



Public Health & Social Services Department
 Environmental Health Division
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TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All portions of this application must be completed, legible, signed, and submitted, **with full payment**, to the Health Department **at least 14 days prior to the public event**. Applications received less than two full business days or less prior to the event may **NOT** be accepted.

2019 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 - \$155.00
 Permit valid for 4 to 21 days - \$315.00

Late Fee:

Application received between 13 and 7 days before event - \$35.00
 Application received less than 7 days before the event - \$70.00

Low Risk Menu Items:

Permit valid for 1 to 21 days - \$72.00

Caterer's Fee:

For 2019 – No fee, unless Application is late

APPLICATION AND CONTACT INFORMATION:	<input type="checkbox"/> Check box if Permitted Caterer in Thurston County
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: <input type="checkbox"/> City Water: _____	<input type="checkbox"/> Public Water System: _____	<input type="checkbox"/> Private Well	
Name		Water System ID#	<input type="checkbox"/> 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.

For Office Use Only (2014)

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

THE STORM DRAIN IS NOT A SANITARY SEWER

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 _____
Food Service Operator Organization Name of Approved Kitchen

- | | | |
|--|--|---|
| For: <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Cold Food Storage | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Cooling Food | <input type="checkbox"/> Hot Holding | <input type="checkbox"/> Dry Food Storage |
| <input type="checkbox"/> Warewashing | <input type="checkbox"/> Approved Water Supply | <input type="checkbox"/> Waste water disposal |

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

List All Food & Beverage Items and Retail Source (If WSDA Permitted, Provide Permit #)	Is There Off-Site Preparation and/or Storage? (If yes, complete commissary agreement on page 2)	How Will Food Be Transported to the Event	Thermometer Required When Cooking or Hot/Cold Holding			How Will Each Menu Item Be Handled and Served to the Customers?
			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.)	Cooking Temperature	How Will Food Be Hot or Cold Held? Hot 135°F or above Cold 41°F or less *NO COOLING*	
Example: Fully Cooked BBQ Beef Sandwiches / Ingredients and buns purchased at store.	No – All food will be purchased the day of the event.	Ice Chest/ Cooler	Heat <u>fully cooked</u> shredded beef in pot on burner and toast buns on grill per each order. Using tongs, place beef on buns and assemble with disposable gloves.	Heat to 140 °F	Chafing dish used for hot holding beef. Ice chests used for cold holding.	While using disposable gloves, each sandwich is foil wrapped and served to customer

Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.

