



WHATCOM COUNTY HEALTH DEPARTMENT  
509 Girard Street  
Bellingham, WA 98225  
(360) 778-6000

## Information and Application for Temporary Food Establishment

### What is the permit fee?

**Application Fee; \$168 + \$5.04 (3% Technology fee) = \$173.04**

Applications turned in less than 2 business days before the event may be denied.

### What type of event is this application for:

If you offer high risk foods at a single event lasting 1-21 consecutive days or

If you offer low risk foods at a single event lasting for *more* than 3 days:

### What type of handwashing station do I need to have at the event?

Lack of handwashing is one of the leading causes of food borne illness. All vendors with a temporary food establishment permit need a handwashing station.

Restroom handwashing sinks cannot replace your handwashing station. The food code states that food workers must wash their hands twice after visiting the restroom – once in the restroom and once at the food service area.

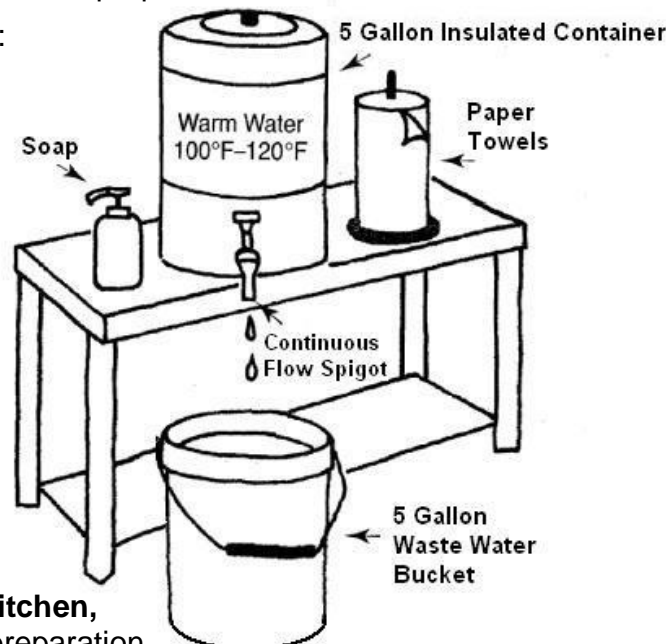
Vendors with a **temporary food establishment permit** operating out of a **booth** are required to have a gravity flow handwashing station set up at the site of food preparation and service.

A **gravity flow handwashing station** is made up of:

- An insulated 5 gallon container with a continuous flow spigot filled with warm water between 100-120F
- A wastewater bucket large enough to catch the water as you wash your hands
- Soap and paper towels.

Insulated containers that have a push button spigot must be retro-fitted with a continuous flow spigot. Often the push button spigot can be unscrewed from the insulated container and retrofitted with a continuous flow spigot. Insulated containers can be found at home improvement stores and sporting goods stores.

If you are operating out of a **permanent building with a kitchen**, you must have a dedicated handwashing sink in the food preparation and food service area stocked with soap, warm water and paper towels. If your event has a BBQ or other food service outside the primary kitchen, you must set up a gravity flow handwashing sink in that area as well.





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HEALTH DEPARTMENT

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Temporary Food Service Application

Fee: \$168 + \$5.04 (3% Technology fee) = **\$173.04**

Return this application to Health Department (by mail or in person) 14 days prior to the event.  
Do not e-mail the application to our office. Payment must accompany application.

**EVENT INFORMATION**

Event: \_\_\_\_\_  
 Event address or location: \_\_\_\_\_  
 Event start date: \_\_\_\_\_ Event start time: \_\_\_\_\_  
 Event end date: \_\_\_\_\_ Event end time: \_\_\_\_\_  
 Food preparation start time on site (see next page for information on advanced prep): \_\_\_\_\_

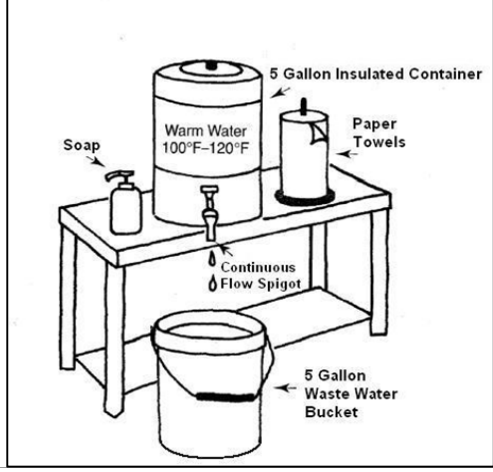
**CONTACT INFORMATION**

Organization/food service represented: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell  Work  Home  Phone: \_\_\_\_\_ Cell  Work  Home  Phone: \_\_\_\_\_  
 Applicant E-mail: \_\_\_\_\_ Please check one: Mail permit  E-mail permit   
*You must print a copy of your permit to post at the event.*  
 Person(s) in charge (PIC) at food service site: \_\_\_\_\_  
 PIC(s) with WA State food worker card(s): \_\_\_\_\_

**VENUE INFORMATION**

Type of facility (check one): Permanent commercial kitchen  Address: \_\_\_\_\_  
 Mobile unit  Temporary booth

Handwashing facilities:  
 Plumbed handwashing station   
 Must be adjacent to food preparation and servicing area.  
 Gravity flow handwashing sink   
 Gravity flow handwashing sink must include:  
 Minimum 5 gallon insulated container with continuous flow spigot & warm water between 100-120F  
 Soap  
 Paper towels  
 Waste water bucket large enough to catch waste water  
*Lack of handwashing facilities may result in permit suspension.*



