



Temporary Food Service (TFE) Permit Application Packet

Contents:

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**** Required Reading for Permit Approval***



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FOR OFFICIAL USE ONLY
Accepted By: _____
Permit #: _____
Date Processed: _____

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Application Instructions: Remit fee with completed application to Public Health office. Make checks payable to: KCPHD. Applications cannot be received on weekends or holidays. ***Incomplete applications will not be accepted.***

Kittitas County Temporary Food Establishment (TFE) Type Classifications			
<input type="checkbox"/> Type A TFE* <i>Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a festival.</i>	<input type="checkbox"/> Type B TFE <i>Occurs when a person prepares or sells foods operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.</i>	<input type="checkbox"/> Type C TFE <i>Occurs when a person prepares or sells foods operating not more than three days a week, for up to a maximum of five different events. All events & event dates must be submitted with application. Recurring events do not qualify.</i>	<input type="checkbox"/> Fair/Rodeo TFE <i>Occurs when a person prepares or sells foods operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with the fair/rodeo.</i>

**By applying for a Type A Level 1 Permit, you agree to truthfully complete all required interviews and self-inspection requirements*

Temporary Food Event Risk Level Classifications										
<i>Please check the risk level of the food event. (See pages 3- 4 for assistance with risk level definitions):</i>										
<input type="checkbox"/> Low Risk (Level 1)			<input type="checkbox"/> Moderate Risk (Level 2)			<input type="checkbox"/> High Risk (Level 3)				
Event:							Phone:			
Coordinator:							Phone:			
Business/Establishment Name:							Phone:			
Applicant Name:					Email:		Phone:			
Mailing Address:					City:		State:	Zip:		
Person(s) in Charge at Event:							Phone:			
Proposed Event Location:										
Location of Advanced Preparation:							Beginning date:			
Est. # of People Served Per Day:							Ending date:			
Time Food Prep. Starts: _____ Time Food Prep. Ends: _____ Time of Food Service: _____ to _____										
<i>My signature below denotes intent to comply with all applicable Washington State and local regulations. It is my understanding that the permit is non-transferable and shall expire upon completion of the temporary event.</i>										
Permit Fee (Non-refundable):		Signature:		<i>Application is not valid unless it is signed by legal owner.</i>				Date:		
Receipt #:		Print Name:						Title:		

Are You a Mobile Food Vendor?

*State law (RWC 43.22) requires all mobile units that are boarded by employees and converted for vending purposes to have L&I review, approval, and insignia prior to operation in Washington; there is no differentiation for temporary or permanent use. **Please submit L&I approval documentation if you are a mobile food vendor applying for a Temporary Food Event permit in Kittitas County.***

Cold Holding Equipment:			
<input type="checkbox"/> Refrigerator <input type="checkbox"/> Ice chest <input type="checkbox"/> Drained ice <input type="checkbox"/> Freezer <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Other (write-in):			
Hot Holding Equipment:			
<input type="checkbox"/> Oven <input type="checkbox"/> Roaster oven <input type="checkbox"/> BBQ <input type="checkbox"/> Wok <input type="checkbox"/> Gas grill <input type="checkbox"/> Steam table <input type="checkbox"/> Chafing dish <input type="checkbox"/> Holding cabinet <input type="checkbox"/> Other (write-in):			
Cooking /Reheating Equipment :			
<input type="checkbox"/> Oven <input type="checkbox"/> Roaster oven <input type="checkbox"/> BBQ <input type="checkbox"/> Wok <input type="checkbox"/> Gas grill <input type="checkbox"/> Steam table <input type="checkbox"/> Chafing dish <input type="checkbox"/> Holding cabinet <input type="checkbox"/> Other (write-in):			
Food Transportation - Time in Travel:		Method of Keeping Cold/Hot during transport:	
Handwashing Facilities:		Utensil Washing Facilities:	
<input type="checkbox"/> Plumbed Sink <input type="checkbox"/> Gravity Flow Container with Continuous Drip Spout		<input type="checkbox"/> Approved 3 Compartment Sink <input type="checkbox"/> 3 Tubs on site <input type="checkbox"/> Sanitizing Solution	
Public Water Supply:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Waste Water Disposal:	<input type="checkbox"/> Sewer <input type="checkbox"/> Holding Tank

