



<u>OFFICIAL USE ONLY</u>
Accepted By: _____
Permit # _____
<input type="checkbox"/> CAMAS Entry
<input type="checkbox"/> Complete Application

TEMPORARY FOOD SERVICE PERMIT APPLICATION

INSTRUCTIONS

Complete the entire application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Remit fee with completed application to Public Health office. Make checks payable to: KCPHD. Applications cannot be received on weekends or holidays. Applications must be received on a business day at least 14 calendar days before the first day of the event or a 40% late fee is imposed.

Type A
Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a fair or festival.

Type B
Occurs when a person prepares or sells foods operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.

Low Risk (Level 1) **Moderate Risk (Level 2)** **High Risk (Level 3)**

Event: _____ Coordinator: _____ Phone: _____

Organization Represented: _____ Phone: _____

Applicant Name: _____ Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Person(s) in Charge at Event: _____ Phone: _____

Proposed Location: _____ Beginning date: _____ Ending date: _____

Location of Advanced Preparation: _____ Est. # of People Served Per Day: _____

Time Food Prep. Starts: _____ Time Food Prep. Ends: _____ Time of Food Service: _____

My signature below denotes intent to comply with all applicable Washington State and local regulations. It is my understanding that the permit is non-transferable and shall expire upon completion of the temporary event.

Permit Fee: _____ **Signature:** _____ **Date:** _____

Receipt #: _____ **Print Name:** _____ **Title:** _____

Fee is non-refundable. Application is not valid unless it is signed by legal owner.

By applying for a Low Risk/Level 1 Permit, you agree to truthfully complete all required interviews and self-inspection requirements.



Please Describe the Following:

Cold Holding Equipment: _____ Hot Holding Equipment: _____

Cooking Equipment: _____ Reheating Equipment: _____

Food Transportation - Time in Travel: _____ Method of Keeping Cold/Hot: _____

Public Water Supply: _____ Waste Water Disposal: Sewer Holding Tank

Hand washing Facilities: Plumbed Sink Gravity Flow Container with Continuous Drip Spout

Utensil Washing Facilities: Approved 3 Compartment Sink 3 Tubs on site Sanitizing Solution

PLEASE LIST ALL FOOD TO BE SERVED (PROVIDE ADDITIONAL PAPER IF NECESSARY):

Food Items:	Off Site Prep (Y/N)	On Site Prep (Y/N)	Cooking Procedures: Indicate if cooked from raw state	Holding (Hot/Cold)	Serving (Hot/Cold)

NOTE: Late additions to the menu must be approved by the Health Department.

Additional Comments/Specialized processes (Subject to Approval):

I have read and understand the following:

- 2018 Fees and Guidelines (page 3)
- Requirements for Food Service at Temporary Events (pages 7-8)
- Temporary Food Service Permit Application (pages 1-2)

Signature: _____

Date: _____



Temporary Food Establishment 2018 Fees & Guidelines

You may pay with cash, check, Visa or MasterCard. Payments are not accepted over the phone.

Complete Application must be received no less than 14 days before the event to avoid late fees.

Two Temporary Food Establishment (TFE) Categories. WAC 246-215-01115(124)

Type A TFE

*Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a **single event or celebration**, such as a fair or festival.*

Type B TFE

*Occurs when a person prepares or sells foods operating **not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event**, such as a farmers market.*

Permit Categories

Exempt.....Application for exemption required, no permit fee

Exempt food is commercially prepared and packaged, not potentially hazardous and does not require preparation or temperature control. Examples include popcorn, coffee/tea with no dairy, donuts or cupcakes made in an approved facility. If you do not submit an application, or are found in violation of safety or temporary hand washing station requirements, a closure may be issued to cease all operations.

Low Risk

Food is commercially pre-packaged and may or may not be potentially hazardous (require cold holding). Examples include pre-packaged yogurts or oatmeal and pre-packaged sandwiches/burritos heated for immediate consumption.

Type A TFE.....115.00/first 5 days*
Type B TFE.....230.00

*After 5th day, \$55.00 each additional day

Moderate Risk

Fresh foods are handled during preparation of salads, fruit cups, sandwiches, wraps, or any other ready to eat foods. Also includes the heating and hot holding of potentially hazardous foods for consumption.

Type A TFE.....230.00/first 5 day*
Type B TFE.....285.00

*After 5th day, \$55.00 each additional day

High Risk

Processes include cooking of meats, seafood, shellfish, or poultry from a raw state, extensive handling of raw foods/ingredients, and advanced preparation of potentially hazardous foods.

