



CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd. ♦ P.O. BOX 9825
Vancouver, WA 98666-8825
(360) 397-8428 ♦ Fax (360) 397-8084
www.clark.wa.gov

MULTI EVENT (ITINERANT) / FARMERS MARKET PACKET

An annual itinerant permit is provided for food vendors who wish to operate within the county at multiple temporary public events during the year or at a recurring event such as a Farmers Market. The permit holder must comply with Chapter 246-215 WAC and is considered a "temporary food service establishment". This is defined as operating at a fixed location for twenty-one (21) consecutive days or less in conjunction with a single event. This permit is valid for food service at one site only. Before operating a temporary food service establishment, provide the following information to Clark County Public Health:

1. **PLAN REVIEW APPLICATION FORM.** Complete the yellow Plan Review Application form.
2. **PERMIT APPLICATION FORM.** Complete the green Permit Application form.
3. **PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
4. **MENU.** Provide a menu or a list of the foods to be served.
5. **METHOD OF FOOD PREPARATION.** The following information must be provided:
 - Types of food preparation and cooking conducted in the commissary/base of operation.
 - Types of food preparation and cooking conducted in the concession stand.
6. **COMMISSARY FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed commissary/base of operation indicating locations of the following:
 - Hand wash sinks;
 - Food preparation sink and the floor drain;
 - Commercial refrigeration and freezer units, model and brand;
 - Cooking and hot-holding equipment;
 - Three-compartment sink
 - Dishwasher (if applicable);
 - Mop sink;
 - Ice machine and floor drain;
 - Toilet(s) and hand wash sink(s); and
 - Provide description of finishes on floors, walls, counter tops and ceilings.

NOTE: If the commissary is not located in Clark County, please contact a Food Program Environmental Health Specialist.
7. **CONCESSION STAND AREA.** Provide a to scale drawing indicating booth set up and locations of the following:
 - Hand wash station location and capacity water thermos.
 - Commercial refrigeration and freezer units;
 - Cooking and hot-holding equipment;
 - Describe overhead contamination prevention and flooring.
8. **ITINERARY.** Provide a list of the proposed events or sites of operation.

**ALL OF THE ABOVE ITEMS MUST BE SUBMITTED FOR PLAN REVIEW.
IF ANY OF THESE ITEMS ARE OMITTED, THE PLAN REVIEW CANNOT BE ACCEPTED.
ALLOW AT LEAST TWO WEEKS FOR PLAN REVIEW.**

Following plan approval:

9. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** A pre-opening inspection of the commissary must be conducted. Call (360) 397-8428 at least one week in advance to schedule this on-site inspection.
10. **PAY FOR PERMIT.** Before opening, the annual itinerant permit must be paid.

COMMISSARY REQUIREMENTS

1. **WATER SUPPLY.** Water must be adequate in quantity and quality and supplied by a source approved under WAC 246-290 and monitored according to standards. For well water use, apply for a Small Public Water Supply. Call (360) 397-8428 and ask to speak to an Environmental Health Specialist in the Water Program.
2. **SEWAGE SYSTEM.** Provide that all liquid wastes, including gray water, mop water and ice melt are disposed into an approved sewage disposal system. Prior approval must be obtained for any on-site septic system.
3. **HAND WASH SINK.** Provide a hand wash sink that is accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing.** The hand wash sink shall have minimum hot water temperature of 100°F and cold water provided through a mixing faucet. Provide hand soap and single use towels at sink.
4. **FOOD PREPARATION SINK.** Provide sufficient and separate food preparation sink(s) in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.
5. **DISH WASHING FACILITIES.** Provide a three-compartment sink with a drain board or a mechanical dishwasher and a three-compartment sink with a drain board.
6. **MOP SINK.** Provide a mop sink for supplying and disposing of water for cleaning floors and walls. Mops may not be cleaned in food preparation or hand washing sink. A laundry tub or mop bucket **CANNOT** substitute for a mop sink.
7. **PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, and mechanical dishwashers into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
8. **LIGHTING.** There must be at least 50-foot candles of light and all lights must have shields or guards.
9. **GREASE TRAPS.**

Vancouver Sewer District. The Vancouver Municipal Code (VMC 14.10) requires all food service establishments to have equipment that prevents food grease from entering the sewer system. The Oil & Grease Management Program (OGM) must review and approve grease interceptor plans prior to installation. New grease interceptors or traps must be sized according to the Uniform Plumbing Code. A copy of the sizing requirements can be obtained from the OGM Program. They can be contacted at (360) 696-8177.

