



TEMPORARY FOOD ESTABLISHMENT APPLICATION

TO AVOID A LATE FEE, APPLICATIONS MUST BE RECEIVED 14 DAYS BEFORE YOUR EVENT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PERMIT FEES ARE NOT REFUNDABLE.

Complete all required Event Information

Event Name: _____		
Event Address/Location/Booth number etc.: _____		
Event Dates: _____		
Food service begins: ____ AM ____ PM & ends: ____ AM ____ PM Event begins: ____ AM ____ PM & ends: ____ AM ____ PM		
Name of Event Coordinator(s): _____		
Primary Phone: _____	Secondary Phone: _____	Cell: _____

Complete all required information

Booth Name: _____		
ID/name and location of drinking water system: _____		
Person(s) in Charge (PIC): _____		
Mailing Address for PIC(s) _____		
Primary Phone: _____	Secondary Phone: _____	Cell: _____
Name of Business/Organization: _____		
Mailing Address: _____		

Have you ever operated a Temporary Food Establishment in Pierce County? *Check one:* Yes No

For which permit category are you applying? (see fee schedule) _____

➔ If your organization does not have its own kitchen facility, you must obtain permission to use a kitchen facility that is approved by Tacoma-Pierce County Health Department.

 (PRINT NAME OF KITCHEN FACILITY USED FOR FOOD PREPARATION) (PHYSICAL ADDRESS) (CITY)

 (PRINT NAME OF KITCHEN FACILITY OPERATOR) (SITE PHONE NUMBER)

→ TEMPERATURE CONTROL

Accurate thermometers (small diameter probe for small/thin meats) are required with potentially hazardous food (PHF). All PHF must be held **below 41°F or above 140°F**.

Must circle ○ the equipment used to maintain temperature control: For Hot Holding - **stove, oven, grill or steam table**. Cold Holding - **refrigerators, freezers, ice chests with ice/dry ice**.

→ HAND WASHING MUST BE PROVIDED

A container to provide warm running water for hand washing must be available anywhere food is prepared/cooked/assembled/packaged. Example: a 5-gallon insulated thermos with continuous flow spigot filled with warm water between 100 F-120°F, soap (pump type liquid is recommended), paper towels, and a 5-gallon bucket to catch waste water.

→ SANITIZER MUST BE PROVIDED

2 separate buckets of sanitizer must be available for rinsing and storing wiping cloths; one used for general purposes and one for raw meat preparation. Wiping cloths are to be used for sanitizing any food contact surface such as cutting boards. For example, use 1 teaspoon of bleach per 1 gallon of cool water.

→ APPROVED FOOD WASHING SINK MUST BE USED FOR FRUITS AND VEGETABLES OR THEY MUST BE PURCHASED FROM APPROVED SOURCES PRE-WASHED AND PRE-CUT.

Location of food washing sink? _____

→ DISHWASHING/EQUIPMENT WASHING FACILITIES (FOR EVENTS LASTING 2 DAYS OR MORE, A 3-COMPARTMENT SINK WITH ATTACHED DRAINBOARDS ON BOTH SIDES IS REQUIRED).

Location of facilities? _____

→ WASTE WATER DISPOSAL

Location of facilities? _____

→ GARBAGE DISPOSAL

Location of facilities? _____

→ RESTROOM FACILITIES FOR VENDORS WITH HOT and COLD RUNNING WATER FOR HAND WASHING IMMEDIATELY UPON EXITING THE TOILET ARE REQUIRED.

Location of facilities? _____

→ PERSONNEL FOR THE TEMPORARY FOOD ESTABLISHMENT (Please check)

Signed "Rules for Temporary Food Service Establishment Workers" posted.

Copies of Food worker Card(s) for Person in Charge (PIC) must be posted.

I have read and understand all Temporary Food Establishment Guidelines.

(PLEASE PRINT NAME OF PIC)

(SIGNATURE OF PIC)

(DATE)

FOOD PREPARATION AND MENU

→ List where food will be purchased? _____

→ MENU: Only food items **LISTED** will be approved to serve. Approval for any changes must be requested before the event.

→ LIST all food and beverage items. Please number all steps taken to prepare each menu item at the event or approved kitchen. See example below.

SECTION A: At Approved Event									
PREPARATION STEPS	thaw	cold holding	cook	hot holding	cut/ assemble	reheat	portion package	serve	
EXAMPLE of food: Hamburger		1	2	3			4	5	
1.									
2.									
3.									
4.									
5.									
6.									
SECTION B: At approved Kitchen									
PREPARATION STEPS	thaw	cut/wash assemble	cook/ bake	cool	cold holding	reheat	hot holding	transport	other/ serve
EXAMPLE of food: Chicken	2		3	4	1			5	
1.									
2.									
3.									
4.									
5.									
6.									

TEMPORARY FOOD ESTABLISHMENT, SKETCH/FLOOR PLAN

(application will be returned if all 4 pages are not completed)

1. Sketch in the top view (overhead) and identify all equipment including hand washing stations (required in preparation/cooking/assembling/packaging areas), cooking equipment, refrigeration (ice chests), worktables, storage areas, sanitizing solution bucket locations (one for general use, and one for raw meat area) sneeze guard locations.
2. Type of floor, wall and overhead covering: _____