



## CLARK COUNTY PUBLIC HEALTH

1601 East Fourth Plain Blvd. • P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 • Fax (360) 397-8091

[www.clark.wa.gov](http://www.clark.wa.gov)

### TEMPORARY FOOD ESTABLISHMENT APPLICATION

PLEASE PRINT-

Booth Name (DBA) \_\_\_\_\_

Booth Operator's Name (please print) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax ( ) \_\_\_\_\_ - \_\_\_\_\_

Booth Operator's Business Address

Booth Operator's Mailing Address

Street #

Street Name

Mailing Address

City

State

Zip

City

State

Zip

Person in Charge of Concession \_\_\_\_\_

Tax Exempt ID # 501 (c)(3)

*If non-profit organization*

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

Location of Event & City \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time of Food Sales \_\_\_\_\_ AM/PM

Number of Booths Operating at Event \_\_\_\_\_ of \_\_\_\_\_ *Attach a completed permit application for each booth.*

Event Coordinator \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Name of off-site food preparation facility, if applicable:

(Where food is prepared prior to the event) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax ( ) \_\_\_\_\_ - \_\_\_\_\_

Address of permitted facility \_\_\_\_\_

Street #

Street Name

City

Zip

**All foods must be prepared and stored in a facility with a valid health permit. NO HOME PREPARATION OR STORAGE**

#### APPLICATION BY MAIL:

1. Complete both pages of information.
2. Mail application **and** temporary event permit fee at least **ONE MONTH IN ADVANCE** of the event.
3. Make check payable to **Clark County Public Health** and mail to:  
Clark County Public Health - Environmental Public Health  
P.O. Box 9825  
Vancouver, WA 98666-8825

#### APPLICATION IN PERSON:

1. Application may be obtained at:  
Clark County Public Health - Environmental Public Health  
1601 East Fourth Plain Blvd., Room A338 Vancouver, Washington  
Office hours: Mon., Tue., Thurs., Fri. 8:00 - 11:45 AM; 1:00 - 4:30 PM  
Wed. 9:00 - 11:45 AM; 1:00 - 4:30 PM
2. Apply **and** pay for this permit at least **14 CALENDAR DAYS IN ADVANCE** of the event.

#### APPLICATION FAXED AND CREDIT CARD PAYMENT BY PHONE:

1. Call Clark County Public Health at (360) 397-8428 option 0, **14 CALENDAR DAYS IN ADVANCE** of the event to provide notification of intent to fax application and pay by credit card over the phone.  
Office Hours: **Mon., Tue., Thurs., Fri. 8:00 AM - 4:30 PM and Wed. 9:00 AM - 4:30 PM**
2. Fax both pages of application to (360) 397-8091 and call (360)397-8428 to provide a credit card number for payment.

**NOTE:** Permit fees are not refundable.

PLEASE LIST BELOW ALL FOOD TO BE SERVED TO THE PUBLIC FROM THIS TEMPORARY FOOD ESTABLISHMENT.  
 Include ice supplier and water supply. **Food prepared in a private home or home-canned food CANNOT be served to the public.**

Food Item or Beverage	Food Supplier	Prepared off-site in permitted kitchen (circle one)		On-site cooking equipment to be used	Final cooked food temperature	Equipment to be used to hold food at safe temperature <i>Cold</i> - Less than 41° <i>Hot</i> - Greater than 140°	How served?	
		Y	N				Hot	Cold
				<b>STERNO IS NOT ALLOWED FOR HOT HOLDING at OUTDOOR TEMPORARY EVENTS</b>				
		Y	N					
		Y	N					
		Y	N					
		Y	N					
		Y	N					
		Y	N					
		Y	N					
		Y	N					