Hazel Dell Sewer District. Hazel Dell Resolution 1031 requires all food servers to have grease control. The Unified Plumbing Code must be followed in cases where the user does not have a Type I Hood. If the user has a Type I hood it is required to have, at a minimum, a 1000-gallon Interceptor outside the building. For further information call the Pretreatment Coordinator at Hazel Dell Sewer District (360) 750-5876.
10. **REFRIGERATION.** Provide commercial refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
11. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable.
12. **TOILETS.** The toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. Toilets must be within at least 200 feet of food service establishment.

CONCESSION STAND REQUIREMENTS

1. **FOOD PREPARATION.** All food preparation must be done in the booth or in the approved commissary kitchen. Home-prepared foods are not allowed to be sold or given away. Any changes to menu or method of food preparation must be submitted in writing to Clark County Public Health.
2. **HAND WASH STATION.** There must be a 5-gallon or larger insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect dirty water, a pump soap dispenser and paper towels.
3. **WATER SUPPLY.** Water and ice must be from an approved source under WAC 246-290.
4. **POTABLE WATER TANK.** Any water tanks shall be commercial or food grade plastic and sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. Any potable water refill area must have an approved potable water hose that is retractable and does not allow the hose end or nozzle to contact with the ground. All hose bibs must have a vacuum breaker to prevent back flow.
5. **WARE WASHING FACILITIES.** There must be access within two hundred feet to a three compartment sink with running water to wash, rinse and sanitize utensils when equipment or utensils are reused on-site or when the temporary establishment operates for 2 or more consecutive days.
6. **COOKING AND REHEATING.** All food must be cooked to the appropriate minimum internal cooking temperatures.
 - Poultry: >165°F
 - Ground beef-hamburgers: 155°F for 15 seconds
 - Fish, Meat, Pork: >145°F for 15 secondsLarge cuts of meat (more than 3 pounds) cannot be cooked or barbecued. They must be cut into smaller sections so cooking time is reduced. Reheating potentially hazardous foods from 45°F to 165°F must be accomplished within one hour and only reheated once. Hot, potentially hazardous foods cannot be cooled at the concession stand.
7. **REFRIGERATION AND COLD HOLDING.** There must be commercial refrigeration units sufficient for all necessary food and for the separation of raw meats, aquatic foods and poultry from other foods. ICE CHESTS may be used to keep food cold provided the ice is from an approved source and there is sufficient ice in the chest to hold all food at 41°F or less, no matter how often the lid is opened. If this cannot be accomplished, mechanical refrigeration units must be on site. There can be no ready-to-eat food stored in the same ice chest that contains raw potentially hazardous foods such as meat, poultry, fish or eggs. Food storage ice cannot be used for drink ice.
8. **THERMOMETERS.** All mechanically refrigeration equipment or hot food storage units must have a thermometer accurate to ± 3°F. There must be at least one metal stem (pocket) thermometer, with a range of at least 0°F to 220°F and accurate to ± 2°F to monitor hot and cold food preparation and food holding.
9. **FOOD and BEVERAGE WORKER CARDS.** All food workers must have a valid **Washington State** food and beverage card. The cards or a legible copy of the cards must be in the booth and available for inspection. All food workers must read the green Temporary Food Establishment and Concessionaires' Information Pamphlet.
10. **TOILETS.** Toilets must be accessible during all times of operation and have approved hand washing facilities.
11. **SEWAGE SYSTEM.** All liquid wastes, including gray water, mop water and ice melt, must be disposed into an approved sewage disposal system. The concession stand must have a wastewater retention tank, a bucket or container to hold the gray water until it can be disposed into an approved sewage disposal system.

The green Food Vendor Information contains important additional information. Please read this.



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PLAN REVIEW APPLICATION FORM

RESTAURANT NAME OR NAME OF ESTABLISHMENT _____

SITE ADDRESS _____ CITY _____ STATE WA ZIP _____

SITE PHONE NUMBER _____ ESTIMATED OPENING DATE _____

BUSINESS NAME OF OWNER OR CORPORATION NAME _____

BUSINESS OWNERSHIP STATUS: Sole Proprietor Partnership Corporation LLC

LIST ALL OWNERS, PARTNERS, CORPORATE OFFICERS OR MEMBERS.

