

**Public Health - Seattle & King County**  
**TEMPORARY FOOD SERVICE APPLICATION - 2008**  
**Effective 1/1/08 – 12/31/08**

**TYPE OR PRINT LEGIBLY**  
**DUE AT APPROPRIATE DISTRICT OFFICE AT LEAST 14 DAYS PRIOR TO EVENT**

|                |            |  |
|----------------|------------|--|
| \$218 _____    | 6205 (P/E) | <b>Low Hazard Operation</b> (non-potentially hazardous foods and prepackaged potentially hazardous foods prepared in a USDA, WSDA, FDA facility) \$193 permit fee + \$25 plan review fee (S601)                      |
| \$226 _____    | 6210 (P/E) | <b>High Hazard Operation</b> (potentially hazardous foods) \$201 permit fee + \$25 plan review (S601)  |
|                |            | <b>501(C)(3) Organizations</b> – include copy of IRS determination letter  |
| \$121.50 _____ | 6207 (P/E) | • Low Hazard 501(C)(3) Operation \$96.50 + \$25 plan review fee (S601)   |
| \$125.50 _____ | 6215 (P/E) | • High Hazard 501(C)(3) Operation \$100.50 + \$25 plan review fee (S601)   |
|                |            | <b>Schools</b>   |
| \$121.50 _____ | 6211 (P/E) | • Low Hazard \$96.50 + \$25 plan review fee (S601)   |
| \$125.50 _____ | 6212 (P/E) | • High Hazard \$100.50 + \$25 plan review fee (S601)   |
| \$25 _____     |            | <b>Late Fee</b> , application made 9-12 days prior to event with approval of the district office – high and low hazard only  |
| \$50 _____     |            | <b>Late Fee</b> , application made 3-8 days prior to event with approval of the district office (all plan applications received 2 days or less will be approved at supervisor discretion) – high and low hazard only |
| \$25 _____     | 6220 (P/E) | <b>Plan Review Only Permit</b> (includes demonstration-no raw oysters or raw milk ) application is acting permit – must keep on site – <b>no late fees</b>   |
| \$ _____       |            | <b>TOTAL PAID</b><br>\$25 plan review fee is non-refundable  |

|                                     |
|-------------------------------------|
| <b>For Office Use Only</b>          |
| Permit No.<br>(Service Request No.) |
| Inspection Code<br>(District)       |
| Event Code<br>(Facility ID)         |
| Invoice No.                         |

1. Name of Booth: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

2. Event: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Location/Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_  
Is this the first time for this event? \_\_\_\_\_ Will this event occur next year? \_\_\_\_\_

3. **MENU** (include beverages and all extra ingredients served with each item) and **PREPARATION PROCEDURES:**  
a) Check which preparation procedure each menu item requires at the **RESTAURANT:**

| FOOD | thaw | cut/<br>assemble | cook/<br>bake | cool | cold<br>holding | reheat | hot<br>holding | portion | package |
|------|------|------------------|---------------|------|-----------------|--------|----------------|---------|---------|
| 1.   |      |                  |               |      |                 |        |                |         |         |
| 2.   |      |                  |               |      |                 |        |                |         |         |
| 3.   |      |                  |               |      |                 |        |                |         |         |
| 4.   |      |                  |               |      |                 |        |                |         |         |

b) Check which preparation procedure each item requires at the **BOOTH:**

| FOOD | cold<br>holding | cook/<br>grill | reheat | hot<br>holding | assemble | other |
|------|-----------------|----------------|--------|----------------|----------|-------|
| 1.   |                 |                |        |                |          |       |
| 2.   |                 |                |        |                |          |       |
| 3.   |                 |                |        |                |          |       |
| 4.   |                 |                |        |                |          |       |

**NOTE:** If your preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on a separate sheet. Include all ingredients and condiments.

