



To Protect and Promote the Health and the Environment of the People of Kittitas County

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

### INSTRUCTIONS

1. **Complete the entire application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Application is not valid unless it is signed by legal owner.
2. Remit fee with completed application to above address. (Make checks payable to: KCPHD). Fee is non-refundable. Fee for first day is \$50 and \$10 dollars for each additional day.
3. **A concessionaire for a temporary food event must submit application at least two weeks prior to the first day of the event or a fee double the amount will be imposed.**

**Event:** \_\_\_\_\_ **Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Organization Represented:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Applicant Name :** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Person(s) in Charge at Event :** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Proposed Location:** \_\_\_\_\_ **Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_  
**Est. # of People Served Per Day:** \_\_\_\_\_ **Location of Advanced Preparation:** \_\_\_\_\_  
**Time Food Prep. Begins:** \_\_\_\_\_ **Time Food Prep. Ends:** \_\_\_\_\_

PLEASE LIST ALL FOOD TO BE SERVED:					
Food Items:	Off Site Prep Y/N	On Site Prep. Y/N	Cooking Procedures:	Holding: Hot/Cold	Serving: Hot/Cold

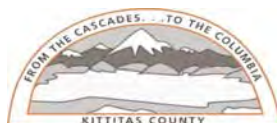
NOTE: Late additions to the menu must be approved by the Health Department. If "potentially hazardous foods" are to be served, please complete the hazard analysis of food preparation on the reverse side.

Please Describe the Following:					
<b>Cold Holding Equipment:</b>		<b>Hot Holding Equipment:</b>			
<b>Cooking Equipment:</b>			<b>Reheating Equipment:</b>		
<b>Food Transportation: Time in Travel:</b>		<b>Method of Keeping Cold/Hot:</b>			
<b>Public Water Supply:</b>		<b>Waste Water Disposal:</b>		<input type="checkbox"/> Sewer <input type="checkbox"/> Holding Tank	
<b>Hand washing Facilities:</b>		<input type="checkbox"/> Plumbed Sink		<input type="checkbox"/> Gravity Flow Container	
<b>Utensil Washing Facilities:</b>		<input type="checkbox"/> 3 Compartment Sink		<input type="checkbox"/> 3 Tubs <b>Sanitizing Solution:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Garbage Disposal:</b>		<input type="checkbox"/> Cans OR <input type="checkbox"/> Dumpsters		<b>Location of Toilets:</b>	
<b>Other:</b>		<input type="checkbox"/> Stem Type Food Thermometer (0– 220° F)		<input type="checkbox"/> Beverage Container Recycling Arranged	

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:** \_\_\_\_\_

Kittitas County  
 Public Health Department  
 507 N. Nanum Street, Suite 102  
 Ellensburg, WA 98926  
 T: 509.962.7515  
 F: 509.962.7581



[www.co.kittitas.wa.us/health/](http://www.co.kittitas.wa.us/health/)

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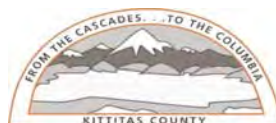


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## REQUIREMENTS FOR FOODSERVICE AT TEMPORARY EVENTS

1. **Complete an application.** Your application and payment must be received at the Kittitas County Environmental Health Department **2 weeks before your event** or your fee will double.
2. **A metal-stem thermometer** must be available and used often to check internal temperatures of potentially hazardous foods. It must be able to measure from 0°F to 220°F.
3. **Hand-washing facilities.** You need at least **warm** running water, soap, individual paper towels, and a bucket to collect the dirty water. An **insulated container** (5 gallon minimum) with a **continuous flow** spigot is required. Other warm water free flow sinks may be used if pre-approved by KCPHD.
4. **Wiping cloths.** You need a separate container of sanitizer for rinsing/storing wiping cloths to be used on all surfaces. Example: One teaspoon of liquid bleach added to one gallon of cool water. If event is outside, make sure to keep this solution out of the sun. Other sanitizers may be used if approved. Change the solution frequently during the day.
5. **Chemicals** such as liquid bleach and detergents must be stored in a separate area below and away from food preparation and display areas. Make sure all cleaning supplies and sanitizers are labeled properly.
6. **All food preparation must be done in the booth or at an approved kitchen.** Some foods may be restricted from being served at the temporary food event at the discretion of the Environmental Health Specialist. Home preparation of foods is not allowed.
7. **Food Protection.** All opened food items must be protected from possible contamination. **Samples** must be protected by a covering while on display, and dispensed by a utensil or single serving item. Gloves, utensils, deli tissues must be used when handling samples. No bare hand contact is allowed to any food items that will be directly served. Hard crusted bread must be protected by packaging or by display cases furnished with hand contact barriers.
8. **No cooling of potentially hazardous foods can be done at the booth.** Cook a little at a time. If there is a large quantity of food left over at the end of the event it needs to be thrown away. Food must be prepared the same day it will be served.
9. **Dishwashing facilities.** Wash equipment and utensils in three compartment sinks or an approved dish washing machine. Make sure all utensils and equipment are washed, rinsed and sanitized in that order. If the food service operates more than one day, a three-compartment sink with hot and cold running water must be available within 200 feet. This facility can be used by several food booths.