OWNER NAME _____ OWNER NAME _____

BUSINESS ADDRESS _____ CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ BUSINESS FAX _____

IS THIS A CHANGE OF OWNERSHIP? NO YES **IF Yes, date of change:** _____

If Yes, previous name of the restaurant? _____

IS THIS: New construction or conversion of an existing building to a restaurant

An existing restaurant/kitchen remodel

Construction company contact person _____ PHONE _____

BUILDING DEPARTMENT PERMIT NUMBER: _____

TO WHOM SHOULD THE PLAN REVIEW LETTER BE MAILED?

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

WATER: Amboy (CPU) Battle Ground CPU Camas Vancouver Washougal Yacolt (CPU) Other _____
 Small Public Water Supply Name _____ ID# _____

SEWAGE: Public sewer On-site septic system. **Date of last septic system inspection or pumping:** _____

TYPE OF ESTABLISHMENT: Check one or more of the boxes below that best describe the type of establishment planned.

- | | | | | |
|-------------------------------------|---|---|--|--|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> School Cafeteria | <input type="checkbox"/> Annual Itinerant/Farmer's Market | <input type="checkbox"/> Bakery (only) | <input type="checkbox"/> Grocery/Convenience Store |
| <input type="checkbox"/> Tavern/Bar | <input type="checkbox"/> Head Start | <input type="checkbox"/> Public Kitchen/Grange | <input type="checkbox"/> Meat/Fish Market (only) | <input type="checkbox"/> with Deli |
| <input type="checkbox"/> Concession | <input type="checkbox"/> Mobile Truck | <input type="checkbox"/> Espresso Cart/Stand | <input type="checkbox"/> Caterer | <input type="checkbox"/> with Bakery |
| | | | | <input type="checkbox"/> with Meat Market |

COMMISSARY LOCATION (For Annual Itinerant, Mobile Unit or Caterer) _____ ID # _____

BASE OF OPERATION LOCATION (For Espresso Cart or Mobile Truck) _____

APPLICANT'S SIGNATURE

DATE

FOR OFFICIAL USE ONLY

DATE PAID: _____ INV _____ OW _____ EHA: _____

AMT RCVD: \$ _____ AR _____ FA _____ SR _____ PR _____



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FOOD SERVICE PERMIT APPLICATION FORM

THIS FORM MUST BE COMPLETELY FILLED OUT AND SIGNED FOR A NEW PERMIT OR TO RENEW AN EXISTING PERMIT

NAME OF FOOD ESTABLISHMENT _____

SITE ADDRESS _____ CITY _____ STATE WA ZIP _____

SITE PHONE _____ FAX NUMBER _____

MAIL CAN BE RECEIVED AT THE ABOVE SITE ADDRESS: YES NO

IF NO, LOCAL MAILING ADDRESS _____ CITY _____ STATE WA ZIP _____

SITE E-MAIL ADDRESS _____

OWNER INFORMATION:

BUSINESS NAME or CORPORATION NAME _____

OWNERSHIP STATUS OF ABOVE: Sole Proprietor Partnership Corporation LLC

LIST ALL THE OWNERS, PARTNERS, CORPORATE OFFICERS OR MEMBERS:

OWNER NAME _____ OWNER NAME _____

OWNER HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER PHONE _____ HOME/EMERGENCY CONTACT PHONE _____

MAIL CAN BE RECEIVED AT THE ABOVE OWNER ADDRESS: YES NO

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER E-MAIL ADDRESS _____

BILLING INFORMATION:

NAME _____ CARE OF _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

BILLING PHONE _____ BILLING FAX NUMBER _____

ANNUAL GROSS FOOD, BEVERAGE & ALCOHOL REVENUE (For restaurants and taverns only)
 Check one: A. 0- \$250,000 B. \$250,000 - \$500,000 C. \$500,000 - \$750,000 D. \$750,000 - \$1,000,000 E. \$1,000,000 and over

WASHINGTON STATE TAX ID # _____

IS THIS A CHANGE IN OWNERSHIP? NO YES
 If YES, date of change: _____ Previous establishment's name: _____

