



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?

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:

Application Fee; \$160

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.

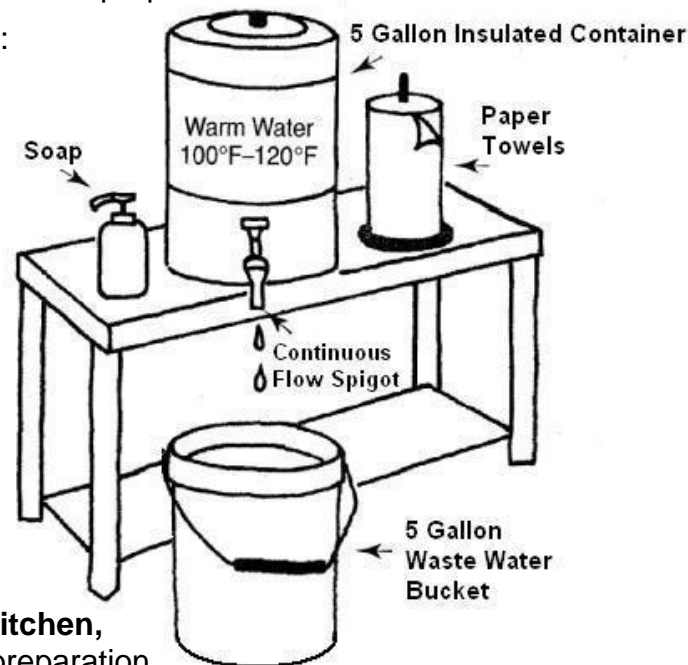
Vendors with a **temporary food establishment permit** operating out of a **booth** are required to have a gravity flow handwashing station set up at the site of food preparation and service.

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.



What menu items may I offer under the temporary food establishment permit?

Complex foods include:

(You may also offer any food items in the **low risk food** list.)

Foods that use whole raw shell eggs	Soft serve ice cream
Meat or seafood cooked from raw	Cut melon
Pulled pork - precooked or cooked from raw	Rice or beans
BBQ ribs - precooked or cooked from raw	Pasta salad or potato salad
Taco meat - precooked or cooked from raw	Deep fried proteins like fish or chicken (raw or pre-cooked)
Chicken – precooked or cooked from raw	Salads that contain potentially hazardous foods such as ham, soft cheese, cooked vegetables or cooked grains
Deli sandwiches or wraps	Made from scratch desserts that require temperature control for safety such as pumpkin or cream based pies
Soups, stews or chili made at the event (no homemade food allowed)	Soft serve ice cream
Commercially made soups, stews or chili with other ingredients added	Pizza with toppings other than cheese, pepperoni or vegetables, such as ham or sausage
Frozen soup, stews or chili for events more than 4 hours	Heat and serve commercially prepared frozen foods (lasagna, appetizers) for events longer than 4hours.
Smoothies made with dairy, soy or protein powder	Baked potatoes for events that are longer than 4hours.
Cooked vegetables including grilled onions	
Sushi	
Blended espresso drinks made with dairy, soy or nut milks	

Foods not allowed at temporary food establishment events:

Uncooked or undercooked hamburgers or ground beef

Raw oysters

Salad dressings made with raw or undercooked eggs

Unpasteurized dairy (raw milk) or foods made with unpasteurized dairy

You may also offer any food item in the Low Risk Food list:

Non-potentially hazardous baked goods not associated with a bake sale	Fruit juice (pasteurized)	Nachos containing only chips and canned cheese or commercially shredded cheese
Unpackaged food like candy or chips	Ice cream – hand dipped	Pancake breakfast that offers only, pancakes, liquid pasteurized eggs, pre-cooked sausage, ham or bacon from a USDA processing plant
Caramel apples	Ice cream floats	Commercially pre-washed and pre-cut salad with commercially made salad dressing
Chili or soup if commercially canned	Popcorn or kettle corn	Cheese, pepperoni or vegetable pizza from a permitted food establishment.
Corn on the cob	Nuts out of the shell	Commercially prepared cheesecakes, cream pies, pumpkin pies or custard desserts
Hot dogs or corn dogs	Pies with fruit or berry fillings	Prepackaged potentially hazardous foods found at grocery stores and not opened at the event (single service yogurt)
Cotton candy	Precooked, USDA inspected sausages or hamburger patties	
Crushed ice drinks without dairy	Shortcake with berries	
Espresso, iced tea, iced coffee (non-blended and made in the cup)	Commercial whipped cream	
French fries or onion rings	Snow cones	
Fruit trays prepared at a permitted kitchen <i>except cut melon</i>	Non-dairy, non-protein smoothies	
Vegetable trays prepared at a permitted kitchen	Bagels and plain cream cheese	
	Commercially canned spaghetti sauce with no additions	

What forms of payment do you accept?

At this time we accept cash or check. Payment must accompany the application. Do not e-mail the completed application to our office.

How do I receive my permit?

Once we review and approve your permit, we will e-mail a PDF to you unless you request otherwise. You will need to print a copy of the permit to post at the event.

