



CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd.

P.O. BOX 9825 Vancouver, WA 98666-8825

(360) 397-8428 ☐ Fax (360) 397-8091

MULTI EVENT (ITINERANT) / FARMERS MARKET APPLICATION CHECKLIST

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. This permit is valid for food service at one site only. If you want to operate at multiple event simultaneously, multiple permits will be required. Before operating a temporary food service establishment, the following must be submitted to Clark County Public Health:

- THIS CHECKLIST.** Submit this completed checklist confirming all requirements are included in your submission.
- PLAN REVIEW APPLICATION FORM.** Complete the Plan Review Application form.
- PERMIT APPLICATION FORM.** Complete the Permit Application form.
- PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
- ITINERARY.** Provide a list of the proposed events or sites of operation.
- MENU.** Provide a menu or a list of the foods to be served.
- 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.
 - Include any plans for sampling food items.
 - Include plans for temperature control during transportation
- COMMISSARY AGREEMENT FORM AND FLOOR PLAN (if applicable):** Provide a signed agreement and a to scale drawing of the commissary floor plan. The floor plan must include:
 - All sinks including designated hand wash sinks, food prep sinks, three compartment sink, and mop sink.
 - Commercial refrigeration and freezer units, model and brand;
 - Cooking and hot-holding equipment;
 - Dishwasher (if applicable);
 - Ice machine and floor drain (if applicable);
 - Toilet(s) and hand wash sink(s); and
 - Provide description of finishes on floors, walls, counter tops and ceilings.
- CONCESSION STAND AREA.** Provide a to scale drawing indicating booth set up and locations of the following:
 - Hand wash station location including all required components.
 - Location of all cold holding units including ice chest, commercial refrigeration, and freezer units.
 - Location and description of all cooking and hot-holding equipment.
 - Description of overhead contamination prevention and flooring.
 - Location where staff will store personal belongings.

After you turn in your plan review application materials, CCPH will review them as follows:

1. CCPH will look through the materials to make sure that they are complete.
2. If the plan review application is complete, it will be examined carefully by a plan reviewer. Application materials are reviewed on a first-come first-served basis. With a complete application, this process may take up to 10 business days. More time may be required if corrections are needed.
3. **If plans are not approved**, the reviewer will notify the applicant of the necessary changes. The corrections must be submitted for review.
4. Upon approval, a letter will be sent via email or by mail. If you have a preference, please alert the Environmental Health Specialist assigned to review your application.