WATER: Amboy (CPU) Battle Ground CPU Camas Vancouver Washougal Yacolt (CPU) Other _____
 Small Public Water Supply Name _____ and ID # _____

SEWAGE: Public Sewer On-site septic system. Last inspection date: _____ ***ATTACH COPY OF THIS INSPECTION**
 (SEE www.onlinerme.com)

TYPE OF ESTABLISHMENT: Check one or more of the boxes below that best describes type of establishment:

<input type="checkbox"/> Restaurant	<input type="checkbox"/> School Cafeteria	<input type="checkbox"/> Public Kitchen	<input type="checkbox"/> Bakery	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Tavern/Bar	<input type="checkbox"/> Head Start	<input type="checkbox"/> Annual Itinerant/Farmer's Market **	<input type="checkbox"/> Meat/Fish Market	<input type="checkbox"/> with Deli
<input type="checkbox"/> Seasonal**	<input type="checkbox"/> Mobile Unit**	<input type="checkbox"/> Espresso Cart/Stand**	<input type="checkbox"/> Caterer**	<input type="checkbox"/> with Bakery
				<input type="checkbox"/> with Meat Market

****CURRENT MEMORANDUM OF AGREEMENT FOR COMMISSARY USAGE MAY BE REQUIRED FOR PERMIT**

APPLICANT'S SIGNATURE _____ **DATE** _____

As the Manager and/or Owner, I do hereby make application for a permit to operate a food establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC. I understand that this permit is **NON-REFUNDABLE** and **NON-TRANSFERABLE** to a new owner or a new location. I give Clark County Public Health permission to verify revenue information provided about this food establishment.

FOR OFFICIAL USE ONLY

DATE PAID: _____ INV _____ OW _____ EHA: _____

AMT RCVD: \$ _____ AR _____ FA _____ SR _____ PR _____



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REQUIREMENTS FOR FOOD VENDORS

To sell PREPARED FOOD not listed on the Exempt Food List you will need to do the following:

1. Complete an application at least 14 calendar days before the event; and
 - a. If you plan to be at 1 or 2 events during the year, obtain a [TEMPORARY PERMIT](#).
 - b. If you plan to be at multiple events during the year an [MULTI EVENT \(ITINERANT\) PLAN REVIEW & PERMIT APPLICATION](#) may be more appropriate.
 - c. Obtain a [FOOD WORKER CARD](#).
2. Pay the appropriate [FEES](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

To sell or offer to the public ONLY foods from the Exempt Food List (see [list](#)) you will need to do the following:

1. Complete an [EXEMPT FROM PERMIT APPLICATION](#).
2. Obtain a [FOOD WORKER CARD](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

FOODS EXEMPT FROM REQUIRING A PERMIT

These foods are exempt from requiring a permit when sold or offered to the public. An [EXEMPT FROM PERMIT APPLICATION](#) and [FOOD WORKER CARD](#) are required.

IMPORTANT: Read and become familiar with the safety rules in the [FOOD VENDOR INFORMATION](#) pamphlet, which must be posted in your booth.

The sale of commercially packaged, non-potentially hazardous food does not require a permit. A license from the Washington Department of Agriculture is required when packaging any food yourself.

1. **Popcorn and flavored popcorn**
2. **Cotton candy**
3. **Dried herbs and spices processed in an approved facility***
4. **Machine-crushed ice drinks such as Slurpees™, Slushees™, Ices™, and iced coffees containing no potentially hazardous ingredients and made with ice from an approved source. Machine crushed ice drinks do not include ice beverages such as shaved ice, fountain drinks such as soda pop, or sno-cones**
5. **Corn on the cob**
6. **Roasted nuts and roasted, candy-coated nuts**
7. **Deep-fried pork skins prepared from pork skins rendered at a food processing plant**
8. **Caramel apples**
9. **Chocolate-dipped ice cream bars prepared from pre-packaged ice cream bars produced in a USDA or WSDA food processing plant****
10. **Chocolate-dipped bananas peeled and frozen in an approved facility**
11. **Individual samples of non-potentially hazardous sliced fruits and vegetables**
12. **Whole and uncut fresh fruits and vegetables**
13. **Whole, roasted peppers for immediate consumption*****
14. **Non-potentially hazardous baked goods, such as brownies, cookies and fruit pies prepared and wrapped in a sanitary manner by a non-profit organization operating for religious, charitable or educational purposes AND with a sign, clearly visible to customers, stating that these items are prepared in a kitchen that is not inspected by Clark County Public Health.**

* Approved facility is a kitchen permitted by or otherwise acceptable to the local health department.

