



**Jefferson County Environmental
Public Health Department**

615 Sheridan Street
Port Townsend, WA 98368
Tel: 360.385.9444 Fax: 360.379.4487
Email: foodsafety@co.jefferson.wa.us
Website: www.jeffersoncountypublichealth.org

For Office Use:	
Date Rec'd _____	Receipt # _____
Amt. _____	Check # _____
Permit # _____	Category _____
Comments: _____	

Recurring Event Temporary Food Service Application

****FOODS PREPARED AT HOME MAY NOT BE SERVED TO THE PUBLIC****

A recurring event is an organized event that occurs at one location on multiple dates during the year at a certain frequency (weekly, monthly, etc.). These are typically (but not limited to) farmers markets or seasonal events.

To serve food to the public during a recurring event, please complete all required fields in this application. This application is only valid for one (1) recurring event. If you would like to apply to operate at another location for a recurring event, then a separate application and permit will be needed. Once all information and fees are submitted, a sanitarian will review the application and contact the applicant with further questions or application approval. Application must be received at least 14 calendar days prior to first event. A 50% late fee will be added to all applications received less than 7 days prior to the event.

2019 FEES – MAKE CHECKS PAYABLE TO JCPH, WE ACCEPT CREDIT & DEBIT CARDS

- Complex Operation:** Potentially Hazardous Foods (PHFs) with cooking and assembling (ex: Meat, dairy, eggs, cooked starches, other PHFs or foods requiring cooking and assembling)**\$191.00**
- Limited Operation:** Low-risk foods with minimal preparation at the event (ex: Espresso, vegetable trays, hard cheese & crackers, chips with dip, etc.).....**\$143.00**

ORGANIZATION OR OWNER CONTACT INFORMATION

Name of Organization or Owner _____

Mailing Address _____ City _____ State _____ Zip _____

Name of Person in Charge (PIC) _____ Phone (_____) _____

E-Mail _____ Other Phone (_____) _____

EVENT INFORMATION

Event: A Temporary Recurring Event Permit is valid only for the dates specified on the permit.

Name of Event _____

Event Address _____ City _____

Name of Event Organizer _____ Phone (_____) _____

Date of Event _____ Event Time _____ Where will water come from? _____

Where will ingredients come from? _____ Where will ice come from? _____

List the name and expiration date of persons who have a valid Washington State Food Worker’s Card – card must be available for inspection. **At least one food worker with a food handler’s card must be present in the booth during all times of operation.** If

NAME	EXPIRATION DATE	NAME	EXPIRATION DATE
1.		2.	
3.		4.	

you don’t know who is working yet, provide a list of names with Food Worker Cards at the booth for the Inspector.

FOOD PREPARATION PROCEDURES

Directions: List, by number, the order of food preparation steps used for each menu item you will be serving. Please note that Section "A" must be completed if you will be using an approved kitchen to prepare food prior to the event. If your procedures do not fit these charts, please use a separate sheet of paper and attach to the application.

Example: In the first example listed below, thawing chicken is the first preparation step used, so that box is given a "1". Cutting or assembling the thawed chicken is the second preparation step used, so that box is given a "2". After the chicken is assembled, it is then portioned. The Portion/Package is therefore given a "3". Numbers are used in succession until all food preparation steps for that menu item have been completed.

Section A: At the Approved Kitchen:

Where is the Approved Kitchen? Name _____ Address _____

When is the Approved Kitchen Going to be used for Preparing Food? Date _____ Time(s) _____

Menu Item	Thaw to 41°F or less	Cut/Assemble	Cook to Appropriate Temperature	Cool to 41°F Within 6 Hours	Cold Holding 41°F or less	Reheat to 165°F	Hot Holding 135° or above	Portion/Package	Transport < 41°F or >135°F
Example: Chicken	Step 1	Step 2			Step 4			Step 3	Step 5

Section B: At the booth:

Menu Item	Thaw to 41°F or less	Cut/Assemble	Cook to Appropriate Temperature	Cold Holding 41°F or less	Hot Holding 135° or above	Reheat to 165°F	Portion/Package	Other/Serve
Example: Chicken/Hamburger			Step 2	Step 1				Step 3

FOOD PREPARATION EQUIPMENT

Equipment list: Identify equipment used in your temporary food establishment (check all boxes that apply).

