



The Chelan-Douglas Health District is **CLOSED** on **FRIDAYS**

**TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION**

Chelan-Douglas Health District 200 Valley Mall Parkway, East Wenatchee, WA 98802

TEL: 509-886-6400 FAX: 509-886-6449. [www.cdhd.wa.gov](http://www.cdhd.wa.gov)

This application includes only those food establishments that operate at a fixed location in conjunction with a single event or celebration. Please note that a higher fee is charged if the application and payment is received less than **eight business days** prior to the event. No money will be collected at the event (unpermitted establishments will be closed). **Incomplete** applications will be returned.

**Lower your fee by lowering your risk. See the back page of the Concessionaires Pamphlet for details.**  
**Note: The Health District is open Monday through Thursday 8:00 a.m. to 5:00 p.m. and closed on Friday.**

2016 Temporary Permit Fee Schedule:

	Normal Fee	Late Fee, by No. business days prior to event:		Fee Class (office use)
		≥8	4-7	
<input type="checkbox"/> Low-risk event operating 1-21 consecutive days	\$47	\$60	\$94	1056
<input type="checkbox"/> Higher-risk event operating 1-3 consecutive days	\$91	\$104	\$182	567
<input type="checkbox"/> Higher-risk event operating 4-7 consecutive days	\$138	\$151	\$276	1013
<input type="checkbox"/> Higher-risk event operating 8-21 consecutive days	\$184	\$197	\$368	1014
<input type="checkbox"/> Recurring event*, not more than 3 days per week				
<input type="checkbox"/> Low-risk	\$82	\$95	\$164	1016
<input type="checkbox"/> Higher-risk	\$184	\$197	\$368	1055
(\$20 fee per all additional locations**)	\$20	\$32	\$40	1018

\*Operating not more than three days a week, **limited to one booth at one location**, at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market. **Permit is only valid for 180 days.**

**Do you currently operate a permitted Food Establishment with CDHD?  YES  NO**

If yes; Name of Establishment: \_\_\_\_\_

Establishment Name (Booth) \_\_\_\_\_

Event Location (Address) \*\* \_\_\_\_\_

Name of Event \_\_\_\_\_

Person in Charge of Booth (PIC) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Mail Address \_\_\_\_\_

Event Dates \_\_\_\_\_

For Office Use Only

Food service begins \_\_\_\_\_ am/pm & ends \_\_\_\_\_ am/pm

Permit Distribution (please choose one)  Regular Mail  Email  Fax

For Office Use Only  
Permit #

\*\*If applying for additional locations to a recurring permit, please refer to the Multiple Location Application

Event Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Has the Person in Charge operated a Temporary Food Establishment in Chelan or Douglas County?  Yes  No

- I have read and understand the "Concessionaires Pamphlet" handout.
- Copies of Food Worker Card(s) for the Person in Charge (PIC) will be posted.

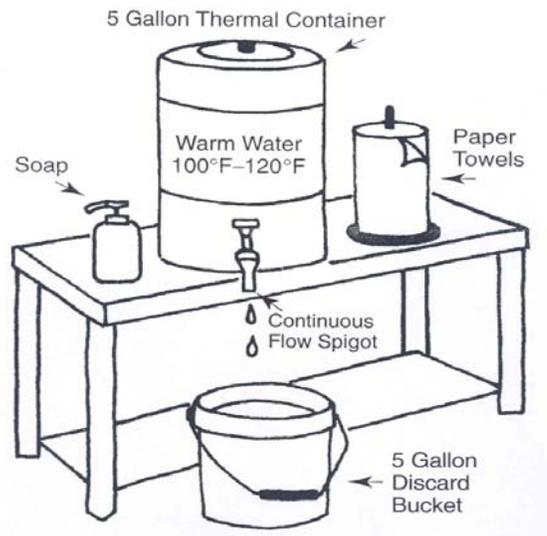
\_\_\_\_\_  
(Print name of Person in Charge)

\_\_\_\_\_  
(Signature of Person in Charge)

\_\_\_\_\_  
(Date)

## Temporary Handwash Station

The handwashing station must consist of a 5-gallon thermal (insulated) container with a spigot that provides a continuous flow of warm (100°F-120°F) running water, soap, paper towels and a 5-gallon bucket to collect the dirty water.



