



Public Health & Social Services Department
Environmental Health Division
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www.co.thurston.wa.us/health/ehfood

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 be **REJECTED**.*

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

Late Fee:

Application received between 13 and 7 days before event - \$30.00
 Application received less than 7 days before the event - \$62.00

Low Risk Menu Items:

Permit valid for 1 to 21 days - \$62.00

Caterer's Fee:

For 2016 – No fee, unless Application is late

APPLICATION AND CONTACT INFORMATION:	<input type="checkbox"/> Check box if Permitted Caterer
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 _____

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 140°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.

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.

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 – 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.