** A food processing plant is a commercial operation which manufactures, packages, labels, or stores food for human consumption and does not provide food directly to a consumer.

*** Served to the public within 30 minutes of preparation, not hot held.



CLARK COUNTY PUBLIC HEALTH FOOD SAFETY PROGRAM 2011/2012 FEE SCHEDULE

The definitions and fees listed below are for general informational purposes only.
Please consult Clark County Public Health (CCPH) with the specifics of your operation.

FOOD PLAN REVIEW	
<p>1-time only fee paid before opening a food establishment. The Food Plan Review fee varies, depending on the type of food establishment.</p> <p>In addition to a Food Plan Review fee, an Annual Permit Fee is required</p>	
NEW CONSTRUCTION	\$633
Establishment not previously preparing and/or selling food.	
REMODEL/OPERATING MODIFICATIONS	\$399
Existing and currently operating food establishment to undergo structural or equipment change; previously operating food establishment that is reopening; or ownership change that results in changes to the previously approved menu, food preparation steps, or complexity level.	
ESPRESSO/BEVERAGE, MOBILE UNITS, FARMER'S MARKET, MULTIPLE EVENT VENDORS	\$399
New food service that occurs only in conjunction with scheduled events such as farmers markets or community festivals; or espresso or other beverage establishments.	
CHANGE OF OWNERSHIP	\$150
Ownership change of an existing, operating food establishment that results in only minimal changes to menu; and when notification is provided to Clark County Public Health 30 days or more prior to opening.	
When notification is <u>not</u> provided 30 days or more prior to opening.	\$250
ADDITIONAL REVIEWS	\$94/hr
Fee assessed for limited venue or when plan review and pre-opening inspection time exceeds 2 hours.	

COMPLEXITY LEVEL
<p>Depending on the complexity of the menu, different food establishments have varying Annual Permit Fees.</p>
<p>EXEMPT FROM PERMIT Pre-packaged non-potentially hazardous foods.</p> <p><i>Examples:</i> Candy bars, packaged nuts, soda, gum; and foods, such as cotton candy, popcorn, and candy apples may be prepared and sold without a permit. Complete list available upon request.</p>
<p>LEVEL 1 Pre-packaged foods; limited preparation required; heating and hot holding limited to 2 potentially hazardous foods. Most baked goods.</p> <p><i>Examples:</i> Grocery carrying pre-packaged products such as dairy, eggs, blended drinks, pre-packaged sandwiches made in an approved facility; espresso stand serving pre-packaged items made in an approved facility; ice cream/yogurt shop.</p>
<p>LEVEL 2 Proteins must be purchased pre-cooked; cooling not permitted; hot held leftovers must be discarded daily.</p> <p><i>Examples:</i> Pre-cooked hamburgers and proteins; sandwiches; soups, and pizza.</p>
<p>LEVEL 3 Handling of raw proteins; preparation steps may include cooking, cooling, and/or reheating; baked goods containing custard.</p> <p><i>Examples:</i> Full service bars, grills, and restaurants; lasagna, sauce, refried beans, soup, fried rice, roast; meat loaf, tamales, and fried protein.</p>

ESTABLISHMENT TYPES & DESCRIPTIONS	
<p>Food establishments may have varying permit levels depending on type and complexity. Annual Fee amounts are listed.</p>	
<p>MULTIPLE EVENT (ITINERANT) Food service occurs only in conjunction with scheduled events (farmer's market, community festivals, etc.).</p> <p>Preparation of menu items must be done only in a CCPH permitted kitchen or on-site. The permitted kitchen must be used for all food and equipment storage, ware washing, and water supply. An Annual Commissary Agreement is required with a permitted kitchen.</p> <p>Limited menu. Foods must be prepared for immediate service or hot holding only. Cooling not allowed. Leftovers must be discarded daily.</p> <p>May cater events only with menu items that are reviewed and approved by CCPH.</p>	
Level 1	\$235
Level 2	\$516
Level 3	\$845
BAKERY	\$258
Establishment retailing baked goods such as cakes, donuts, and breads.	
Higher complexity items (i.e. custard, quiche, pumpkin pies) are discouraged but considered on a case by case basis. Detailed description of preparation and cooling procedures are required for approved items with increased complexity.	
BED & BREAKFAST	\$282
Private home or inn offering 8 or less lodging units on a temporary basis to travelers. Offers only breakfast. Foods must be prepared for immediate service or hot holding only. No cooling. Leftovers must be discarded daily.	