<p>Hand wash station required for open food</p> <input type="checkbox"/> 5 gallon insulated container with a continuous flow spigot and catch bucket <input type="checkbox"/> Plumbed hand sink <input type="checkbox"/> Water 100°F - 120°F <input type="checkbox"/> Soap & paper towels	<p>Cooking/Reheating equipment</p> <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Fryer <input type="checkbox"/> Smoker <input type="checkbox"/> Oven <input type="checkbox"/> Other _____	<p>Cold/Hot holding equipment</p> <input type="checkbox"/> Ice Chest <input type="checkbox"/> Refrigerator <input type="checkbox"/> Steam Table <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Other _____
<p>Floor and Overhead coverage</p> <input type="checkbox"/> Tarp <input type="checkbox"/> Wood <input type="checkbox"/> Canopy/Tent Other: <input type="checkbox"/> Floor _____ <input type="checkbox"/> Roof _____	<p>Sanitizer/Dishwashing</p> <input type="checkbox"/> Open Container <input type="checkbox"/> Wiping towels <input type="checkbox"/> Bleach/Sanitizer (1 tsp bleach/gallon of cold water) <input type="checkbox"/> Three compartment sink <input type="checkbox"/> Three tubs (Dishwashing)	<p>Produce Washing</p> <input type="checkbox"/> Produce purchased pre-washed and processed <input type="checkbox"/> Produce washed and processed in an approved kitchen <input type="checkbox"/> Separate gravity flow container on-site for produce washing only

SIGNATURE

*By signing below, I understand that issuance and retention of a permit to operate a Temporary Food Establishment will only include serving those items listed in this application and only for the event dates listed. Any change of person in charge, menu, or event dates, requires approval by the Environmental Health Department and may require resubmission of this application. All service will be in compliance with the Rules and Regulations of Washington State (WAC 246-215) and the Local Board of Health Ordinance Chapter 8.05 Jefferson County Code. Your temporary permit must be posted at **each** event. Failure to post your permit may result in revocation of the operating permit. Failure to obtain a valid TFS permit prior to your event may result in the following: a) immediate closure, and/or (b) submission of TFS application after event for review, c) submission of TFS permit application fee, d) 50% of TFS permit application fee as a late fee.*

Print Name _____

Signature _____

Date _____

**THESE REQUIREMENTS MUST BE POSTED IN THE BOOTH
WITH THE PERMIT AND MUST BE READ & SIGNED BY
ALL FOOD WORKERS**

JEFFERSON COUNTY PUBLIC HEALTH REQUIREMENTS:

- 1) Gravity flow handwashing facilities must be provided. This can be done two ways:
 - a. A plumbed sink, soap, paper towels and hot and cold running water; or
 - b. A insulated container with a spigot that can lock in open position – capacity of 5 gallons or more – filled with hot water between 100°F and 120°F, a tub or bucket to catch waste water, pump soap and paper towels. **WASH HANDS FREQUENTLY!**
- 2) Water must be obtained from an approved source.
- 3) Bare Hand Contact with Ready-To-Eat foods is prohibited. Barriers such as tongs, spoons and gloves must be used.
- 4) Sanitizer for wiping cloths must be provided in your booth. This solution can be made using 1 teaspoon of bleach per gallon of cool water and wiping cloths. It is permitted to use other approved sanitizers as well: e.g. quaternary ammonia, iodine, etc.
- 5) Stem-type thermometers are required if you serve any potentially hazardous foods. Monitor temperatures frequently.
- 6) Leak-proof garbage containers must be provided in your booth.
- 7) Waste water must be disposed in a sanitary sewer. Disposal in storm drains or on the ground is unacceptable.
- 8) Dishwashing facilities (within 200 feet) must be provided by you or the event coordinator when foods are prepared at an event. Dishwashing must include three compartments (or steps) to 1) Wash, 2) Rinse, and 3) Sanitize with an area to air-dry the dishes. Soap and sanitizer must also be provided.
- 9) Restrooms must be within 200 feet of the booth. Restrooms must have hand sinks with hot and cold running water. Food workers who don't wash their hands after using the bathroom can spread HEPATITIS A and other illnesses; **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).
- 10) At least one food worker with a food handler's card must be present in the booth during all times of operation.
- 11) All mobile food vendors must provide proof of a Labor and Industries (L & I) inspection.
- 12) * If raw, undercooked or cooked to order foods are going to be served to the public, a Consumer Advisory must be posted on your menu. This is to remind and inform the public of the risks associated with consuming such foods. The Advisory may read as follows:

**(INSERT FOOD ITEM/S HERE) IS/ARE SERVED EITHER RAW OR UNDERCOOKED.
CONSUMING RAW OR UNDERCOOKED FOODS MAY BE HAZARDOUS TO YOUR
HEALTH.**

