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/

Temporary Food Establishment Guidelines & Categories

A complete application must be submitted to the Kittitas County Public Health office, make checks payable to KCPHD. Applications cannot be received on weekends or holidays. Temporary food permits must be submitted at least 3 business days before the event. Applications submitted after this deadline will not be accepted.

Incomplete applications will not be accepted.

Type A	Type B	Fair/Rodeo
Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a festival.	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.	Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with the fair/rodeo.

Risk Level Definitions

Exempt:

Food handling must be limited to specific items such as individual samples of non-time/temperature control for safety food like crushed ice drinks, popcorn made from commercially packaged ingredients, dried herbs, and spices from an approved facility, corn on the cob, whole roasted peppers, roasted nuts, chocolate dipped ice cream and bananas that are prepackaged and cotton candy. Application for Exemption must be completed and approved before the event.

Risk Level 1:

Food is commercially pre-packaged and needs time/temperature control for food safety. For example, coffee stands and prepackaged food items that are heated and served for immediate consumption like nachos or pizza pockets.

Risk Level 2:

Foods that need time/temperature control for food safety are reheated or openly handled. For example, pre-cooked foods that are served cold or hot like soups or burgers, and pre-cooked foods that are kept hot until ordered.

Risk Level 3:

Food processes that include cooking meats, seafood, shellfish, or poultry from a raw state, extensive handling of foods, and advanced preparation of foods that need time/temperature control for food safety.

Temporary food vendors found to have an imminent health hazard or get 30 or more red high-risk violations during an inspection will be closed.

Temporary Food Service Requirements

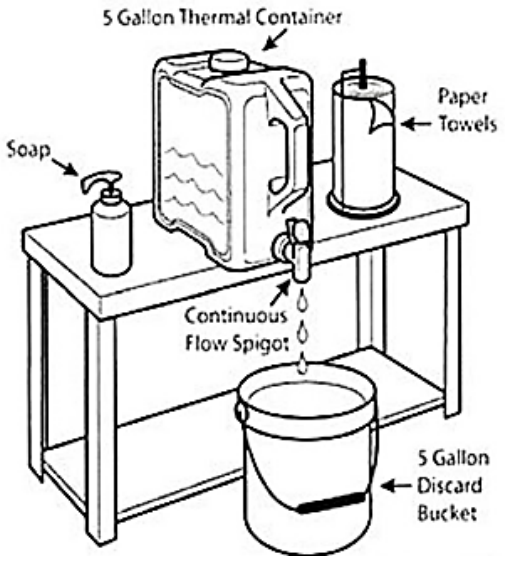
Food and Equipment – Standard Operating Procedures
• Adequate facilities are provided for all food preparation steps. • All foods including ice are from an approved source. • All off-site food preparation is done in an approved food establishment. • Food is transported and stored in properly designed food-grade containers. • Food is protected from potential contamination during transport and preparation. • Only single-served articles are provided for customer use. • Condiments not in individual packages are provided in dispenser bottles or containers protected from contamination.
Time/Temperature Control for Safety Food – Temperature Control
• Foods are not cooled in the temporary establishment. • Proper temperature control during transport to the event location. • Food temperature is monitored by using a stem-type thermometer or thermocouple capable of measuring all proper food temperatures. • Food is kept hot or cold in an approved method.
Facilities
• Have a valid food worker card before the event. • Effective barrier to protect food preparation and cooking areas from the public. • Approved handwashing is available for employees. • Approved bathrooms are available for employees. • Approved 3-compartment sink to wash, rinse, and sanitize all utensils. • Employees with diarrhea, vomiting, jaundice, norovirus, sore throat with fever cannot work with food.

EXAMPLE OF HANDWASH SET-UP

WASH HANDS

Before
- Starting to Work
- Changing Gloves

After
- Using Restroom
- Sneezing
- Coughing
- Touching Raw Food
- Touching Face or Hair
- Eating or Drinking
- Emptying Garbage
- Smoking
- Any chance of contamination



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/

FOR OFFICIAL USE ONLY
Accepted By:
Permit #:
Date Processed:
Receipt #:

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Application Instructions: Submit the fee with the completed application to the Public Health office. Make checks payable to KCPHD. Applications cannot be received on weekends or holidays. Temporary food permits must be submitted at least 3 business days before the event. Applications submitted after this deadline will not be accepted.

Incomplete applications will not be accepted.

Type A (fees are rated for 1 event, $60 for additional days)	**Type B**	**Fair/ Rodeo**
☐ Risk Level 1 $120	☐ Risk Level 1 $185	☐ Risk Level 1 $305
☐ Risk Level 2 $245	☐ Risk Level 2 $425	☐ Risk Level 2 $425
☐ Risk Level 3 $305	☐ Risk Level 3 $485	☐ Risk Level 3 $485

Event Information	
Event Name:	
Coordinator:	Phone Number:
Location:	
Start/End Date:	
Start/Finish Time:	

Business/Establishment Information
Applicant Name:
Business/Establishment Name:
Mailing Address (City, State, Zip):
Phone Number
Email Address:
Food Preparation Start/End Time:
Is Business/Establishment a mobile? ☐ Yes ☐ NO *Labor and Industry approval will need to be submitted for all mobile units*
RWC 43.22 requires all mobile units boarded by employees and converted for vending purposes to have the Washington State Department of Labor and Industries approval before operating.

I certify that the information provided is accurate and correct. I agree to comply with Washington State and Kittitas County Environmental Public Health and other applicable regulations regarding the above-named establishment. I agree to provide access to the establishment and records as Washington State and Kittitas County require.

Signature: _____Date: _____

Equipment Requirements					
Cold Holding: ❒ Refrigerator ❒ Ice chest ❒ Drained ice ❒ Freezer ❒ Refrigerated truck ❒ Other:					
Hot Holding: ❒ Oven ❒ Roaster ❒ BBQ ❒ Wok ❒ Gas Grill ❒ Steam table ❒ Holding cabinet ❒ Other:					
Cooking /Reheating: ❒ Oven ❒ Roaster ❒ BBQ ❒ Wok ❒ Gas Grill ❒ Steam table ❒ Holding cabinet ❒ Other:					
Food Transportation - Time in Travel:					
Method of Keeping Cold/Hot during transport:					
Handwashing Facilities: ❒ Plumbed Sink ❒ Gravity Flow Container with Continuous Drip Spout					
Utensil Washing Facilities: ❒ Approved 3 Compartment Sink ❒ 3 Tubs On-Site ❒ Sanitizing Solution					
Public Water Supply: ❒ Yes ❒ No					
Waste Water Disposal: ❒ Sewer ❒ Holding Tank					
Food Items	**Off-Site Prep** (Y/N)	**On-Site Prep** (Y/N)	**Cooking Status** (Raw/Cooked)	**Holding** (Hot/Cold)	**Serving** (Hot/Cold)