**REQUIRED EQUIPMENT**

<b>Thermometer</b>	Probe type (0°F to 200°F) must be available for monitoring temperatures of perishable food.
<b>Handwashing Facilities</b>	<input type="checkbox"/> Plumbed sink or <input type="checkbox"/> Gravity flow container with spigot/faucet to allow water flow with both hands free. <i>As a minimum, 5 gallons of water in a container with a "hands free" spigot, a bucket to catch wastewater, a liquid or powder soap in a dispenser and paper towels are required.</i>
<b>Utensil Washing Facilities</b>	<input type="checkbox"/> Plumbed (3 compartment) sink or <input type="checkbox"/> Location of 3 compartment sink used for washing utensils or <input type="checkbox"/> Extra utensils

**PLEASE ANSWER THE FOLLOWING:**

<b>Food Preparation (Washing Facility)</b>	For foods that need to be washed (produce, etc.) – where will this be done?
HOW IS FOOD KEPT HOT OR COLD DURING TRANSPORTATION TO THE EVENT?	

1. **Wastewater cannot be dumped down a storm drain or on the ground.** Where will the wastewater be disposed? \_\_\_\_\_
2. Do you have the green Temporary Food Establishment Information pamphlet? Yes  No  If **no**, ask for a copy of this pamphlet before leaving the Environmental Public Health service counter or find this attached to the temporary event packet.  
**All food workers and volunteers must read this pamphlet before the event.**
3. During each shift, a person-in-charge must be on-site at all times with a **valid** Washington State Food and Beverage Worker Card. List those people.  
 Name \_\_\_\_\_ Shift hours \_\_\_\_\_ Name \_\_\_\_\_ Shift hours \_\_\_\_\_  
 Name \_\_\_\_\_ Shift hours \_\_\_\_\_ Name \_\_\_\_\_ Shift hours \_\_\_\_\_

An Environmental Health Specialist will review this application. The review may result in limiting some preparation steps, limiting some menu items and /or imposing additional requirements as necessary to protect public health.

<b><i>I have read, understood, and will abide by the requirements for sales of food from a Temporary Food Booth.</i></b>	
Signature of Applicant _____	
Print Applicant Name _____	Date _____



## ENVIRONMENTAL HEALTH DEPARTMENT 2011 FEE SCHEDULE

FOOD PLAN REVIEW	
New Construction	\$ 633
Remodel	\$ 399
Annual Itinerant/Espresso/Farmers Mkts	\$ 399
Change of Ownership	\$ 150
Change of Owner-No notification	\$ 250
Longer than 2 hours	\$ 94

RESTAURANT	
Level 1 (A-B)	\$ 261
Level 1 (C-D)	\$ 313
Level 1 (E)	\$ 342
Level 2 (A-B)	\$ 519
Level 2 (C-D)	\$ 618
Level 2 (E)	\$ 670
Level 3 (A-B)	\$ 824
Level 3 (C-D)	\$ 970
Level 3 (E)	\$ 1,045
Manager Inspection Program (MIP)	\$ 340

GROCERY	
Base Permit	\$ 235
w/Meat Market	\$ 235
w/Bakery	\$ 235
w/Deli	\$ 516

ESTABLISHMENT PERMIT	
Bed & Breakfast	\$ 282
Bakery	\$ 258
Caterer	\$ 563
Espresso Stand	\$ 235
Meat Market	\$ 258
Public Kitchen	\$ 258
Seasonal Permit	\$ 258
Seasonal Kitchen (Satellite)	\$ 282

MOBILE TRUCK	
Level 1 Low	\$ 258
Level 2 Medium	\$ 563
Level 3 High	\$ 985

ANNUAL ITINERANT	
Level 1 Low	\$ 235
Level 2 Medium	\$ 516
Level 3 High	\$ 845

SEASONAL TEMPORARY PERMITS	
1-3 Consecutive Days	\$ 143
4-21 Consecutive Days	\$ 286
Temporary Late Fee	\$ 47

FOOD FOLLOW-UP INSPECTION	
Mandatory Follow-up Inspection	\$ 375
Food Probation Inspection	\$ 1,126