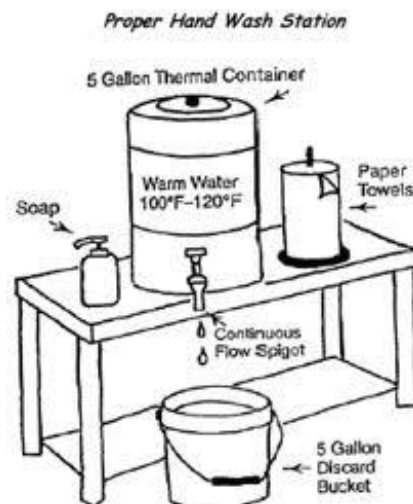
HANDWASHING

An approved handwashing facility must be available in each booth during all hours of operation. If a permanent handwash sink with plumbing is not available, the temporary handwash station must be set-up as follows (see diagram):

- A five-gallon or larger insulated container kept supplied with warm water, between 100°F and 120°F, delivered through a continuous-flow spigot.
- Have soap, and paper towels.

Food workers must wash their hands:

- Before starting work
- After using the toilet
- After handling raw meat, poultry, or seafood
- After eating or smoking
- After contaminating hands or handling unclean items



FOOD PREPARATION

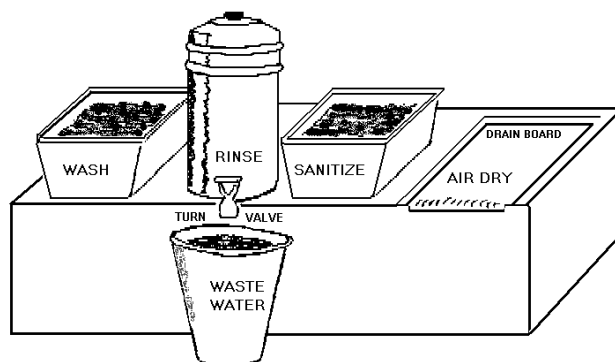
All food preparation must be done in a licensed facility or in the temporary establishment. Food may not be prepared in a private home or unlicensed kitchen.

- Only foods from approved sources may be used. Approved sources include foods made in facilities licensed by Jefferson County, other local health jurisdictions, the Washington State Department of Agriculture (WSDA), the Food and Drug Administration (FDA), or the United States Department of Agriculture (USDA).
- Food may not be cooled in the temporary establishment.
- Food may be reheated if it reaches 165°F within 1 hour.

CLEANING UTENSILS (Spoons, Tongs, Spatulas, Etc.)

All temporary facilities must have access, within 200 feet, to a 3-compartment sink with running water to wash, rinse, and sanitize utensils. If no 3-compartment sink is available for a single-day event and no health hazard will exist, the booth may use a temporary set-up (shown at the right).

- **Utensils must be washed, rinsed, sanitized, and air-dried (no towel drying).** Use 1-teaspoon bleach only, per gallon of cool water for sanitizing.



FOOD TEMPERATURES

Potentially hazardous foods must be cooked or reheated to the following temperatures:

Poultry and all foods containing poultry	165°F
Hamburger and all foods containing ground meat	155°F
Roast beef or beef steak, Pork & all foods containing pork	145°F
Eggs and all foods containing uncooked eggs	145°F
Seafood	145°F
Reheated food items	165°F
Vegetables, fruit & pre-packaged, pre-cooked hot dogs	135°F

A METAL-STEM THERMOMETER MUST BE AVAILABLE AND USED TO CHECK INTERNAL FOOD TEMPERATURES.

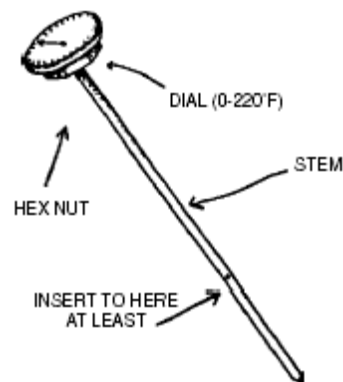
Thermometers may be purchased from restaurant supply companies or from large department stores. It must be able to measure from 0° to 220°F.

HOT HOLDING FOODS

Hot foods must be covered and held at **135°F or greater**. Foods will not maintain 135°F with only a cover; a mechanical method is required (such as a hot plate or steamer). Hot, potentially hazardous foods may not be cooled down in a temporary food facility.

COLD HOLDING FOODS

Cold food must be covered and held at **41°F or less**. If using ice, the container must be buried in the ice to the depth of the food.



FAILURE TO FOLLOW THESE RULES CAN RESULT IN CLOSURE OF THE BOOTH.

**THESE RULES AND THE TEMPORARY FOOD SERVICE PERMIT
MUST BE POSTED IN THE BOOTH.
ALL WORKERS MUST READ AND SIGN.**

We, the undersigned, hereby certify that we have read, and understand the following rules of operation and we acknowledge that issuance of the Temporary Food Service Permit and continued operation is contingent upon satisfactory compliance with local food service regulations.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____