I am not charging for the food. Do I still need a permit?

Yes. Permit fees may be waived for meal served to people in need. Contact our office at 360-778-6000 for more information.

Where do I get a food workers card?

Food worker cards can be obtained on line at www.foodworkercard.wa.gov. The cost is \$10 paid with a credit card. You may also purchase (cash or check only) and pick up the worker card at our office during business hours, but the testing must still be done on-line.

I have a current food worker card. Do I still need a temporary food establishment permit?

Yes. At least one person must have a food worker card and must be present at all times during food preparation and service. A food worker card alone does not allow you to offer food. You also need a temporary food establishment permit.

What type of equipment do I need to operate a temporary food establishment event?

In addition to a handwashing sink you need to have enough functioning equipment to keep potentially hazardous food hot or cold.

Protection from contamination	The booth must have an overhead cover when located outdoors. You must position the overhead cover or tent so that it is located over storage areas, food preparation, cooking and serving areas. Walls are required when it is necessary to keep food and food equipment protected from the elements.
Cold Holding	If you use ice chests ensure you have enough ice to completely submerge food so that it can hold food at 41F or less. Keep ice chests and refrigerators out of direct sunlight.
Hot Holding	Equipment must be able to hold food at 135F or more. Sterno chaffers are not allowed at events unless the event is indoors and less than 4 hours.
Thermometer	A thermometer is needed to ensure foods are holding properly and are cooked to the proper temperatures.
For more information on setting up and operating temporary food establishment please see: Checklist for Temporary Food Establishment Operation included at the end of this packet.	

What type of produce am I allowed to offer at a temporary food establishment event?

Produce must be purchased pre-washed or washed at a commercial kitchen or permitted food establishment. Produce washing is not allowed at the event site unless the venue has a dedicated produce preparation sink. No produce washing is allowed at a residential kitchen.

Where do I clean utensils?

If your event is one day, bring enough extra utensils to change every 4 hours and to replace any that are dropped or become contaminated. Utensils that come in contact with potentially hazardous foods must be changed every 4 hours.

If your event is more than 1 day and you are applying for a temporary food establishment permit, you need to have a plumbed three compartment sink or commercial dishwasher to wash and sanitize utensils. If the event venue does not have a plumbed three compartment sink or commercial dishwasher, you must have a commissary agreement with a local commercial kitchen. Please contact our office for a commissary agreement. If you have a food establishment permit in Whatcom County, you may use your dishwashing facilities for utensil cleaning.

Some menu items, like smoothies made with dairy, soy or protein products, require frequent cleaning and vendors will need access to a plumbed three compartment sink at the event site.

Whatcom County does not allow the "three tub" method for utensil washing and sanitizing at temporary events.

My proposed menu requires advanced preparation of food. Can I make and prepare food at home?

You may not make food at home for sale to the public unless it is for a bake sale. If your menu requires advanced preparation it must be done in a commercial kitchen. The kitchen must have the equipment to support your menu.

Only foods requiring limited preparation are allowed at the event. You may not prepare any foods on site that require multiple steps or extensive assembly.

Can I cook food, cool it down and reheat it later for service?

No. Hot food must be made the day of the event, held hot and served. Any leftover hot food must be discarded and *may not* be saved and reserved to the public.

Do I need any additional permits to have a temporary food establishment event?

The local municipality may require a permit for gathering in a public area or to vend food on a public right of way. Contact the city or county in which you are wishing to operate for more information.

How do I find out more information?

If you have additional questions, please call our office to leave a message or schedule an appointment.

You can contact our office at 360-778-6000. We are open 8:30AM-4:30PM Monday through Friday except holidays. General e-mails can be sent to: environmentalhealth@whatcomcounty.us

We are located at:
509 Girard Street
Bellingham, WA 98225-4005

General e-mails can be sent to: environmentalhealth@whatcomcounty.us

**Whatcom County Health Department
Checklist for Temporary Food Establishment Operation**

Read and check off these items to ensure you are in compliance and are protecting public health. We recommend you keep a copy of this sheet at the event and have all workers read it before they begin their shift.

