



## Benton-Franklin Health District Environmental Health Division

Phone: (509) 460-4205

Fax: (509) 585.1537

7102 W. Okanogan Pl. Kennewick, WA 99336

www.bfhd.wa.gov

Dear Applicant,

Thank you for your interest in providing food in our district. This application must be completed before we will issue you a permit. We will be happy to help you complete the application either in our office or over the phone (509) 460-4205 during business hours. Once the application is completed, an inspector will review your application to find ways to increase your efficiency and safety, and possibly limit your menu or preparation steps to protect public health.

Additional information is available on our website [www.bfhd.wa.gov](http://www.bfhd.wa.gov) (click on Environmental Health, Food & Living Environment and then Temporary Food Service). We also have a Temporary Events booklet to give you detailed information.

### Answers to common questions:

#### What is a Temporary Food Establishment?

A Temporary Food Establishment (TFE) is where a food retailer prepares or sells unpackaged foods at a fixed location affiliated with an event, such as a fair or farmers' market. TFEs have specific food service limitations and requirements.

#### Who needs to get a temporary permit?

All individuals or groups planning to hold events that serve food and are *open to the public* are required to get a permit. If you advertise (with newspaper, television or radio announcements, flyers, signs, banners or other means) to the public, you are required to get a permit.

#### Why is a permit necessary?

The state law says that all food served to the public must follow current food service regulations (WAC 246-215). The permit is proof to customers that your operation has been reviewed to ensure it meets food safety and sanitation requirements.

#### What is the application process?

- Complete the Temporary Food Service Application (pages 1-2 of this document).
- Submit your application to the Health District **at least 14 days before** the event.

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- An inspector will notify you when your application is received.
- Go over the application with a health district inspector (page 3 is completed by health dept.).
- Pay the appropriate permit fee.

If you have any questions, please call us (509) 460-4205. We are eager to work with you to help you serve the safest food possible.



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Revised 1/16

- \$15.00 (56.83)
- \$30.00 (56.80/56.85)
- \$60.00 (56.81/56.86)
- \$90.00 (56.82/56.87)
- @ \$12.00 (56.83/56.88)
- NP
- \$30.00 (56.84)
- Double

### Permit-Exempt Menu Items

State-listed menu items exempt from permit. *Such as popcorn, kettle corn, cotton candy, roasted nuts, etc.*

### Low-Hazard Menu Items (\$15 for non-profit)

Menu items with handling, but most without temperature requirements. *Such as fountain drinks, espresso drinks, sno-cones, scoop ice cream, nacho cheese, hot dogs, pasteurized eggs.*

### Moderate Hazard Menu Items (\$30 for non-profit)

Potentially hazardous foods that require cold holding and/or warming and hot holding. Necessitates temperature monitoring. *Such as cut melons, lettuce, and tomatoes; pre-cooked burgers; bacon, eggs.*

### High Hazard Menu Items (\$45 for non-profit)

Raw, potentially hazardous foods that require cooking. Requires cooking, hot and/or cold holding. Necessitates temperature monitoring. *Such as hamburgers, chicken, steaks, raw sausage.*

### Additional Days (\$7 for non-profit)

The above fees are for the first day of the event. There is an \$12 fee for each additional day of operation. Temporary events are limited to twenty-one (21) consecutive days.

### Non-Profit Status

Non-profit organizations pay a reduced fee. To qualify as non-profit, organizations must have a non-profit status 501(c)3 form or equivalent on file with our department.

### Late Fee

**Applications MUST BE RECEIVED at least 14 days before the event. A \$30 late fee will be charged if the application and payment are not received at least 14 days before the event. Permit fees will be DOUBLED for applications received 1-3 business days before the event. No permits will be issued after 4pm on Friday for an event that weekend.**

# Temporary Food Establishment Application

Completion of this application does not necessarily indicate compliance with other state, county, or city agencies. It is the applicant's responsibility to contact these departments.

## Your Name

Applicant Name *(please type or print)* \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Person In Charge of Booth \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Organization/Business Name \_\_\_\_\_

(\*At least one food handler with a valid Washington State Food Worker Card must be in the booth at all times.)

