



# Temporary Food Service License Application

Pacific County Department of Community Development

Internet Address: [www.co.pacific.wa.us](http://www.co.pacific.wa.us)

**Application and correct fees must be received at least 7 days prior to the event or a late fee of \$80 will be assessed.**

APPLICATIONS SUBMITTED WITHOUT CORRECT FEES ARE INCOMPLETE AND CANNOT BE PROCESSED

☐ 501(c) Non-profit organization—see fees below\*

**Please check one of the following:**

☐ \$55/samples (\$35.00)\*

☐ \$75/event low risk (\$45.00)\*

☐ \$175/event high risk (\$95.00)\*

☐ \$135/annual low risk (\$75.00)\*

☐ \$335/annual high risk (\$175.00)\*

## ORGANIZATION INFORMATION

Organization:

Contact Person:

Mailing Address:

City/State/Zip:

Phone:

Email:

## OFFICE USE ONLY

### PERMIT FEES:

Application Number:

## EVENT INFORMATION *(list additional events on separate sheet of paper if needed)*

Name of Event:

Sales Start Date:

Location:

Sales End Date:

Event Coordinator:

Time(s) of Sale:

Name of Event:

Sales Start Date:

Location:

Sales End Date:

Event Coordinator:

Time(s) of Sale:

Name of Event:

Sales Start Date:

Location:

Sales End Date:

Event Coordinator:

Time(s) of Sale:

## FOOD INFORMATION

Menu Items:

Food Purchased at:

Water Source: ☐ On-Site ☐ Self Haul: Municipal District: \_\_\_\_\_ or Well (City): \_\_\_\_\_

Food Preparation: ☐ On-Site

☐ Commercial Kitchen: \_\_\_\_\_ Preparation: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment for Cooking:

Cold Holding:

Hot Holding:

Gray Water Disposal: ☐ On-Site ☐ Self Haul: Municipal District: \_\_\_\_\_ or Septic (City): \_\_\_\_\_

Garbage Disposal: ☐ On-Site ☐ Self Haul: Serviced By: \_\_\_\_\_

Are Washington State food handler cards current? ☐ Yes ☐ No

Are you using a mobile unit? (If yes, attach a picture of your L&I sticker) ☐ Yes ☐ No

Authorized Signature:

Print Name:

Date:

### SOUTH BEND OFFICE

P.O. Box 68

South Bend, WA 98586

(360) 875-9356 FAX (360) 875-9304

### LONG BEACH OFFICE

7013 Sandridge Rd.

Long Beach, WA 98631

(360) 642-9382 FAX (360) 642-9387

Revised 02/29/2024

**Office Hours: Mon - Thurs 7:30 am - 3:00 pm**

All documents and information submitted in conjunction with this application is subject to Public Disclosure in accordance with RCW 42.56

## WHICH TEMPORARY FOOD SERVICE LICENSE IS CORRECT FOR ME?

**Sample License** is for vendors who are ONLY providing samples of non-potentially hazardous food items pre-packaged in a licensed facility.

**Event License** is for vendors who are only attending one event in Pacific County. An event can occur over several days or can be reoccurring such as the Saturday Market at the Port of Ilwaco.

**Annual License** is for vendors who are attending more than one event in Pacific County. Annual licenses expire on December 31<sup>st</sup> the year they are issued.

1. See the list below for examples of exempt menu items.  
Are all of your menu items on this list?

**Popcorn and kettle corn**

**Cotton candy**

**Dried herbs and spices** (processed in an approved facility)

**Machine-crushed ice drinks** (premix is frozen and dispensed completely within a self-enclosed machine like, ices, slushies, or slurpies)

**Whole roasted peppers** (roasted for immediate service)

**Roasted nuts, roasted peanuts, roasted candy-coated nuts**

**Fruits and vegetables for sampling** (individual samples of non-potentially hazardous produce)

**Wine and distillery tasting room** (requires a variance)

**Corn on the cob** (prepared for immediate service with butter, shake on spices or commercial mayonnaise in squeeze bottle)

No

Yes → No License

2. Are you handling meat and/or tofu products?

No

Yes → High Risk

3. Are you serving cooked food? (Even if cooled)

No

Yes → High Risk

4. Are you serving dairy products? (including milk, ice cream, cheese, etc.)

No

Yes → High Risk

5. Are you serving cut melons, tomatoes, or leafy greens? Think condiments.

No

Yes → High Risk

4. Do any of your products require refrigeration?

No

Yes → High Risk

Low Risk

# Temporary Food Service Requirements

The following are the **minimum** requirements for temporary food events:

A permit application is required a minimum of seven (7) days prior to the event.

**Washington State Food handler cards** are required for the booth organizer and at least one other person occupying the booth at all times. It is often easier to staff booths if everyone has a card. Cards can be obtained online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) or from the Department of Community Development (DCD). Call for class times. Cards from out of state do not qualify for this requirement. A person with this food handlers card must be present at all times of operation.

Food and ice must be obtained from an approved, safe source. The local retail and wholesale outlets are generally all approved sources.

Foods are to be prepared on-site in the booth unless prior arrangements have been made with the DCD.

**NO BARE HAND CONTACT with ready to eat foods. Tongs, gloves, wax paper, spoons, etc. must be used.**

Hot foods should be heated quickly to 165°F within 1 hour and held at 135°F or above.

Cold hazardous foods must be held cold at 41°F or below at all times.

Dishwashing does not require plumbing in the booth. However, it is necessary to wash, rinse, and sanitize the dishes. A series of three plastic tubs will work to **WASH** in warm soapy water, **RINSE** in clean water, and then **SANITIZE** in solution of one cap bleach per half tub of water.

All commercial coaches must have L & I approval.

A hand washing setup is necessary to prevent the spread of hepatitis and other diseases. The use of 5-gallon carboys with spigots and buckets to catch the wastewater is acceptable if sinks are not available (see below for details)

A stem type thermometer with a range from 0-220°F is needed to test the temperature of foods, and must be adequate for the types of foods served.

No hot held foods will be used the following day.

If you have questions, please contact our office at (360) 875-9356 or (360) 642-9382.

## Sample Handwashing Station

### Handwashing Station:

- Warm water in 5 gallon container with spigot
  - It must be warm water; be prepared to heat water if none is available
- Soap
- Single-use paper towels
- Bucket for collecting gray water