(Continued on back)

ESTABLISHMENT TYPES & DESCRIPTIONS (Continued)

CATERER	\$563
A person contracted to prepare food in an approved food establishment for final cooking or service at another location.	
Permitted kitchen must be used for all food, equipment storage, ware washing, and water supply. <u>An Annual Commissary Agreement is required to use a separate business as a base of operation.</u>	
ESPRESSO/OTHER BEVERAGE	\$235
Kiosk, tasting rooms, or other structure serving only beverages and pre-packaged foods. Annual Commissary Agreement may be required. Permitted kitchen must be used for all food, equipment storage, ware washing, and water supply. Permanent seating not provided.	
Approval of expanded menus are based upon provided facility infrastructure and evaluated on a case by case basis.	
GROCERY	
Establishment offering range of groceries including produce, dairy, and/or other packaged foods with cold holding requirements.	
Grocery Permit	\$235
w/Meat Market	add \$235
w/Bakery	add \$235
w/Deli	add \$516
MEAT MARKET	\$258
Retailing fresh, frozen, or cured proteins, poultry and fish. May be establishment in and of itself, or located within a grocery.	
MOBILE UNIT	
Readily movable, self-contained food establishment. Adequate hot & cold holding equipment, permanent hand washing stations, potable water, and waste water storage required.	
Food storage, food preparation, equipment storage and ware washing needs will be evaluated on a case by case basis.	
An Annual Commissary Agreement with a permitted kitchen is required for some or all of these activities.	
Level 1	\$258
Level 2	\$563
Level 3	\$985

PUBLIC KITCHEN	\$258
A permitted kitchen where food is stored, prepared, portioned, or packaged for service to the public. May be rented to other groups to prepare food. Outside groups or businesses using a permitted public kitchen to prepare foods for service to the public must obtain their own annual or temporary permit.	
<u>Examples:</u> Church kitchens, kitchen designed for cooking classes or for rental purposes.	
RESTAURANT	
Food establishment within a permanent structure with all code identified facility requirements. Permitted restaurants may cater private events within approved complexity level. Fees based on complexity and annual gross revenue.	
Level 1	
\$0-\$500K	\$261
\$501K - \$1M	\$313
\$1M+	\$342
Level 2	
\$0-\$500K	\$519
\$501K - \$1M	\$618
\$1M+	\$670
Level 3	
\$0-\$500K	\$824
\$501K - \$1M	\$970
\$1M+	\$1,045
Manager Inspection Program	\$340
SEASONAL	\$258
Establishment operating only on a seasonal basis (6 or fewer consecutive months a year) in a fixed location.	
<u>Examples:</u> concession stands, farmer's market, chef demo booths, holiday mall vendors.	
TEMPORARY EVENT	
Food service occurs only in conjunction with a scheduled event (fairs, community festivals, etc.) with limited menu. Preparation of menu items must be done only in an approved kitchen or on-site. The approved kitchen must be used for all food and equipment storage, ware washing, and water supply. Foods must be prepared for immediate service or hot holding only. Cooling not allowed. Leftovers must be discarded daily.	
1-3 Consecutive Days	\$143
4-21 Consecutive Days	\$286
Late fee	\$47
(if not permitted within 14 days of event)	

FOOD FOLLOW UP INSPECTION	
Mandatory Follow-up inspection	\$375
Required if a routine inspection results in 20 or more red critical points.	
Food Probation Inspection	\$1,126
Repeat critical violation(s) observed during the mandatory follow-up inspection results in Food Probation Inspections	
SCHOOLS	
New Construction	\$587
Remodel	\$453
Portable Addition	\$251
Cafeteria Public/Private	\$563
Permit Student Store	\$235
Summer School	\$258
Head Start	\$282
School Safety Inspection	\$399
OTHER FEES	
Add'l Services Food Program	\$116
Food Handler Card	\$10



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Offering Food Samples? What You Need to Know

Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Knowing the rules can help assure customers are confident your samples are safe.

