

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PROCEDURE AND FEE SCHEDULE

Updated December 2022

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. A complete street address must be provided. Applications without a firm start date will not be accepted.
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. All menu changes after review must be reviewed and approved by the Health District before the event.
4. Your Temporary Establishment Permit Card will be issued by an inspector the day of the event after conducting a site inspection or mailed to you. 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 on 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

Time/temperature control for safety (TCS) 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 prepared or prepackaged, non-TCS breads, brownies, cakes, candy, cookies, fudge, and fruit pies. Service and sampling of non-TCS baked goods also falls under this category. Custards, pumpkin pies, cream pies, cream cheese frostings, cheesecakes, and meringue pies items are TCS baked goods and fall under the Limited Menu fee category. Note: Prepackaged non-TCS baked goods produced under a Washington State Department of Agriculture Food Processor or Cottage Food License do not require a permit or menu review.
- **LOW RISK FOODS:** These foods do not require a permit, but the Health District must review and approve your menu to make the determination. An application must be submitted (see #1 above) prior to operating. See the [Exempt Foods That Do Not Require a Permit handout](#) for a list of exempt foods. Frozen or cold-held, prepackaged, USDA raw meat falls under this category.
- **LIMITED MENU:** Includes TCS 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 commercially prepared deli salads and dips, serving TCS baked goods (custards, cream cheese frostings, pumpkin pies, etc.), and scooping ice cream for cones or dishes. Live shellfish (excludes service of shellfish) is included in this category.



KITSAP PUBLIC
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- **NON-COMPLEX MENU:** Includes TCS foods that are pre-made by a commercial facility (e.g., canned chili or pizza) and require hot-holding OR non-TCS foods that require extensive handling and preparation steps, such as washing and cutting raw produce. Also included in this category are cooking eggs and the processing of fish/meat. These foods must be prepared for immediate consumption. No advanced preparation, cooling, or reheating is allowed.
- **COMPLEX MENU:** Includes TCS food items that require vendor preparation, cooling, or reheating. This category includes non-commercially prepared chili, meats, lumpia, sushi, soups, service of shellfish, TCS salads requiring preparation (e.g., potato salad), sandwiches, or any other food determined to be a TCS food that requires preparation. Processed meats such as sausage, jerky, and smoked fish must meet local, state, and federal guidelines. All advanced preparation of foods for a Complex Menu Permit must occur on-site or in an approved facility (i.e., a licensed restaurant or commissary kitchen).
- **SEASONAL/MULTIPLE EVENTS:** 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. The permit holder is responsible for providing the Health District with an accurate itinerary prior to operating.
- **FARMERS MARKET:** Includes individuals or groups selling and/or serving food at a farmers market not more than three days per week. The Farmers Market Permit duration includes the summer and winter markets of that year.

2024 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 foods | N/A | N/A | N/A |
| <u>Limited Menu</u> | | | |
| Single Event | \$65.00 | \$16.00 | \$32.00 |
| Multiple Events/Seasonal | \$105.00 | \$26.00 | \$52.00 |
| Farmers Market | \$105.00 | \$26.00 | \$52.00 |
| <u>Non-complex Menu</u> | | | |
| Single Event | \$105.00 | \$26.00 | \$52.00 |
| Multiple Events/Seasonal | \$150.00 | \$37.00 | \$75.00 |
| Farmers Market | \$150.00 | \$37.00 | \$75.00 |
| <u>Complex Menu</u> | | | |
| Single event | \$125.00 | \$31.00 | \$62.00 |
| Multiple Events/Seasonal | \$205.00 | \$51.00 | \$102.00 |
| Famers Market | \$205.00 | \$51.00 | \$102.00 |
| Single Menu, Single Event, Multiple Vendors | \$400.00 | \$100.00 | \$200.00 |

**Permits are non-refundable and non-transferable.*

***Operating without permit: Operators will be charged the cost of the original applicable permit fee the operator failed to obtain plus the cost of the current applicable permit fee.*