

# TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PROCEDURE AND FEE SCHEDULE

POLICY-2

## PROCEDURE

1. Fill out the [Temporary Food Establishment Permit](#) online or visit our office to fill out the application and submit it over the counter. Mailed-in or faxed-in applications will be returned. Note: The “event address” is the physical location of the event- provide a complete street address.
2. If submitting the application over the counter, a complete [Food Flow Form](#) must accompany the application.
3. The Application, Food Flow Form, and fee must be submitted at least 14 days before the event. A late fee is assessed for applications received 13 days or less prior to an event. Menu changes must be reviewed and approved by the Health District before the event.
4. The inspector will issue your Temporary Establishment Permit Card the day of the event after conducting a site inspection. The Permit Card must be posted at all times during the event. A [reinspection fee](#) may be charged for extra visits to recheck food safety compliance.
5. Refer to the [Temporary Event Operating Requirements handout](#) for guidance to handling and serving food safely for your event. Call 360-728-2235 and ask for the Food Inspector of the Day if you have any questions.

## FEE CATEGORIES

Potentially hazardous foods include, but are not limited to, cooked beans, vegetables, grains, or potatoes; USDA-approved meat; eggs; fish or shellfish. Permits for selling food at temporary events fall into the following categories:

- **BAKED GOODS:** Includes prepackaged, non-potentially hazardous breads, brownies, cakes, candy, cookies, fudge, and fruit pies; service of baked goods falls under the Limited Menu permit category. Custards, pumpkin pies, cream pies, cream cheese frostings, cheesecakes, and meringue pies items are potentially hazardous foods and fall under the Limited Menu permit category.
- **LOW RISK FOODS:** These foods do not require a permit, but the Health District must review your menu to make the determination. An application must be submitted (see #1 above). See the [Exempt Foods That Do Not Require a Permit handout](#) for a list of low risk foods. Frozen, pre-packaged, USDA meat falls under this category.
- **LIMITED MENU:** Includes potentially hazardous foods and low-risk foods that are not listed on the [Exempt Foods That Do Not Require a Permit handout](#). Examples are hot dogs, espresso, elephant ears, funnel cakes, shaved ice, snow cones, serving baked goods, and scooping ice cream for cones or dishes. Custards, pumpkin pies, cream pies, cream cheese frostings, cheesecakes, and meringue pies fall under this category. Raw, prepackaged and cold-held meat, and live shellfish (excludes service of shellfish) are included in this category.
- **NON-COMPLEX MENU:** Includes potentially hazardous foods that are pre-made by a commercial facility (e.g., canned chili or pizza) and require hot-holding OR



KITSAP PUBLIC  
HEALTH DISTRICT

345 6th Street  
Suite 300  
Bremerton, WA 98337

360-728-2235 t.

kitsappublichealth.org

non-potentially hazardous foods that require extensive handling and preparation steps, such as washing and cutting raw produce. Also included in this category are cooking eggs and processing of fish/meat. These foods must be prepared for immediate consumption. No advanced preparation, cooling, or reheating is allowed.

- **COMPLEX MENU:** Includes potentially hazardous food items that require vendor preparation, cooling, or reheating. This category includes non-commercially prepared chili, meats, lumpia, sushi, soups, service of shellfish, potentially hazardous salads requiring preparation (i.e. potato salad), sandwiches, or any other food determined to be potentially hazardous and requires preparation. Processed meats such as sausage, jerky, and smoked fish must meet local, state, and federal guidelines. All foods for a complex menu permit must be prepared on-site, or in an approved facility (i.e. a licensed restaurant or commissary kitchen).
- **SEASONAL/MULTIPLE EVENTS:** Includes individuals or groups selling and/or serving food at multiple temporary events or operating at a fixed location not more than three days a week may apply for a Multiple Events Food Establishment Permit. Multiple Events permits expire after six (6) months from the date of issue.
- **FARMERS' MARKET:** Includes individuals or groups selling and/or serving food at a farmers' market not more than 3 days a week. The Farmers' Market permit duration includes the summer and winter markets of that year.

#### FEE SCHEDULE

Category	Fee	Late Fees	
		13 -2 Days	<48 hrs
Exempt Food application review	N/A	N/A	N/A
Baked Goods/low risk Non-PHF	N/A	N/A	N/A
<u>Limited Menu</u>			
Low Risk, single event	\$55.00	\$13.00	\$27.00
Multiple Events/Seasonal	\$95.00	\$23.00	\$47.00
Farmers Market	\$95.00	\$23.00	\$47.00
<u>Non-complex Menu</u>			
During work hours*, single event	\$85.00	\$21.00	\$42.00
During non-work hours*, single event	\$95.00	\$23.00	\$47.00
Multiple Events/Seasonal	\$130.00	\$33.00	\$65.00
Farmers Market	\$130.00	\$33.00	\$65.00
<u>Complex Menu</u>			
During work hours*, single event	\$110.00	\$27.00	\$55.00
During non work hours*, single event	\$115.00	\$28.00	\$57.00
Farmers Market	\$180.00	\$45.00	\$90.00
Seasonal/ Multiple Events	\$180.00	\$45.00	\$90.00
Single Menu, Single Event, Multiple Vendors	\$355.00	\$89.00	\$178.00

\* Our work hours are 8:00 AM to 4:30 PM Monday through Friday.

-Permits are non-refundable and non-transferable.

-If found operating without permit: Operator will be charged the cost of the original applicable permit fee the applicant failed to obtain in addition to the cost of the current applicable permit fee.