- Temporary food establishment permit is posted on site.
- Handwashing station is set up with: warm water, paper towels, soap and waste water bucket before food service begins.
Handwashing must be set up adjacent to food preparation. Restroom handwashing sinks cannot replace your handwashing station. *Failure to have proper handwashing will result in immediate closure of the food service.*
- Food workers are not ill. Any ill food workers are sent home.
- Barriers such as gloves, tongs or other utensils are available to prevent bare hand contact with ready to eat foods.
- All food is from an approved source. Food made at home is not allowed.
- Food worker cards for the person(s) in charge are available and current. Copies of food worker cards are on site.
- Wiping clothes in sanitizer are available and at proper concentrations. Add one teaspoon of bleach to one gallon of lukewarm water. Other approved and properly prepared sanitizers are allowed.
- Food is protected from contamination. Food storage containers are up off the floor or in water tight containers. Condiments are in bottles or covered containers. Tent or awning is used to protect food preparation area. Raw food is stored in a separate cooler from ready to eat food.
- Thermometer is available, calibrated and in use to check food temperatures. If you are cooking thin foods such as hamburgers or chicken patties, you have a thin tip digital thermometer.
- Cold holding: Potentially hazardous food is held at 41F or less by means of a functioning commercial refrigerator or ice. Food is buried in ice and kept out of direct sunlight.
Food is 41F or less before placing in cooler with ice. Cut leafy greens such as lettuce, spinach and cabbage and cut tomatoes are kept at 41F or less.
- Hot holding: Potentially hazardous food is held at 135F or more by using propane or electric warmer or other methods. Sterno is not used for hot holding except for indoor events less than 4 hours long. Equipment used for hot holding food is protected from wind and rain.
- Reheating food: Reheat food to 135F within 1 hour . Crock pots can be used for hot holding, but not reheating food.
- Foods are cooked to proper temperature verified with a thermometer. Grills are positioned away from the public and roped off at least 4ft from the public if needed.
- Cooling foods is not allowed. Any hot food leftover at the end of the event is thrown away.
- Adequate power is available to support your equipment.
- Ice is from an approved source.
- Restrooms for food workers are available with cold and warm running water within 200 ft of booth.
- Waste water must be disposed in an approved wastewater disposal system (restroom, mop sink). Waste water cannot be dumped into the ground, waterways or storm drains.
- Produce is purchased pre-washed or prepared at a commissary kitchen with pre-approval from the health department.

Cooking temperatures:		
Chicken: 165F	Hamburger, ground beef or sausage: 155F	
Beef: 145F	Pork: 145F	Eggs: 145F

Permit suspensions may occur with the following violations: A non-functional handwashing sink. Food from unapproved sources Conditions presenting an imminent health hazard



Temporary Food Service Application

Fee: \$160

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:	
State:	City:	Zip:	
Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Phone:		Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Phone:	
Applicant E-mail:		Please check one: Mail permit <input type="checkbox"/> E-mail permit <input type="checkbox"/> <i>You must print a copy of your permit to post at the event.</i>	
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

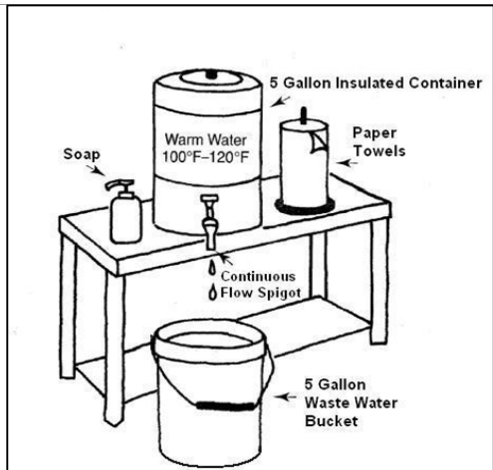
Handwashing facilities:

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:

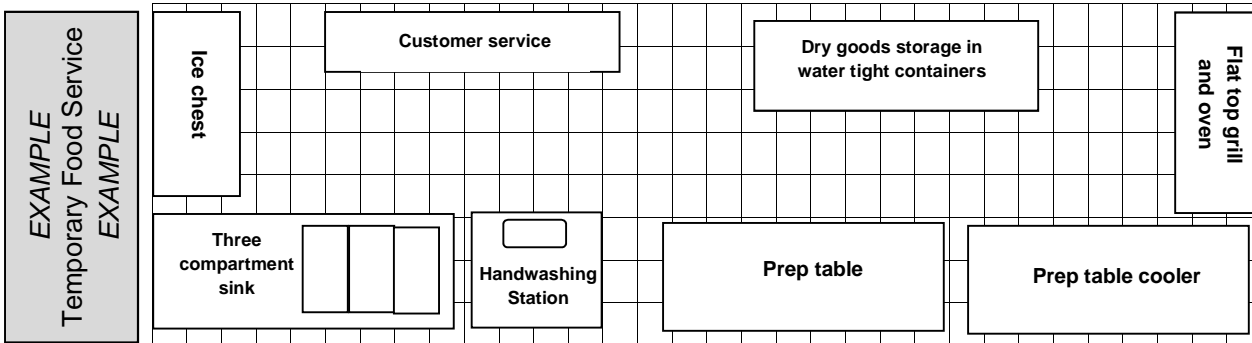
Time of advanced prep:

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.

Food Preparation for Temporary Food Service

Directions:

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 hot to the event site, so that box is given a “5-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.

Food Preparation <i>Only menu items listed will be approved for service. Additional menu items must be approved by our office in advance.</i>											
Food	Food purchased prepared	Food prepared at commissary	Food prepared on site	Thaw	Cut/ Assemble	Cook	Hot Holding	Cold Holding	Reheat	Portion	Service: hot or cold (indicate one)
Example: Chicken			X	1		3	4	2			5 – hot

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 Signature _____ Date: _____

Applicant's Name (please print): _____