### List of Potential Sale Locations for 5-Gallon Thermal Containers and Continuous Flowing Spigots

It is highly recommended to call the businesses first to check on availability

- Wal-Mart : 5-gallon insulated container with easily removed button type spout  
2000 N. Wenatchee Ave Wenatchee (509-665-2448)
- Costco: 5-gallon insulated container with continuous flow spigot (seasonal inventory)  
375 Highline Drive South East Wenatchee (509-886-0593)
- URM- Cash & Carry: Sells continuous flow spigots  
3022 Ohme Road Wenatchee (509-664-3255)
- Any large retail chain store sells the 5-gallon insulated containers and the spigots are easily changed out with a continuous flow version from any hardware store.

## FOOD PREPARATION AND MENU

Where will food be purchased? \_\_\_\_\_

- Menu: Only food items listed will be approved to serve. Approval for any changes must be requested before the event.
- **Cooling of potentially hazardous foods is not allowed.** Cooling means taking food from cooked temperature to cold temperature.
- Transportation: Any food found in the Danger Zone between 41°F and 135°F will be discarded.

**MENU:** Below list all foods, beverages and condiments that will be served. Use additional paper as needed.

Food Item	Prep in booth or approved kitchen? (If kitchen, see page 3)	Transport hot or cold? What type of equipment for transport?	Cold holding equipment used? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above)	How are you preventing bare hand contact? (i.e. gloves, tongs)
<b>Example: Hamburger</b>	<b>Booth</b>	<b>Cold: Ice Chest</b>	<b>Ice Chest</b>	<b>Grill 155°F</b>	<b>Grill/Steam Table</b>	<b>Gloves/ utensils</b>

If you have an approved Food Establishment with CDHD; are these menu items listed in your approved Menu? Yes No





## PLEASE POST AT BOOTH FOR EASY REFERENCE WHAT ARE THE REQUIREMENTS TO OPERATE?

### **A TEMPORARY FOOD**

**ESTABLISHMENT PERMIT** is required for each vendor. A Chelan-Douglas Health District Temporary Permit must be posted on site. Permits must be applied for at least 14 days before the date of the event.

**COOLING** of potentially hazardous foods is prohibited. Cooling means taking a food from cooked temperature to cold temperature.

### **WASHINGTON STATE FOOD WORKER**

**CARDS** are required. The operator or person in charge of each shift must have a valid food worker card. Cards are available at the Health District Office for \$10 after passing an exam. For more information and exam locations see [www.cdhd.wa.gov](http://www.cdhd.wa.gov).

**FOOD** must be from an approved source, such as USDA inspected meat and poultry. Ice and water must be from approved sources.

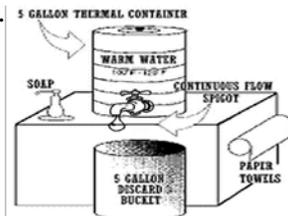
### **ALL FOOD PREPARATION**

must be done in the booth or at a Health District approved facility. No food may be prepared in a private home.



**TOILET FACILITIES** must be readily accessible during all hours of operation.

**A HANDWASH STATION** is required at all events. This must be set up prior to any food preparation. Provide an insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect the dirty water, a pump soap dispenser and paper towels. Food workers must wash their hands when they return to the concession stand and after using the toilet, after eating, smoking or handling unclean items.



**SICK PEOPLE CAN NOT WORK** in any food concession. A person who has vomiting and/or diarrhea, or a communicable disease, such as Salmonella, Shigella, E. coli, or hepatitis A is prohibited from working. Workers with an open sore or infected cut on their hand must wear a bandage and gloves, at all times, while in the food booth.

**BARE HAND CONTACT** with ready-to-eat foods is prohibited. Gloves, tongs, spoons or individually wrapped food items must be used so food workers will not handle ready-to-eat foods with their bare hands. Employees must wear clean clothes. Long hair must be restrained; hands and nails must be clean.



**THERMOMETER** must be available and used to check internal food temperatures. The thermometer must have a range from 0°F to 220°F. **Potentially hazardous foods must be kept at 41°F or colder, or hot at 135°F, or higher.** Any potentially hazardous foods found in the danger zone are subject to destruction or removal from sale. A thin probe thermometer is required to take temperatures in thin foods such as hamburger patties.



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**KEEP IT HOT,  
KEEP IT COLD**

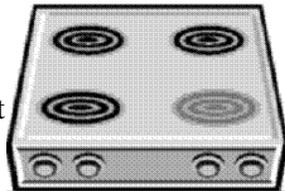
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**COLD HOLDING** potentially hazardous food can be done by the use of pre-chilled mechanical refrigeration or ice chests. Food must be cold held at 41°F or less. However, due to past events during which an electrical problem has occurred, an ice chest with ice from an **approved source** (e.g., store bought, bagged ice) should be used as a backup in the event that there is a malfunction in the refrigeration equipment.

