



Public Health & Social Services Department  
 Environmental Health Division  
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 Email: [foodapplication@co.thurston.wa.us](mailto:foodapplication@co.thurston.wa.us)  
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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.

## 2021 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 - \$160.00  
 Permit valid for 4 to 21 days - \$325.00

### Late Fee:

Application received between 13 and 7 days before event - \$37.00  
 Application received less than 7 days before the event - \$71.00

### Low Risk Menu Items:

Permit valid for 1 to 21 days - \$75.00

### Caterer's Fee:

**For 2021** – No fee, unless Application is late

<b>APPLICATION AND CONTACT INFORMATION:</b>	<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: _____

<b>PUBLIC EVENT INFORMATION:</b>			
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.

<b>For Office Use Only (2014)</b>				
Date Rec'd ___/___/___	Fee _____	Receipt _____	Permit # _____	Area _____

## Complete All Required Event Information:

- Food Truck or Trailer:** Using a food truck or trailer Yes / No Washington Labor & Industries Approved Yes / No
- 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 3<sup>rd</sup> 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:  Food Preparation  Cold Food Storage  Cooking  
 Cooling Food  Hot Holding  Dry Food Storage  
 Warewashing  Approved Water Supply  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*

*For Office Use Only*

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*	
<b>Example:</b> 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.*





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## **Thurston County COVID-19 Temporary Food Establishment Guidance**

<b>Answer all COVID-19 Workplace Safety and Health Requirement Questions Listed Below</b>		<b>Yes</b>	<b>No</b>
<b>1.</b>	Provide contact information for the COVID-19 Supervisor for the event (if that is not you):  Name: _____  Phone: _____ Email: _____		
<b>2.</b>	Have you educated your employees in the language(s) they understand best about COVID-19 and how to prevent transmission?	<b>Y</b>	<b>N</b>
<b>3.</b>	Do you have an employee screening policy at the start of your employee's shift for signs/symptoms of COVID-19?	<b>Y</b>	<b>N</b>
<b>4.</b>	Are you capable of providing and enforcing that cloth face mask coverings be worn by employees working in the temporary food establishment, and by all customers who you serve? Employees shall be provided and required to wear personal protective equipment (PPE), such as gloves, goggles, face shields and face masks as appropriate or required for the work activity being performed.	<b>Y</b>	<b>N</b>
<b>4(b).</b>	Do you have a sign to post at the entrance to the temporary booth/trailer/kitchen that states customers are required to wear a cloth face covering?	<b>Y</b>	<b>N</b>
<b>5(a).</b>	Per L&I COVID-19 requirements, all employees must maintain a minimum of six-foot distancing amongst themselves and their customers. Is your temporary booth/trailer/kitchen capable of meeting this six-foot minimum distance requirement?	<b>Y</b>	<b>N</b>
<b>If no, please read and answer question 4(b).</b>			
<b>5(b).</b>	When six-foot distancing is not feasible for specific tasks, other preventative measures are <u>required</u> . This can be accomplished using barriers, reducing staff size, and staggering breaks and work shifts. This is <u>not</u> an alternative to maintaining social distancing among employees, but an additional safeguard in addition to maintaining the greatest distancing possible.		



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**What other preventative measures do you have in place to protect your employees?**

**Describe below:**

6. How will six-foot distancing be, or barriers used between customers and the staff of your temporary booth/trailer/kitchen? **Describe below:**

- |     |  |   |   |
|-----|--|---|---|
| 7.  | Will you provide and maintain adequate supplies of soap, water and hand sanitizer containing at least 60% alcohol to support hand hygiene for your employees?  | Y | N |
| 8.  | Will you provide and maintain adequate supplies of EPA-registered disinfectant in your temporary booth/trailer/kitchen?  | Y | N |
| 9.  | Do you have an established cleaning and disinfecting schedule for high-touch and non-food contact surfaces?  | Y | N |
| 10. | Each business or entity operating in Thurston County, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry and Washington State Department of Health. This plan does not need to be submitted to the Thurston County Public Health and Social Services Department for approval but must be retained on the premises of the business and be made available to regulatory agencies or local authorities in the event of an inspection. Failure to meet this requirement may result in sanctions up to, and including, license suspension. <u>Do you have a written Safety Plan?</u> | Y | N |
| 11. | Are you familiar with the Department of Health quarantine and isolation guidance? If not, please review them prior to submitting this application.   | Y | N |



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### Resources

Proclamation 20-25.6, "Safe Start – Stay Healthy"	<a href="https://www.governor.wa.gov/sites/default/files/proclamations/20-25.6%20-%20COVID-19%20Safe%20Start-Stay%20Healthy%20%28tmp%29.pdf?utm_medium=email&amp;utm_source=govdelivery">https://www.governor.wa.gov/sites/default/files/proclamations/20-25.6%20-%20COVID-19%20Safe%20Start-Stay%20Healthy%20%28tmp%29.pdf?utm_medium=email&amp;utm_source=govdelivery</a>
DOH Order 20-03.1, "Face Coverings – Statewide"	<a href="https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf">https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf</a>
L&I Publication F414-164-00, "General Requirements and Prevention Ideas for Workplaces"	<a href="https://lni.wa.gov/forms-publications/F414-164-000.pdf">https://lni.wa.gov/forms-publications/F414-164-000.pdf</a>
DOH Guidance for Food Workers and Food Establishments (updated 27 April 2021)	<a href="https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FoodWorkerEstablishment.pdf">https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FoodWorkerEstablishment.pdf</a>
Washington State Coronavirus Response	<a href="https://coronavirus.wa.gov/">https://coronavirus.wa.gov/</a>
Washington State Dept of Health COVID-19 Resource Page	<a href="https://www.doh.wa.gov/Emergencies/COVID19">https://www.doh.wa.gov/Emergencies/COVID19</a>
Washington State Dept of Labor COVID-19 Resource Page	<a href="https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources">https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources</a>