## Event

Is this your first time doing this event?  
 Yes  No

Event Name \_\_\_\_\_ Event Location \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Coordinator Phone Number \_\_\_\_\_

Event Dates \_\_\_\_\_ Event Hours \_\_\_\_\_ Estimated Number of Customers Served/Day \_\_\_\_\_

*(Events with multiple days have additional fees)*

## Food

Please list all foods you will serve at the event. Only items listed will be approved for service.

**Any changes must be approved prior to the event.**

#	Food/Beverage Item	Where Purchased	Off-site Prep**	Hot Holding?	Cold Holding?
			Y/N	Y/N	Y/N

\*\*If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home-prepared foods CANNOT BE SERVED at events open to the public.

This application is based on WAC 246-215-131 (Rules and Regulations of the State Board of Health for Food Service--Temporary Food Establishments). A copy is available at your request.

Name of Permitted Kitchen \_\_\_\_\_ Address of Kitchen \_\_\_\_\_ Phone \_\_\_\_\_



The reviewing inspector and applicant will discuss the preparation of all menu items. Details will be listed on this page, and additional pages as needed.



**How To Make A Handwash Station**

1. Insulated Container with at least 5 gallons warm water.
2. Pump Soap
3. Paper Towels
4. Catch Bucket
5. Garbage Can



**Wash & Assemble**

All produce must be washed in clean, running water.

**Approved Source**

All foods must come from a commercial source (grocery store) and MAY NOT be stored at home.



Water and ice must also be from an approved source--water must be from city supply and ice must be store-bought.

**Thaw**

**3 approved methods:**

1. In refrigerator
2. Under cold, running water
3. During cooking process (only for small amounts)

**Cold Holding**

Must maintain PHF at 41°F or colder.



1. In refrigerator
2. In container pushed down into ice (make sure the ice is up to the top level of the food)

**Food Preparation at Site: (All foods must be prepared on-site.)**

- |                                      |                                      |  |                                      |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> handwashing | <input type="checkbox"/> receipts    | <input type="checkbox"/> cross contamination | <input type="checkbox"/> warewashing |
| <input type="checkbox"/> no cooling  | <input type="checkbox"/> BHC         | <input type="checkbox"/> sanitizer           | <input type="checkbox"/> FWC         |
| <input type="checkbox"/> thermometer | <input type="checkbox"/> menu change |  |                                      |

**Signature**

I certify by signature that I am the owner of the establishment or his/her designee. I further certify that I grant permission to allow the Health Officer and/or his/her representative(s) to enter said establishment at their discretion for the purposes of application, evaluation, pre-operational inspection, routine inspection or any subsequent inspections or investigations.

I understand if food is suspected of being contaminated and a threat to public health and/or in violation of WAC 246-215 (a copy of which is available to me at my request), said food will be voluntarily removed from human food channels by myself and/or my designee in the presence of the Health Officer.

I understand that any food service operating permit may be immediately suspended or revoked for failure to comply with Benton-Franklin District Board of Health Regulations or the WAC 246-215. In the event of suspension or revocation of my food service permit, I will be required to immediately cease and desist all food service operations until such time as a new permit, or continued operation, is authorized by the Health Officer.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Cook**

**To appropriate temperatures:**

- 135°F--Hot dogs, canned foods, cooked vegetables
- 145°F--Fish, shellfish, lamb, beef
- 155°F--Hamburger, raw sausage
- 165°F--Chicken, poultry

ALL cooked foods will be discarded at the end of the day. Cooling is NOT APPROVED at temporary events.

**Hot Holding**

Equipment must maintain food temperature at 135°F or higher.



**Condiments**

Condiments and straws must be individually-wrapped or protected from contamination--covered with a lid or handled only by the food booth staff.



**Service**

Foods that are ready to be served are considered ready-to-eat (RTE). RTE foods must not be handled with bare hands.

Appropriate barriers:

1. Gloves (change often--when dirty, ripped, changing tasks. Wash hands after changing gloves)
2. Utensils (keep clean; in-use utensils should be stored in the product or ice water--the handle must always stay out of the product). Ice scoops must be stored outside of the ice bin on a clean, dry surface or in a clean container.

*For department use only*

Reviewed By \_\_\_\_\_

*Phone or Office*

Date \_\_\_\_\_

Approved

Rejected

Approved with Restrictions