## PLEASE POST AT BOOTH FOR EASY REFERENCE WHAT ARE THE REQUIREMENTS TO OPERATE?

**FOOD COOKING/REHEATING** should be done on a grill or propane stove. All potentially hazardous food must be heated from 41°F to at least 165°F (135°F if produced in a food processing plant) within one hour.

Grills, BBQs & deep fat fryers must be on a stable surface. When barbecuing or using a grill, the equipment must be separated from the public to protect the public from burns or splashes of hot grease (roped off or use another effective method.)



**HOT HOLDING** potentially hazardous foods can be done by the use of pre-heated food warmers and steam tables. Food must be hot held at 135°F or higher. **Sterno is not allowed for hot holding at outdoor events.**

**Steam tables or other hot holding devices** (such as crock pots) are not to be used as a means for heating up foods; they are to be used only for hot holding.



Electrical equipment is preferred. However, due to past events during which electrical problems have occurred, propane stoves or grills capable of holding food at 135° or above may be used and/or should be available for backup.

Hot held foods which have not been used by the end of the day must be discarded.

**PREVENT CROSS CONTAMINATION** by storing raw meat, poultry and eggs separately **and** below ready-to-eat food to prevent contamination with blood and fluids.

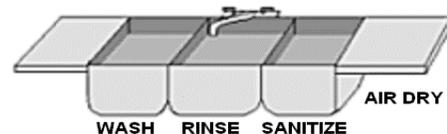
**CHEMICALS** such as liquid bleach, detergents, and so forth must be stored in a separate area away from food preparation and display areas.

### **WIPING CLOTHS**

must be present and stored in a bucket with a sanitizer. Use one teaspoon of bleach in one gallon of cool water. Sanitizer should be changed frequently throughout the day.



**DISHWASHING FACILITIES:** When equipment or utensils are reused on-site or the event operates for two or more consecutive days. Proper dishwashing requires three steps. The process includes washing in hot soapy water, rinsing in hot water, immersing in sanitizer (1 teaspoon bleach per one gallon cool water) and air drying.



**GARBAGE CANS,** one inside the concession and one outside, must be present.

**WASTEWATER** should never be dumped into the street, storm drain or onto the ground. Use a container to collect the dirty water and discard it into the sewer.

**SINGLE SERVICE WARE** such as paper or plastic cups, plates and utensils must be used.

**WATER HOSES** must be potable (drinking) water approved and the nozzle ends must be stored off the ground when not in use.

### **SMOKING EATING AND DRINKING**

is not allowed within the food concession. No unauthorized, non-working persons, including young children, are to be in the booth.



## **LOW RISK EVENT FOODS**

*Lower your fee by lowering your risk!*

The Health District has established a lower fee for temporary food service that is limited to foods that present a lower risk of foodborne illness:

1. Any items on the Exempt list ([www.cdhd.wa.gov/docs/Application for Exemption from Permit](http://www.cdhd.wa.gov/docs/Application%20for%20Exemption%20from%20Permit), or call (509)-886-6450). If you are ONLY serving items on the Exempt list, you will not need a permit at all, but you will need to complete and submit the Exemption Application (no fee). Examples would include popcorn (including kettle corn), cotton candy, and corn on the cob.
2. Temporary service that is an extension of a CDHD permitted permanent food service establishment, is limited to its approved menu, and is operated by its regular staff.
3. Commercially precooked/prepped food – no leftovers (examples: canned chili; precooked hamburger patties; commercially packaged salads; commercially prepared cheese, pepperoni or vegetable pizzas)
4. Commercially prepared and packaged frozen food that remains less than 41 degrees Fahrenheit (examples: ice, commercially packaged frozen meats)
5. Pasteurized milk products from an approved source (includes espresso)
6. Juices made with water from an approved public water system, this includes lemonade made with fresh lemons, it does not include fresh-made apple juice or other drinks.
7. Frozen confections dispensed with a utensil/glove (example: shaved ice, ice cream)
8. Non-potentially hazardous baked goods from an approved kitchen (no cream or custard products)
9. Pancakes, French fries
10. Hot dogs, corn dogs
11. Hard cooked eggs (scrambled, hard boiled)
12. Nachos with commercially canned cheese

### **High Risk Events Foods Include:**

- Raw meat or seafood
- Raw or undercooked animal food offered as ready-to-eat
- Cut melons
- Sprouts
- Cut leafy greens
- Cut tomatoes
- Previous day preparation
- Fresh produce preparation

\*NO bare hand contact with ready-to-eat food

**Contact us at the Health District to find out more about how to lower the risk of foodborne illness.**