Different foods have different requirements because some foods have an increased chance they could cause a food-borne illness. Submit an application to Clark County Public Health if you plan to offer samples.

Use single service disposable utensils such as food papers, napkins, toothpicks, spoons or sample cups for all samples.

All produce to be sampled must be pre-washed from a clean water source and stored in a clean container. Samples must be safely prepared in an approved kitchen or on-site.

- ◆ Wash your hands.
- ◆ Use gloves, tissues, tongs or other utensils to prevent bare hands from touching the food.
- ◆ Use cutting surfaces that are clean and sanitized, free of cracks and in good repair.
- ◆ Wear clean clothing. Keep hair restrained.
- ◆ Obtain a Washington State Food Worker Card.

NOTE: Some foods require permits if offered as samples. All sampling methods must be approved by a Clark County Public Health food inspector before foods are offered to the public.



**Clark County Public Health
Environmental Public Health**
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PO Box 9825
Vancouver WA 98666-8825



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;
Relay 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

FOOD VENDOR INFORMATION

What Farmers Market, Festival, Fundraiser and Street Fair Food Vendors Selling Prepared Food Need to Know



Food Safety Information

Do's & Don'ts

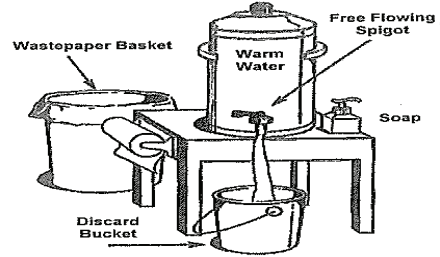
DO:

1. Submit a Food Establishment Permit Application at least 14 days before the date of the event.

Go to <http://www.clark.wa.gov/public-health/forms.html>, Call 397-8428 to request a permit application, or obtain a permit application at Clark County Public Health (address on back of this pamphlet.)

2. Purchase a [Food Worker Card](http://www.foodworkercard.wa.gov). There must be at least one person on-site at all times who has a Food Worker Card. To test online go to www.foodworkercard.wa.gov or call 397-8428.

3. Set up a hand-washing station on-site before preparing any food. Station must have a 5-gallon insulated container with a continuous flow spigot filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet or mop sink, not on the street or in a storm drain.



4. Keep a food temperature thermometer on-site. A thin, metal-stem thermometer with a 0-220°F range will monitor temperatures for foods, such as hamburgers.



5. Keep a thermometer inside all cold and hot food holding units.

6. Keep **cold foods cold**: 41°F or lower. Keep **hot foods hot**: 140°F or higher.

7. Serve food only from approved sources, such as USDA inspected meats. Obtain ice from approved vendors such as grocery stores that have operating permits, not from a home refrigerator/freezer.

8. Use separate ice chests to prevent cross contamination between raw meat, poultry and eggs, and ready-to-eat foods. Ice that will be used in cold drinks must be stored separately.

9. Prepare food and any samples the same day on-site, or in a kitchen approved by Clark County Public Health.

10. Wash hands after using the bathroom and again when returning to food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.

11. Use clean wiping cloths. Store them in a container of sanitizer such as 1 teaspoon of bleach per 1 gallon of cool water. Use the correct test strips for the sanitizer used to assure the proper concentration.

12. Store food and utensils 6 inches or higher off the ground or in waterproof containers. Display food 6 inches or higher from the ground and keep it covered to protect from contamination. Have extra serving utensils available.

13. Serve food with tongs or spoons. Use single service, disposable ware such as paper or plastic utensils and plates. Condiments in squeeze or pump containers or single service packets are recommended.

14. Use waterproof, smooth and easy to clean work surfaces and counters. Raw wood is not allowed.

15. Keep grills, barbecues, and deep fat fryers on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier.

16. Post this document at your event.

DON'T:

1. Work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.

2. Eat or drink inside the booth.

3. Smoke in or within 25 feet of the booth.

4. Allow anyone who isn't on duty to be in the booth.

YOUR BOOTH:

◆ **Roof** must protect from rain, dust, and bird droppings.

◆ **Floor surfaces** that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.

◆ **Water hoses** must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.

◆ A **3-compartment sink** with running water must be accessible if your event operates for 2 or more consecutive days or if you are re-using food preparation utensils or equipment on-site. Sinks may be shared with other vendors.