Food Items • Provide attachment if more than 10 items. • Late additions to the menu must be approved by a KCPHD food safety inspector. • Additional or specialized processes must be attached as an addendum and are subject to approval.	Off Site Prep (Y/N)	On Site Prep (Y/N)	Cooking Procedures: <i>Indicate if cooked from raw state</i>	Holding (Hot/Cold)	Serving (Hot/Cold)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

My signature below indicates that I have read and understand the following:

1. Temporary Food Service Permit Application (pages 1-2)
2. 2020 Fees and Guidelines (page 3)
3. Requirements for Food Service at Temporary Events (pages 7-8)

Signature: _____

Date: _____



Temporary Food Establishment (TFE) Categories

In accordance with WAC 246-215-01115(124)

<input type="checkbox"/> Type A Event*	<input type="checkbox"/> Type B Event	<input type="checkbox"/> Type C Event	<input type="checkbox"/> Fair/Rodeo Event
Occurs when a person prepares or sells foods operating at a fixed location , with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a festival.	Occurs when a person prepares or sells foods operating not more than three days a week at a fixed location , with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.	Occurs when a person prepares or sells foods operating not more than three days a week, for up to a maximum of five different events . All events & event dates must be submitted with application. Recurring events do not qualify.	Occurs when a person prepares or sells foods operating at a fixed location , with a fixed menu, for not more than 21 consecutive days in conjunction with the fair/rodeo.

2024 Risk Level Definitions	2024 Permit Types and Fees
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Exempt (No Fee)	No Permit Required
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<p>Exempt food is commercially prepared and packaged, not potentially hazardous and does not require preparation or temperature control. Examples include popcorn, coffee/tea with no dairy, donuts or cupcakes made in an approved facility. If you do not submit an application, or are found in violation of safety or temporary hand washing station requirements, a closure may be issued to cease all operations.</p>	<p><i>Application for Exemption must be completed and approved prior to the event.</i></p>
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Low Risk/Level 1	Type A	Type B	Type C	Fair/Rodeo
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<p>Food is commercially pre-packaged and may or may not be potentially hazardous (require cold holding). Examples include pre-packaged yogurts or oatmeal and pre-packaged sandwiches/burritos heated for immediate consumption.</p>	<p>\$130.00 up to 5 days*</p>	<p>\$195.00</p>	<p>\$255.00</p>	<p>\$320.00</p>
<p>*After 5th day, \$60.00 each additional day</p>				

