Served to the Customers?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Fully Cooked BBQ Beef Sandwiches / Ingredients and buns purchased at store.</td>
<td>No – All food will be purchased the day of the event.</td>
<td>Ice Chest/ Cooler</td>
<td>Heat to 140°F</td>
<td>Chafing dish used for hot holding beef. Ice chests used for cold holding.</td>
<td>While using disposable gloves, each sandwich is foil wrapped and served to customer</td>
<td></td>
</tr>
</tbody>
</table>

*Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.*
Washington State **ISSUED** Food & Beverage Service Worker’s Card:
List all those cardholders who shall be assigned as the Person-In-Charge (PIC) during the event.

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________________________</td>
<td>________________</td>
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<tr>
<td>_________________________________________</td>
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<tr>
<td>_________________________________________</td>
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</tr>
</tbody>
</table>

**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 – Please show all equipment to be used, such as handsink, tables, coolers, grills, chafing dishes, service area, warewashing area, food storage areas, etc. The food preparation area shall have a booth designed to protect from dirt and inclement weather, including but not limited to adequate overhead cover. Food booth covers must be large enough to accommodate all food activities and storage for added protection.

**DIAGRAM NEEDS TO BE READABLE AND PLEASE LABEL ALL APPLICABLE EQUIPMENT**

I have read the operator’s guide 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/Main Contact  Signature  Date

**Please Note:** Anyone found operating a temporary food service facility without first obtaining a permit is subject to immediate closure or, if permitted onsite by health department staff, an additional investigation fee will be added to the permit fee. The investigation fee is equal to the amount of the permit fee required by Article I of the Thurston County Sanitary Code.