*Utensil cleaning facilities are required at events 2 days or longer. Some menu items, like smoothies made with dairy or protein powder, require access to a three compartment sink for any event longer than 4 hours.*  
 Utensil cleaning location: At commissary  (only allowed with pre-approval from our office) On site, at venue   
 Extra utensils brought for one day event  At food establishment   
 Utensil cleaning equipment: 3 compartment sink  2 compartment sink  (only allowed for low risk menu items)  
 Commercial dishwasher  Other: \_\_\_\_\_

Cold holding equipment: Refrigerator  Ice Chest  Freezer  Other: \_\_\_\_\_

Cooking equipment: Oven  Fryer  Stove  Grill  Other: \_\_\_\_\_  
 BBQ  Is BBQ located outside? Yes  No  (If so, additional handwashing may be required)

Event site water source: \_\_\_\_\_ Waste water disposal: \_\_\_\_\_

Sanitizer available: Bleach  (add 1 tsp of bleach to 1 gallon of cool water) Other: \_\_\_\_\_

Thermometer: Digital thermometer  Calibrated metal stem thermometer that reads 0-220F

Restrooms for food workers within 200ft with hot and cold running water (portable toilets not acceptable) Yes  No

How will garbage be disposed:

Power source for food equipment: Electricity  Propane  Generator  Other:

Where will food items be purchased:

Produce washing: Pre-washed produce  List produce: \_\_\_\_\_  
 Produce washed in designated produce prep sink at commissary  List produce: \_\_\_\_\_  
 No produce

Expected number of meals served:

**ADVANCED PREPARATION OF FOOD**

*Complete this section if your menu requires preparation of food off site or if food will be prepared more than one day in advance of the event.*

Advanced preparation (washing, cutting, assembly, portioning) of food Yes  No

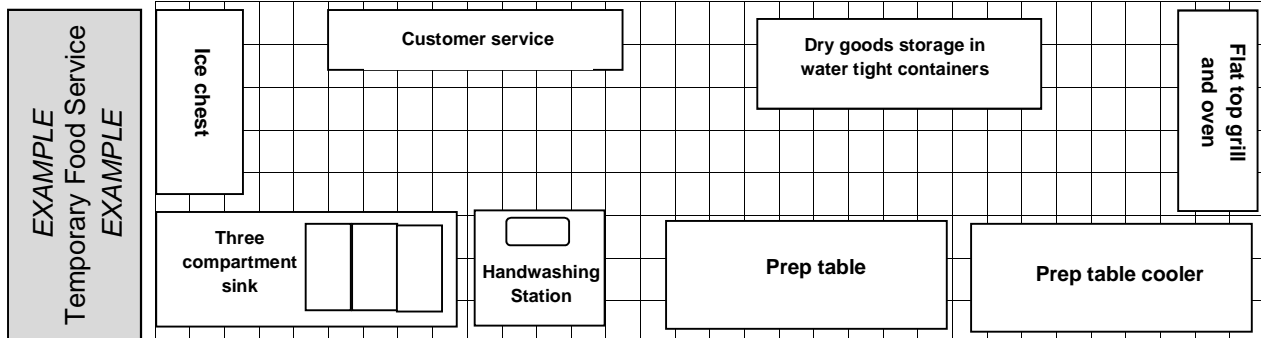
Location or address of advanced preparation:

Date of advanced preparation: \_\_\_\_\_ Time of advanced prep: \_\_\_\_\_

Foods requiring advanced preparation:

If food needs to be transported to event, time in transit: \_\_\_\_\_ How food is kept hot or cold: \_\_\_\_\_

**Floor Plan:** Please draw the food service layout in the space below. Include all equipment to be used such as handwashing sinks, tables, cold holding equipment, grills, hot holding equipment, customer service area, utensil washing, and food storage areas. Label all equipment. Please see example below.



A large empty grid area provided for drawing the food service layout.

Directions:

## Food Preparation for Temporary Food Service

**1. Food Preparation Table:** List what food items will be prepared. Place an “X” indicating if the food will be purchased already prepared or made on site. Then, list, by number, the order of food preparation steps used for the menu item you will be serving.

Example: Thawing chicken is the first step in preparation so that box is given a “1”. After thawing, cold holding the raw chicken is the second step, so that box is given a “2”. Next, the chicken is cooked so that box is given a “3”. The chicken is then hot held, so that box is given “4” and finally the chicken is transported and served hot at the event site, so that box is checked “Hot”.

**\*\*\*Cooling leftover hot foods at the end of each event day is not allowed. Discard any leftover hot food.\*\*\***

Hot foods must be cooked the day of the event.

We do not allow hot foods to be cooked, cooled and reheated for hot holding at the temporary food establishment.

<b>Food Preparation Only menu items listed will be approved for service. Additional menu items must be approved by our office in advance.</b>											
Food	Food purchased prepared	Food prepared off-site	Food prepared on site	Thaw	Cut/ Assemble	Cook	Hot Holding	Cold Holding	Reheat	Portion	Service: Hot or Cold (indicate one)
<b>Example: Chicken</b>			<b>X</b>	<b>1</b>		<b>3</b>	<b>4</b>	<b>2</b>			<input type="checkbox"/> Hot <input type="checkbox"/> Cold
											<input type="checkbox"/> Hot <input type="checkbox"/> Cold
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I hereby consent to inspection by a Whatcom County Health Department representative and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with Washington State Retail Food Code WAC 246-215.

Applicant's Name (please print): \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_