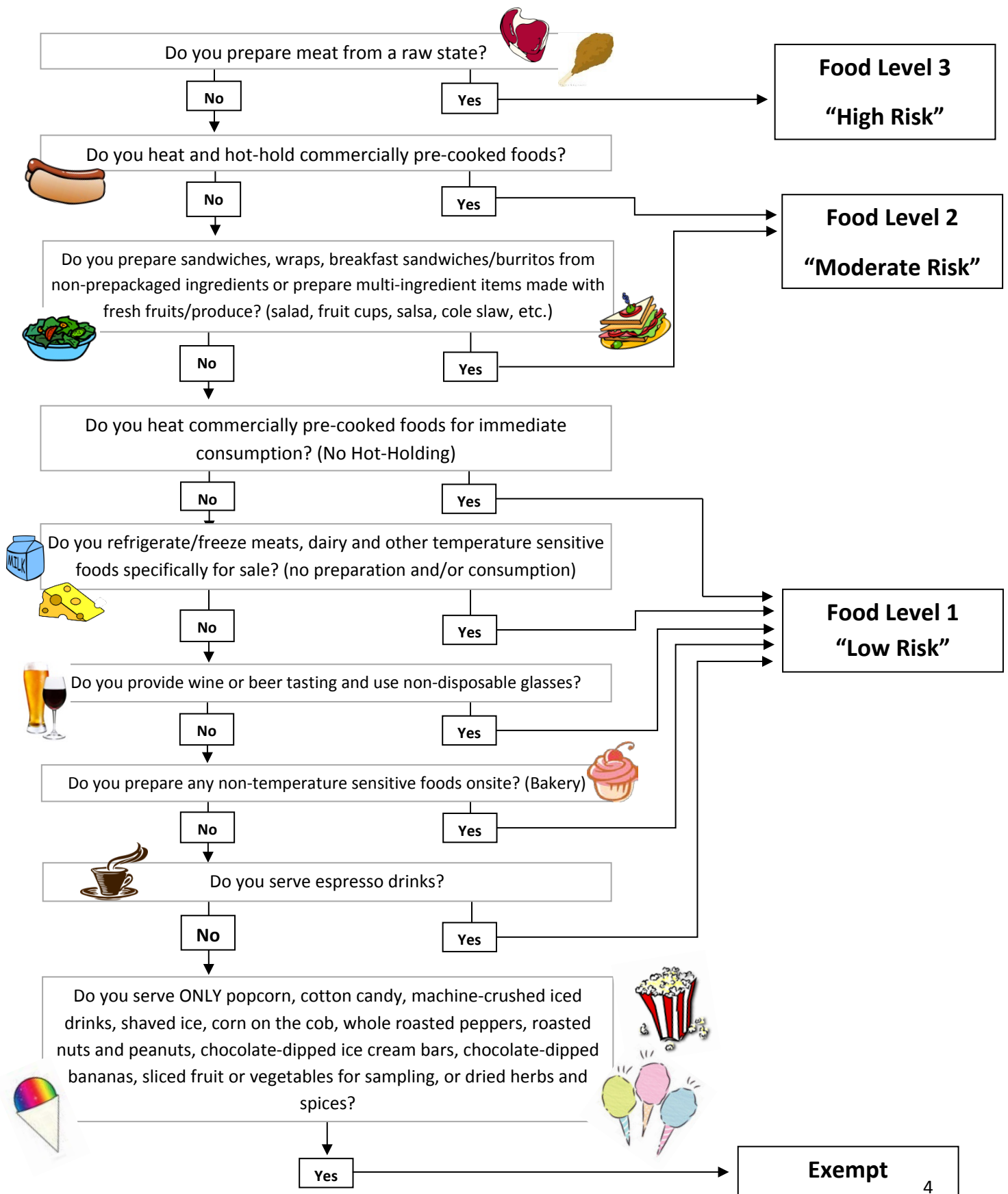
Type A TFE.....285.00/first 5 days*
Type B TFE.....400.00