4. If processing of food or meat is required, list name of facility used and agency that issued the permit.

Facility Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Permitting Agency: \_\_\_\_\_ Dates and Times Kitchen Used: \_\_\_\_\_

5. How will you provide temperature control for potentially hazardous foods? Circle as many as you will be using.

**Foods must be 41°F or colder, or 140°F or hotter. MONITOR THEM FREQUENTLY!**

Hot holding: steam table, oven, BBQ, gas grill, wok, steamers, stove, hot holding case, other (list) \_\_\_\_\_

Reheating or cooking: oven, BBQ, gas grill, wok, steamers, stove, other (list) \_\_\_\_\_

Cold holding: refrigerator, refrigerated truck, refreezable ice/cooler, dry ice/cooler, drained iced, freezer, other (list) \_\_\_\_\_

During Transport: \_\_\_\_\_

6. List personnel for the event (if you don't know who is working yet, provide a name list with Health Card numbers at the booth for the Health Officer):

| NAME | HEALTH CARD # | EXP. DATE | NAME | HEALTH CARD # | EXP. DATE |
|------|---------------|-----------|------|---------------|-----------|
| 1.   |               |           | 4.   |               |           |
| 2.   |               |           | 5.   |               |           |
| 3.   |               |           | 6.   |               |           |

7. Describe booth:

Floor \_\_\_\_\_ Roof \_\_\_\_\_ Walls \_\_\_\_\_

**Walls and ceiling must be made of wood, canvas, or other material that protects the interior of the booth from dirt and weather. Foods cannot be prepared, cooked or displayed on the front counter unless there is some means of protection from contamination. Floors must be made from a cleanable material. Booth must be large enough to accommodate all activity and food storage.**

**ADDITIONAL REQUIREMENTS:**

- You must provide a gravity flow **handwashing facility** in your booth. This consists of an insulated container with a spigot that can lock in open position – capacity of 5 gallons or more filled with warm water 100°F a tub or bucket for waste water, pump soap and paper towels. You must check the handwash facilities throughout the day and refill when needed. **WASH HANDS FREQUENTLY!**
- You must provide **sanitizer solution** for wiping cloths in your booth. This solution consists of 1 teaspoon of bleach per gallon of water. Bleach (clorox or other types) must have an EPA certification number and usage instructions on the label for food service sanitizing.
- You are required to provide a **stem-type thermometer** if you serve potentially hazardous foods. Monitor temperatures frequently.
- You must provide leak-proof **garbage containers** in your booth.
- You must provide **water** that is obtained from an approved source. No home storage of foods is allowed.
- You must dispose **wastewater** in a sanitary sewer. Disposal of wastewater in storm drains or on the ground is unacceptable.
- You must provide **restrooms** for your employees. Restrooms must have handsinks with hot and cold running water. HEPATITIS A and other illnesses can be spread by food workers who don't wash their hands after using the bathroom. **WASH HANDS BEFORE RETURNING TO THE BOOTH.** (Portable toilets are not allowed, unless portable handwashing facilities with hot water, soap and paper towels are provided.)
- You must provide **dishwashing facilities** if you are preparing food at the event or if the event is more than one day. For large events the event coordinator can supply. Soap and sanitizer must also be provided.
- Storage.** All food and single service utensils, napkins, etc., must be stored off the ground.

**YOUR APPLICATION MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE EVENT. APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO THE EVENT MAY NOT BE APPROVED. IF APPROVED, MENU MAY BE RESTRICTED. ONCE THE APPLICATION IS APPROVED, NO CHANGES MAY BE MADE WITHOUT APPROVAL BY THE HEALTH OFFICER. UNAUTHORIZED CHANGES MAY BE SUBJECT TO PERMIT SUSPENSION.**

Signature of Operator \_\_\_\_\_  
 (Signing this application indicates that all guidelines will be met.)

Signature of Health Officer \_\_\_\_\_

Verified permit and operational information with \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT HEALTH CENTERS**

**ALDER SQUARE**  
 1404 Central Avenue S, Ste 101  
 Kent, WA 98032  
 (206) 296-4708

**DOWNTOWN**  
 401 - 5<sup>th</sup> Avenue, 11<sup>th</sup> Floor  
 Seattle, WA 98104  
 (206) 296-4632

**NORTHSHORE**  
 10808 NE 145<sup>th</sup> Street  
 Bothell, WA 98011  
 (206) 296-9791