Moderate Risk/Level 2	Type A	Type B	Type C	Fair/Rodeo
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<p>Fresh foods are handled during preparation of salads, fruit cups, sandwiches, wraps, or any other ready to eat foods. Also includes the heating and hot holding of potentially hazardous foods for consumption.</p>	<p>\$255.00</p>	<p>\$450.00</p>	<p>\$515.00</p>	<p>\$450.00</p>
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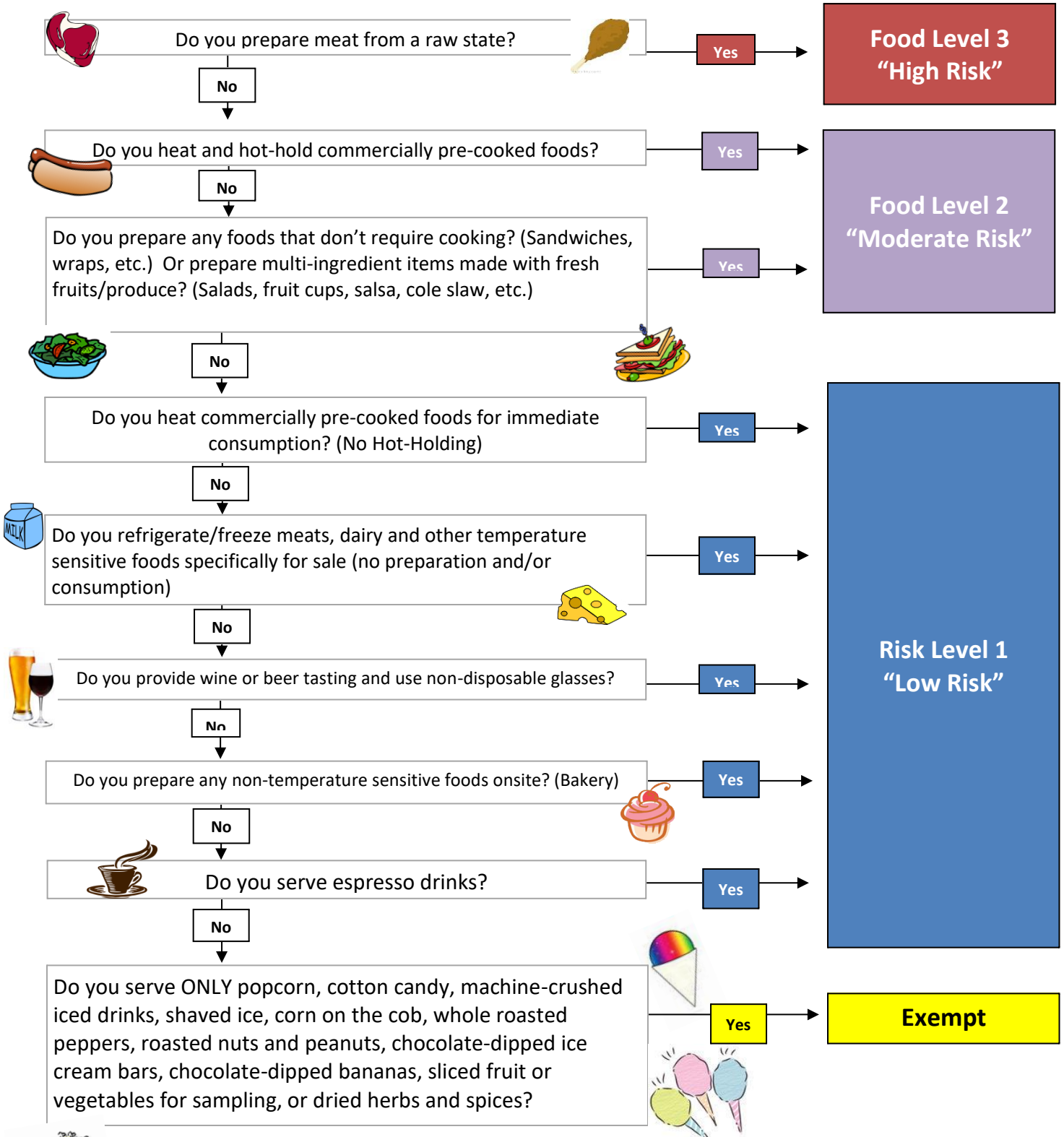
High Risk/Level 3	Type A	Type B	Type C	Fair/Rodeo
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<p>Processes include cooking of meats, seafood, shellfish, or poultry from a raw state, extensive handling of raw foods/ingredients, and advanced preparation of potentially hazardous foods.</p>	<p>\$320.00</p>	<p>\$515.00</p>	<p>\$450.00</p>	<p>\$515.00</p>
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Re-inspection (No Fee)

A re-inspection is required if you receive 30 or more high risk red point violations and closure may be issued if proper sanitary methods are not in place (not properly maintaining a handwashing station, for example).

What is Your Temporary Food Establishment's Risk Level?





Temporary Food Establishment Exempt and Low-Risk Food Items

EXEMPT FOOD ITEMS

- **Baked goods** - as part of a bake sale
- **Beer or wine tasting** - in single use, disposable cups
- **Chocolate dipped fruit** - rinsed in approved facility, dipped on site
- **Chocolate dipped ice cream bars** - if made with commercially packaged ice cream bars
- **Corn on the cob** – if roasted for immediate service
- **Cotton candy**— made on site
- **Dried herbs and spices**— herbs and spices processed in approved facility
- **Iced drinks** – commercially packaged sodas, waters, or other drinks made from non-PHF packaged powders.
- **Hot beverages** – coffee or tea with shelf stable creams
- **Machine crushed ice drinks** —made from non-PHF ingredients and ice from approved source (soda)
- **Popcorn** —including kettle corn
- **Roasted nuts** —including candy coated
- **Sliced fruits and vegetables for sampling** – if used for individual samples of non-potentially hazardous produce.
- **Whole roasted peppers** – if roasted for immediate service

LEVEL 1 – LOW RISK FOOD ITEMS

- **Precooked hot dogs and sausages** – for immediate service (no hot holding)
- **Espresso drinks** – hot or cold
- **Fried desserts or potato items** – such as funnel cakes, elephant ears, French fries; for immediate service
- **Commercially prepared chili or soup** – heated for immediate service only
- **Cooked vegetables** – for immediate service
- **Packaged, refrigerated/frozen potentially hazardous foods** – including yogurts, packaged meats and cheeses
- **Soft serve or scoop ice cream**
- **Nachos** – chips with processed cheese
- **Heated commercially-prepackaged goods** – such as breakfast sandwiches, hot pockets, oatmeal
- **Baked goods** – muffins, pastries, breads, cakes, etc.