◆ **Toilets** with hand washing facilities must be located within 200 feet and accessible at all times during event.



CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd. • P.O. Box 9825
Vancouver, WA 98666-8825
Phone (360) 397-8428 • Fax (360) 397-8091

FOOD WORKER TESTING INFORMATION

TESTING IS AVAILABLE ON-LINE AT www.foodworkercard.wa.gov

OR AT THE CLARK COUNTY PUBLIC HEALTH (CCPH) OFFICE

All food workers must have a Washington State food worker card before starting work.

CCPH TESTING DAYS & TIMES

WHEN: Monday, Tuesday, Thursday & Friday:
8:00 AM to 3:00 PM
Wednesday — Special Needs - by
appointment only

WHERE: Clark County Public Health
1601 E. Fourth Plain Blvd. Third Floor
For information call 397-8435.

REGISTRATION: Registration closes at 3:00 PM and test must be complete before 4:15 PM.

Children are not allowed in the testing room and should not be left unattended in the waiting area.

FOR FIRST CARD : Test can be taken on-line at www.foodworkercard.wa.gov or at the CCPH office. The test on-line is the same test available at the CCPH office.

Taken at the CCPH office:

- Bring picture identification.
- Register at the kiosk
- Watch video

- Take test
- Pay \$10.00 fee
- Card issued

Test taken on-line:

- www.foodworkercard.wa.gov
- Register
- Watch Video
- Take test
- Make payment: The cost of the class is \$10 and can be paid with VISA, MasterCard and debit cards with the VISA or MasterCard logo. Payment will be required after you have passed the test.
- Make sure you are connected to working printer for you will be printing your own card.
- Print card

On-line Information:

- Be advised when your debit or credit billing statement arrives, charges for you food worker card will be listed under **“Tacoma-Pierce County Health Department.”**
- Turn off your pop-up blocker. The pop-up blocker can usually be found under Tools on your browser menu bar.
- Make sure you have the latest version of Adobe Flash on your computer. You can download Adobe Flash for free at <https://get.adobe.com/flashplayer>

TO RENEW CARD: If card is renewed *before* the expiration date on the card, a 3 year card can be issued at CCPH office only. The renewal period is **60 DAYS BEFORE** the card expires. Testing requirements are the same as if you were taking the test for the first time. Video must be reviewed and test taken everytime you renew your food worker card.

RENEWING CARD FOR 5 YEARS: Follow the procedure to renew a card. Bring proof an approved food safety program has been completed, such as the WSU PIC training or ServSafe, within the last 2 years.

REPLACEMENT CARDS: Food Worker Card can only be replaced if the card was issued after May 2011. Bring picture identification and a \$10.00 replacement fee will apply.

SPECIAL NEEDS TESTING: Call 397-8428, Ext. 7249 for information and scheduling.

MANUAL AND TEST OFFERED IN ENGLISH, CAMBODIAN, CANTONESE, KOREAN, MANDARIN, RUSSIAN, SPANISH, VIETNAMESE and CLOSED CAPTION.

Testing Information 01202012.doc



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;
Relay 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.



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COMMISSARY* AGREEMENT (Annual Renewal Required)

The following Food Establishment:

Name of Facility	
Facility Address	City/Zip
Owner Signature	Day Phone Number
Printed Name	Date

Hereby agrees to provide access and use of their food service facility as a commissary kitchen to the owner and employee(s) of:

Name of Business	
Address	City/Zip
Owner Signature	Day Phone Number
Printed Name	Date

Food Safety inspections of commissary activities are required. Indicate applicable day and time of use:

- Monday _____
 Wednesday _____
 Friday _____
 Sunday _____
 Tuesday _____
 Thursday _____
 Saturday _____

The above permitted commissary is to be used for food preparation and storage, warewashing activities, potable water supply, wastewater disposal and mobile unit servicing needs.

Should either party terminate the Commissary Agreement, the permit for the party requiring commissary use is suspended and all food and beverage operations shall cease until the owner/operator of the permit secures the services of an approved kitchen facility and a signed Agreement provided to CCPH. **This agreement is subject to approval by CCPH and must be renewed annually.**

*"Commissary" means an approved Food Establishment where food is stored, prepared, portioned, or packaged for service elsewhere (WAC 246-215-0111[4]).

Environmental Health Specialist	Date
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