



Public Health & Social Services Department
Environmental Health Division
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TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All portions of this application must be completed, legible, signed, and submitted, **with full payment**, to the Health Department **at least 14 days prior to the public event**. Applications received less than two full business days or less prior to the event may **NOT** be accepted.

2024 FEE SCHEDULE- TEMPORARY FOOD ESTABLISHMENTS

(Refer to the [Current Temporary Food Establishment List](#) to determine the risk level of proposed menu)

High/Moderate Risk Menu Items:

Permit valid for 1 to 3 days - \$175.00

Permit valid for 4 to 21 days - \$355.00

Late Fee:

Application received between 13 and 7 days before event - \$40.00

Application received less than 7 days before the event - \$78.00

Low Risk Menu Items:

Permit valid for 1 to 21 days - \$90.00

Caterer's Fee:

For 2024 – No fee, unless Application is late

Is your organization a non-profit? Yes No If yes, what type of non-profit?

APPLICATION AND CONTACT INFORMATION:

☐ Check box if Permitted Caterer in Thurston County

Organization/Business Name: _____

Main Contact: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ Fax : _____

Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION:

Name of Public Event: _____

Event Start Date: _____ Starting Time: _____ Ending Date: _____ End Time: _____

Event Location: _____
Facility Name Address

Event Coordinator Name: _____ Phone: _____

Water Source: ☐ City Water: _____ ☐ Public Water System: _____ ☐ Private Well
Name Water System ID# ☐ Bottled Water

Permit will be VALID up to 21 consecutive days operating at a fixed location, with a fixed menu at a single public event (i.e., festivals, fairs, celebrations, shows) OR operating not more than three days a week at a fixed menu and location in conjunction with an approved recurring public event (i.e., farmers market).

Note: Public Events means an organized event which is advertised to the public by use of flyers, banners, newspaper articles, or by other means, and must have a defined start and stop date not exceeding 21 consecutive days.

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Date Rec'd _____ Fee _____ Receipt _____ Permit # _____ Area _____

Complete All Required Event Information:

- Food Truck or Trailer:** Using a food truck or trailer ☐ Yes / ☐ No
Washington Labor & Industries Approved ☐ Yes / ☐ No
- Hot Holding Equipment:** ☐ Steam table ☐ Stove ☐ Chafing dish ☐ Oven ☐ Grill ☐ Crock Pot ☐ Other: _____
- Cold Holding Equipment:** ☐ Refrigerator ☐ Freezer ☐ Ice chest with ice ☐ Other: _____
- Transport Equipment:** ☐ Ice chests ☐ Cambro boxes ☐ Refrigerated vehicle ☐ Other: _____
- Food Storage Method:** ☐ Approved facility ☐ Trailer ☐ Purchased day of event ☐ Other: _____
- Overhead Protection:** Method of overhead protection over entire food preparation service area: _____
- Handwash Sink:** ☐ Using kitchen with approved existing handwash sink
☐ Using portable handwash area with WARM water (refer to [Operator's Guide](#) for example)
- Warewashing Equipment:** ☐ Using approved kitchen facility with 3 compartment sink
☐ Using approved kitchen facility with 2 compartment sink – pan/tub for 3rd sink
☐ Will provide portable 3 pans or tubs to wash, rinse and sanitize
☐ Will provide extra utensils / no equipment washing required for operation
- Sanitizer:** ☐ Will provide container for sanitizer, cloths, and test strips (**1 tsp. bleach/1 gal cold water**)
- Restroom Facilities:** ☐ Within 200 feet ☐ Same building as the event ☐ Trailers – self contained
☐ Portable toilets with handwash stations – provided by Event Coordinator
- Garbage Disposal:** ☐ Provided by Event Coordinator ☐ Dumpster located on-site
☐ Will collect and haul away
- Wastewater Disposal:** ☐ City of _____ sewer ☐ Commissary/Service Area
☐ Provided by Event Coordinator On-Site ☐ Trailers – use of holding tank

THE STORM DRAIN IS NOT A SANITARY SEWER

COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must be reviewed and approved by the health department. Inspection fees may apply if the facility is NOT currently permitted as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement.

Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____ to use _____
Food Service Operator Organization Name of Approved Kitchen

For: ☐ Food Preparation ☐ Cold Food Storage ☐ Cooking
☐ Cooling Food ☐ Hot Holding ☐ Dry Food Storage
☐ Warewashing ☐ Approved Water Supply ☐ Wastewater disposal

Date Kitchen will be used for this event: _____ Time of use: _____

Signature of Kitchen Owner/Operator

Date

Kitchen Facility Owner/Operator Phone Number

Kitchen Facility Address

City

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☐ APPROVED ☐ DENIED COMMENTS: _____

HANDLING PROCESS FOR FOOD AND BEVERAGE MENU ITEMS

LIST ALL MENU ITEMS, INCLUDING INGREDIENTS FOR EACH FOOD & SOURCE OF FOODS

List All Food & Beverage Items and Where They Were Purchased From (If WSDA Permitted, Provide Permit #)	Is There Off-Site Preparation and/or Storage? (If yes, complete commissary agreement on page 2)	How Will Food Be Transported to the Event	Thermometer Required When Cooking or Hot/Cold Holding			How Will Each Menu Item Be Handled and Served to the Customers?
			How Will On-Site Food Preparation For Each Listed Menu Item Be Cooked and Assembled? (i.e. washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)	Final Cooking Temperatures	How Will Food Be Hot or Cold Held? Hot 135°F or above Cold 41°F or less *NO COOLING ON SITE*	
Example: BBQ Beef Sandwiches / Ingredients and buns purchased at store.	No – All food will be purchased the day of the event.	Ice Chest/ Cooler. Raw meat and produce in separate coolers	Cook raw beef in pot on burner, shred, and toast buns on grill per each order. Using tongs, place beef on buns and assemble with disposable gloves.	Heat to internal temp of 160 °F	Chafing dish used for hot holding beef. Ice chests used for cold holding.	While using disposable gloves, each sandwich is foil wrapped and served to customer

Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.

List those cardholders who shall be assigned as the Person-In-Charge (PIC) during the event.

Expiration Date: _____

Expiration Date: _____

Expiration Date: _____

Diagram of temporary booth / trailer / kitchen – Please show all equipment to be used, such as handsink, tables, coolers, grills, chafing dishes, service area, warewashing area, food storage areas, etc. Booth must be large enough to accommodate all activity and food storage. Please attach a separate document when submitting application.

[illegible]

Applicant/Main Contact Signature

Please Note: If you are setup at a public event that is not listed on the event itinerary, the operator of the multiple temporary food booth may be required to purchase a single temporary food permit. Remember to contact our department within five (5) working days, if you need additional events added to your event itinerary.