Requirements for Food Service at Temporary Events

Read and check off each of the following items in order to comply with Kittitas County Public Health Department requirements.

- Application and payment** must be received 14 days before the event or you will be charged a late fee.
- Get a Washington State food worker card.** Person in charge must have a valid food worker card. The Kittitas County Public Health Department recommends that all employees and volunteers have food worker cards.
- You must have handwashing facilities.** A temporary handwashing station consists of a five-gallon insulated container with a continuous flow spigot, five-gallon catch bucket, water **100°F to 120°F**, pump soap and paper towels. Failure to comply with the handwashing station regulations may result in a closure. **See Figure A for example.**
- Prevent bare hand contact** when handling ready to eat food. Use gloves, tongs, deli-tissue or utensils. Hands must be washed before putting on gloves and in between glove changes.
- All food preparation must be done at the event** or in a kitchen approved by The Kittitas County Public Health Department. Food prepared at home is not allowed.
- All fruit and vegetables must be purchased pre-washed, pre-cut or washed** in an approved kitchen. All rinsed fruit and vegetables must be stored and transported in a food grade container (not the original packaging). Keep cut leafy greens and cut tomatoes at **41°F** or below.
- A thermometer must be available** to check cooking and holding temperatures. A tip-sensitive digital thermometer may be required if you are serving small diameter food such as hamburgers (1.5 mm).
- Keep cold food at 41°F or below.** Electrical refrigeration or ice chests may be used. Ice must be from an approved source and food must be submerged in ice. Raw and ready to eat food must be stored in separate ice chests to prevent contamination. Check food temperatures frequently.
- Food must be thawed by refrigerator,** under cold running water in an approved food preparation sink, in the microwave or as a part of the cooking process. Potentially hazardous food can never be thawed at room temperature.
- Keep hot holding food at 135°F or above.** Sterno devices are not approved. Check food temperatures frequently.
- When using a barbecue or grill, you must separate or rope off the equipment** from the public by at least a four-foot barrier. A second hand washing station may be required in the cooking area.

- Check all final cooking temperatures with a thermometer.**
 - ✓ Poultry and all stuffed food/casseroles **165°F**
 - ✓ Ground meats, injected/minced/tenderized meats, sausage **155°F**
 - ✓ Fish, shellfish, whole muscle in-tact beef steaks, pork and eggs **145°F**
 - ✓ Fruit and vegetables kept hot **135°F**
- A consumer advisory is required** any time undercooked or raw eggs, meats, poultry, fish or shellfish are offered on the menu.
- Protect all open food items from potential contamination.** Samples or self-serve items must be protected by a sneeze guard. Food and food-contact surfaces must be stored at least six inches above the ground.
- Food cannot be cooled at a Temporary Food Establishment.** All cooling of food must take place at an approved kitchen with prior approval from the Kittitas County Public Health Department.
- All food must be reheated to 165°F within one hour.** Use stoves, grills or microwaves for quick reheating. Steam tables may not be used to reheat food.
- Chemicals must be properly labeled and stored** away from all food and food-contact surfaces.
- Provide one or more sanitizer buckets with wiping cloths.** You must have separate buckets for raw and ready to eat food. Mix one teaspoon of bleach per gallon of cool water. Change the buckets every two hours, or as needed.
- Dishes and utensils must be washed, rinsed, sanitized and air-dried** using a three-compartment sink or dishwasher at an approved kitchen. For events lasting more than one day, a three-compartment sink is mandatory.
- Don't go to work if you are sick.** If you have a cold, flu, open sore or diarrhea, you are not allowed to work with food.
- Smoking, eating, or drinking is not allowed in the booth.** Only working employees or volunteers are allowed in the booth or food preparation areas.
- You may be issued a closure if you do not meet sanitation requirements** or receive high risk red violations that cannot be corrected during the original inspection. A re-inspection will occur if the initial inspection results in 30 or more, high risk red violation points.

Figure A. Temporary Food Establishment Handwashing Station

