Memorandum

November 9, 2018

To: All temporary food establishment applicants

From: Okanogan County Public Health (OCPH)

Please read this information below before you fill out the temporary food permit application. If any of the items listed below are not completed the permit application will be denied and a permit will not be issued.

1. Payment for the temporary food service event must be paid in full and must be submitted with the permit application. OCPH accepts payment in the form of check, money order, or cash. All applications received without payment will be denied. Failure to pay the full amount will result in permit application denial. **A late fee of $50.00 will be charged to all applications received within 14 days of the event start date.**

2. Applications received that are not filled out completely will be denied.

3. Any steps/preparation described in the Application that does not comply with WAC 246-215, Part 9 Subpart B-Temporary Food Establishments (example: cooling) will result in permit application denial. A copy of WAC 246-215, Part 9 Subpart B-Temporary Food Establishments is attached to the application.

4. All food served at temporary events must be prepared at the event site. If you are serving a product that requires advanced preparation, it may be allowed if it is prepared in a permitted kitchen in the state of Washington. You must provide a copy of the permit for the commissary kitchen, which has to be submitted with the permit application. You must describe in detail the process of cooking, cooling, and repackaging of the food product if there is advanced preparation. Any advanced food preparation outside the state of Washington will not be allowed. Any advanced food preparation in a residential kitchen or an unpermitted kitchen will not be allowed.

If you have any questions concerning the temporary food service application you can contact me at (509) 422-7147 or email at pdunn@co.okanogan.wa.us. You can also contact Michael Harr at (509) 422-7155 or via email at mharr@co.okanogan.wa.us if I cannot be reached.

Sincerely,

Patrick Dunn
Environmental Health Specialist
TEMPORARY FOOD SERVICE APPLICATION

Temporary Food Service Permits are valid for one event of 21 consecutive days or less at one site. Temporary permits must be applied for at least 14 calendar days prior to the event. Permits received less than 14 calendar days prior to the event must pay a late fee of $50.00.

Fee - $100.00 (High Hazard) or $50.00 (Low Hazard)  Amt Pd: $   Receipt #:   

1. Event:  Coordinator:  Phone #: (  )
2. Organization/Food Service Represented: 
3. Applicants Name:  Work Phone: (  )  Home Phone: (  )
4. Applicants Address:  City:  Zip Code: 
5. Person/s In Charge At Site:  Phone #: (  )
6. Proposed Location:  Beginning Date:  Ending Date:  
Start Time:  End Time:  
7. Estimated Number of Customers Served Per Day:  □ Less Than 50  □ 50-100  □ More Than 100
8. Location and Time of Advanced Preparation:  **Questions 20 & 21 on pg #2 are required when advance prep is used.**

9. Describe:  Cold Holding Equipment: 
Hot Holding Equipment:  
Cooking Equipment:  
Reheating Equipment:  
10. If Food is Transported to the Food Service Site What is Length of Time in Transport?  How is Food to be Kept Hot or Cold?  
11. Stem-Type (0°-220° F) Food Thermometer Available?  □ Yes  □ No
12. Disposable gloves & food handling utensils available (no bare hand contact with ready to eat food allowed):  □ Yes  □ No
14. Handwashing Facilities  □ Plumbed Sink  or  □ Gravity Flow Container
15. Sanitizing Solution (Bleach Water) and Wipe Down Cloth Available:  □ Yes  □ No
16. Utensil Washing Facilities: 
17. Garbage Disposal:  □ Cans  or  □ Dumpsters
18. Location of Toilets:  (in distance)

Note: fill out the back of the application
19. LIST ALL FOODS TO BE SERVED:

<table>
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<tr>
<th>FOOD ITEM</th>
<th>OFF SITE PREP YES OR NO</th>
<th>ON SITE PREP YES OR NO</th>
<th>HOLDING HOT OR COLD</th>
<th>SERVING HOT OR COLD</th>
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20. DESCRIBE SOURCE OF FOOD: ________________________________

21. ADVANCE PREP LOCATION (if applicable): ________________________________

22. DESCRIBE ADVANCE PREP PROCEDURES: ________________________________

23. DESCRIBE COOKING & COOLING PROCEDURES: ________________________________

24. NUMBER OF PEOPLE IN BOOTH DURING COOKING AND SERVING: __________________

25. NUMBER OF PEOPLE WITH FOOD HANDLER CARDS: __________________

26. COMMENTS BY HEALTH DISTRICT: __________________

**COOLING OF POTENTIALLY HAZARDOUS FOODS IN THE BOOTH WILL NOT BE ALLOWED**

I hereby consent to inspection by the Okanogan County Public Health and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements, a copy which I have received.

Applicant’s Signature: __________________________ Date: __________

Approved By: __________________________ Date: __________

Refunds: Must be requested in writing within 90 days from the date of application. An administrative fee will be charged. If field work has been done, the fee is not eligible for refund.