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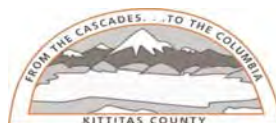
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10. **All cooking of foods must be done toward the back of the booth.** When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect the public (from burns or splashes of hot grease).
11. **Equipment containing flammable materials**, such as **deep-fat fryers** must be on stable surfaces and shielded from the public (Fire Marshal requirement). **Check with your local fire authority** to ensure you meet all fire codes when working with open flame and grease.
12. **Make sure** your electrical devices will not overpower the circuits in your booth.
13. **Smoking, eating or drinking in booths or temporary food area is not allowed.**
14. **No bare hand contact with any ready-to-eat foods.** You can prevent this by using gloves, tongs, deli tissue or utensils. Ready to eat is anything that will not be cooked again before it is served. This includes but is not limited to sandwiches, salads and toppings, garnished such as lemon and orange wedges, powdered sugar on top of pastries, and rolls. Once the food has been cooked, no bare hands may come into contact with it.
15. **Steam tables or other hot holding devices** are to be used to hold the foods above 140°F, not to reheat. Use stoves, grills or microwaves for quick reheating. Remember reheat to 165°F before hot holding again.
16. **No person who is infected with a communicable disease**, such as a cold or flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
17. **Every person in the food booth needs to have a valid Washington State Food Workers card posted or available to show if asked.**
18. **All booths must be set on a cleanable surface** such as asphalt, plywood, heavy tarp or cement. Grass, gravel and dirt are not acceptable flooring materials.
19. **Liquid waste** will **not** be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and then discard it in a sanitary manner. (sewer, restrooms, etc.)
20. **Overhead protection** must be provided to food serving area, or containers that will prevent food contamination. (ex: containers with lids, squeeze bottles, individual serving packages etc.)

**KEEP IT HOT 140° F OR ABOVE  
KEEP IT COLD - 41°F OR BELOW,  
OR DON'T KEEP IT!**

**USE YOUR FOOD THERMOMETER ON A REGULAR BASIS OR AS NEEDED TO CHECK THE  
INTERNAL TEMPERATURES OF POTENTIALLY HAZARDOUS FOODS.**

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**Hazard analysis of menu items**

Check (x) which procedure each menu item requires at the approved kitchen:

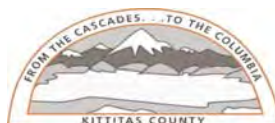
Food	1 thaw raw	2 thaw cooked	2 cut/ assemble	1 cook -1"	2 cook +1"	2 cold hold raw meat	3 cold hold cooked	1 reheat -1" serve	3 reheat to hot hold	3 hot hold	1 portion package	3 cool
1												
2												
3												
4												
5												
6												

Check (x) which preparation procedures each menu item requires at the site (booth)

Food	1 thaw raw	2 thaw cooked	1-3 prepare	1 cook -1"	2 cook +1"	2 cold hold raw meat	3 cold hold cooked	1 reheat -1" serve	3 reheat to hot hold	3 hot hold	assemble	sub- total	total
1													
2													
3													
4													
5													
6													

**Cooling of potential hazardous foods in the booth is not allowed**

Procedures	POINT VALUE
Thawing raw foods	1
Thawing cooked foods	2
Cut/assemble in approved facility off site	2
Cooking food less than 1 inch, deep fry, stir fry	1
Cooking solid foods greater than 1-inch thick	2
Cooling	3
Cold hold raw meats	2
Cold hold previously cooked or ready to eat foods	3





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<p><u>Note:</u> If cooling and cold holding is one continuous step, do not count the cold holding. If the cooled food is transferred to the booth for further cold holding or if, after cooling additional prep work is done, and the food is again cold held after prepping, count cold holding.</p>	
Reheating foods less than 1 inch thick that will be served immediately	1
Immediately reheating any foods greater than 1 inch or Reheating foods for hot holding after reheating	3
Hot holding	3
<p><u>Note:</u> If the serving of the food is accomplished within 1 hour of the preparation of the potentially hazardous foods, no hot holding time needs to be counted.</p>	
Prepare: cutting, slicing, portioning foods that will not be cooked if Raw meats will also be cut, sliced, prepared or portioned	3
Prepare: no raw meats prepared or portioned in the booth	1

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## Temporary Food Event Hand washing Diagram