*After 5th day, \$55.00 each additional day

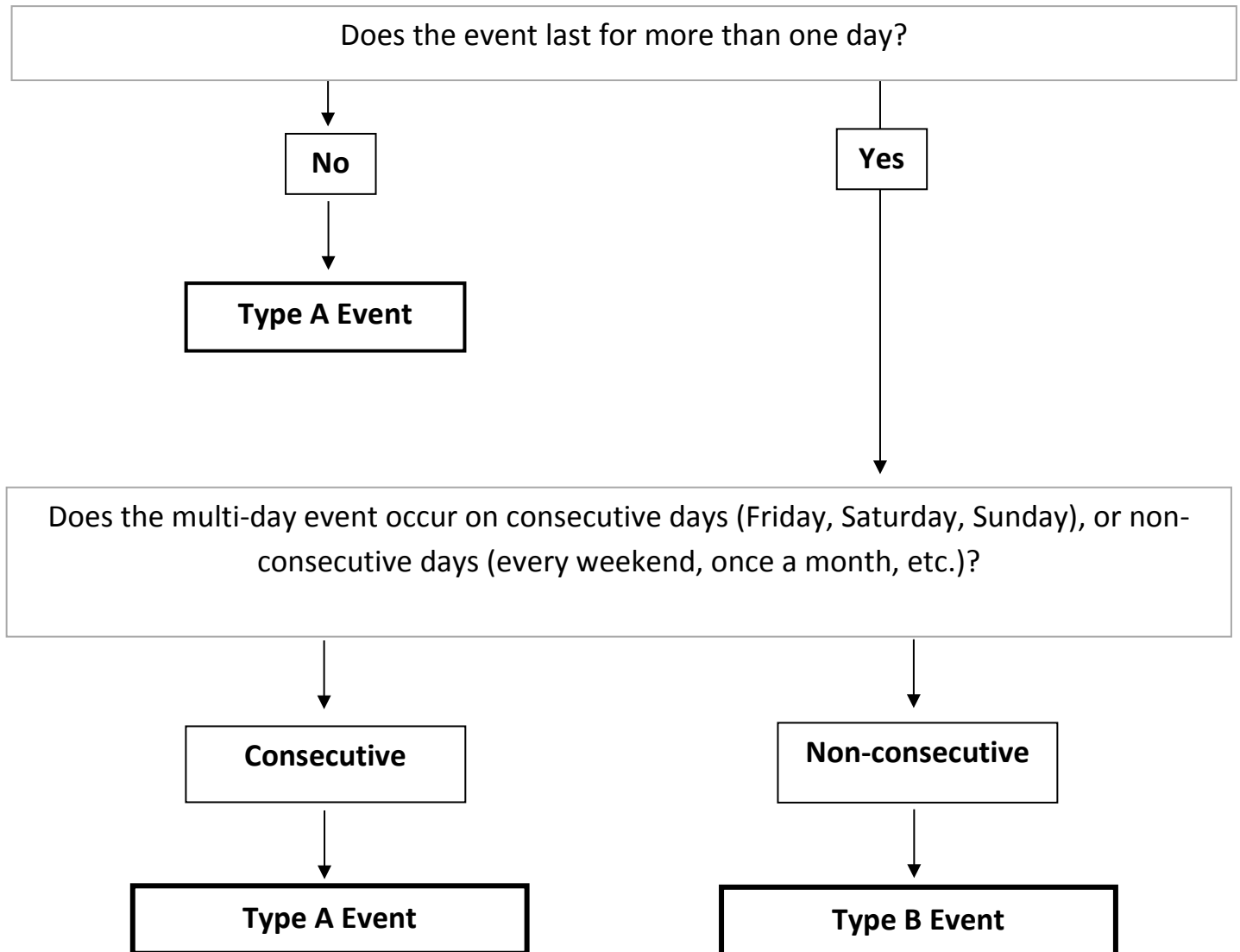
Reinspection.....No Fee

A reinspection is required if you receive 30 or more high risk red point violations and closure may be issued if proper sanitary methods are not in place (not properly maintaining a temporary handwashing station, for example).

Food Establishment Risk Level Determination Flow Sheet



Are you Temporary Food Establishment Level A or B?



EXEMPT FOOD ITEMS

- **Baked goods** – as part of a bake sale
- **Beer or Wine tasting** – in single use, disposable cups
- **Chocolate dipped fruit** — Rinsed in approved facility, dipped on site
- **Chocolate dipped ice cream bars** — If made with commercially packaged ice cream bars
- **Corn on the cob** – If roasted for immediate service
- **Cotton candy**— Made on site
- **Dried herbs and spices**— Herbs and spices processed in approved facility
- **Iced Drinks** – Commercially packaged sods, waters, or other drinks made from non-PHF packaged powders.
- **Hot beverages** – Coffee or tea with shelf stable creams
- **Machine crushed ice drinks** —Made from non-PHF ingredients and ice from approved source (soda)
- **Popcorn** —Including kettle corn
- **Roasted nuts** —Including candy coated
- **Sliced fruits and vegetables for sampling** – if used for individual samples of nonpotentially hazardous produce.
- **Whole Roasted Peppers** – if roasted for immediate service