SCHOOL PLAN REVIEW	
New Construction	\$ 587
Remodel	\$ 453
Portable Addition	\$ 251

SCHOOL PERMITS	
Cafeteria Public/Private	\$ 563
Permit Student Store	\$ 235
Summer School	\$ 258
Head Start	\$ 282
School Safety Inspection	\$ 399

OTHER	
Additional Services Food Program	\$ 116
Food Handler Card	\$ 10

## 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 there is 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**  
1601 East Fourth Plain Blvd, Bldg. 17, Room A329  
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, Carnival and Street Fair Food Vendors Need to Know**



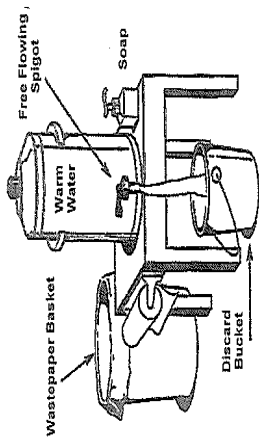
## Food Safety Information

# 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/food/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](#). 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](http://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. 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.



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# FOOD WORKER CARD TEST INFORMATION

## TESTING DAYS & TIMES —

**WHEN:** Monday, Thursday, & Friday  
8:00 to 11:45 AM  
1:00 to 3:00 PM

**WHERE:** Clark County Public Health  
1601 E. Fourth Plain Blvd.  
Third Floor

- ◆ Registration closes at 3:00 PM.
- ◆ Applicants must complete testing before 4:15 PM.
- ◆ Children are not allowed in the testing room and should not be left unattended in the waiting area.
- ◆ For information call 397-8435.

## FOR FIRST CARD —

All food workers must have a Washington State food worker card before starting work. The first card is valid for 2 years.

- ◆ Read the Washington State Food and Beverage Worker's Manual **BEFORE** coming to the testing session.
- ◆ Bring picture identification.
- ◆ Pay \$10.00 fee.
- ◆ Watch a 30-minute video on food safety.
- ◆ Pass the test. The written test may be taken in Spanish, Russian, Chinese, Vietnamese, Korean and English.

## RENEWING CARDS —

### **REPLACEMENT CARDS:**

- ◆ Bring picture identification and fill out application form.
- ◆ Pay \$10.00 replacement fee.

### **TO RENEW CARD:**

If card is renewed *before* the expiration date on the card, a 3 year card will be issued. The renewal period is **60 DAYS BEFORE** the card expires.

- ◆ Read the Washington State Food and Beverage Worker's Manual.
- ◆ Bring original or a photocopy of current card before it expires.
- ◆ Bring picture identification.
- ◆ Pay \$10.00 fee.
- ◆ Watch the 30-minute video on food safety.
- ◆ Pass the test.

### **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.

## SPECIAL NEEDS TESTING —

Call 397-8428, Ext. 7249 for information and scheduling.

## FOR GROUP TESTING —

Worksite group testing offered on a limited basis.

- ◆ Call 397-8444 to schedule group testing.
- ◆ Have employees bring current food worker card and a picture ID to the testing site.
- ◆ Have employees read the Washington State Food and Beverage Worker's Manual.
- ◆ Employees will watch the 30-minute video and then take the written test.
- ◆ Pay \$205.00 group testing fee **AND** \$10.00 fee for each person who takes the test.
- ◆ Cards will be mailed or picked up at Environmental Public Health office upon receipt of payment.

## ONLINE INFORMATION —

Food Work information is available online: [www.clark.wa.gov](http://www.clark.wa.gov), type "food worker" in the search field and press the search button.

The Internet Food Safety Education Program video is now available online in either English or Spanish:

English site:

<http://ccph.gibbymedia.com/foodsafety2/>

Spanish site:

[http://ccph.gibbymedia.com/foodsafety2\\_sp/](http://ccph.gibbymedia.com/foodsafety2_sp/)



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**FOOD WORKER CARDS ARE VALID IN EVERY COUNTY IN WASHINGTON STATE.**