LEVEL 1 – LOW RISK FOOD ITEMS

- **Precooked hot dogs and sausages** – For immediate service (no hot holding)
- **Espresso Drinks** – hot or cold
- **Fried desserts or potato items** – Such as funnel cakes, elephant ears, French fries; for immediate service
- **Commercially prepared chili or soup** – heated for immediate service only
- **Cooked vegetables** – for immediate service
- **Packaged, refrigerated/frozen potentially hazardous foods** – including yogurts, packaged meats and cheeses
- **Soft serve or scoop ice cream**
- **Nachos** – chips with processed cheese
- **Heated commercially-prepackaged goods** – such as breakfast sandwiches, hot pockets, oatmeal
- **Baked Goods** – muffins, pastries, breads, cakes, etc.

Requirements for Food Service at Temporary Events

Read and check off each of the following items in order to comply with Kittitas County Public Health Department requirements.

- Application and payment must be received 14 days before the event or you will be charged a late fee.
- Get a Washington State Food Worker Card. Person in charge must have a valid food worker card.
KCPHD recommends that all employees and volunteers have food worker cards.
- You must have handwashing facilities. A temporary handwashing station consists of a five-gallon insulated container with a continuous flow spigot, five-gallon catch bucket, water **100°F to 120°F**, pump soap and paper towels. Failure to comply with the handwash station regulations may result in a closure.
- Prevent bare hand contact when handling ready to eat food. Use gloves, tongs, deli-tissue or utensils. Hands must be washed before putting on gloves and in between glove changes.
- All food preparation must be done at the event or in a kitchen approved by the Kittitas County Public Health Department. Food prepared at home is not allowed.
- All fruit and vegetables must be purchased pre-washed, pre-cut or washed in an approved kitchen. All rinsed fruit and vegetables must be stored and transported in a food grade container (not the original packaging). Keep cut leafy greens and cut tomatoes at **41°F** or below.
- A thermometer must be available to check cooking and holding temperatures.
A tip-sensitive digital thermometer may be required if you are serving small diameter food such as hamburgers (1.5 mm).
- Keep cold food at **41°F** or below. Electrical refrigeration or ice chests may be used. Ice must be from an approved source and food must be submerged in ice. Raw and ready to eat food must be stored in separate ice chests to prevent contamination. Check food temperatures frequently.
- Food must be thawed by refrigerator, under cold running water in an approved food preparation sink, in the microwave or as a part of the cooking process. Potentially hazardous food can never be thawed at room temperature.
- Keep hot holding food at **135°F** or above. Sterno devices are not approved. Check food temperatures frequently.

- When using a barbecue or grill, you must separate or rope off the equipment from the public by at least a four-foot barrier. A second hand washing station may be required in the cooking area.
- Check all final cooking temperatures with a thermometer.
 - Poultry and all stuffed food/casseroles **165°F**
 - Ground meats, injected/minced/tenderized meats, sausage **155°F**
 - Fish, shellfish, whole muscle in-tact beef steaks, pork and eggs **145°F**
 - Fruit and vegetables kept hot **135°F**
- A consumer advisory is required any time undercooked or raw eggs, meats, poultry, fish or shellfish are offered on the menu.
- Protect all open food items from potential contamination. Samples or self-serve items must be protected by a sneeze guard. Food and food-contact surfaces must be stored at least six inches above the ground.
- Food cannot be cooled at a Temporary Food Establishment. All cooling of food must take place at an approved kitchen with prior approval from the Kittitas County Public Health Department.
- All food must be reheated to **165°F** within one hour. Use stoves, grills or microwaves for quick reheating. Steam tables may not be used to reheat food.
- Chemicals must be properly labeled and stored away from all food and food-contact surfaces.
- Provide one or more sanitizer buckets with wiping cloths. You must have separate buckets for raw and ready to eat food. Mix one teaspoon of bleach per gallon of cool water. Change the buckets every two hours, or as needed.
- Dishes and utensils must be washed, rinsed, sanitized and air-dried using a three-compartment sink or dishwasher at an approved kitchen. For events lasting more than one day, a three-compartment sink is mandatory.
- Don't work if you are sick. If you have a cold, flu, open sore or diarrhea, you are not allowed to work with food.
- Smoking, eating, or drinking is not allowed in the booth. Only working employees or volunteers are allowed in the booth or food preparation areas.
- You may be issued a closure if you do not meet sanitation requirements or receive high risk red violations that cannot be corrected during the original inspection. A reinspection will occur if the initial inspection results in 30 or more high risk red violation points.

Temporary Food Event Hand Washing Diagram

