



# Skagit County Department of Public Health

**Jennifer Johnson, Director**  
**Howard Leibrand, M.D., Health Officer**

## Food Service Permit Applications

The following application is a fillable form. You may complete all fields in the form electronically or you may print the form and complete it manually. We require an actual signature on all applications. If you are able to sign using an electronic device please do so in the designated area, otherwise you will need to print the form to sign.

Completed and signed applications can be submitted via:

- E-mail to [EH@co.skagit.wa.us](mailto:EH@co.skagit.wa.us)
- Fax to 360-416-1501
- Mail to Environmental Public Health, 700 South 2<sup>nd</sup> Street, #301, Mount Vernon, WA 98273

You may save a copy of your completed form electronically but if you leave this website your changes within the webform will not be saved.

Please note that food service permit applications, for both temporary and annual permits, now require that the permit applicant be the food service owner or an officer of the owner. This is a requirement of Washington State Retail Food Code, Chapter 246-215-08320 (1) WAC. The food service permit will be issued to both the permit applicant (owner or officer of owner) and the manager of the day to day operations of the food service, if different from the owner.

Please make sure that you submit your application within the timeframe specified on the application to avoid a late fee. Operating a retail food service without a permit is illegal and subject to enforcement action. Incomplete applications will be returned to the applicant and not processed.

If you have questions regarding the application or the type of food service permit required for your operation please contact us by phone at 360-416-1500 or via e-mail at [EH@co.skagit.wa.us](mailto:EH@co.skagit.wa.us) .

# REQUIREMENTS TO OPERATE A TEMPORARY FOOD BOOTH

This checklist must be completed and posted in your booth prior to opening

Cut Leafy Greens and Cut Tomatoes are Potentially Hazardous Foods (PHF)  
ALL PHF must be kept HOT – ABOVE 135°F or COLD – BELOW 41°F  
COOK hamburgers to 155°F

**\*\*MONITOR YOUR TEMPERATURES OFTEN\*\***

1. Read and check off each of these 25 items so you can comply with all requirements.

2. Fill out attached application. Your application and payment must be received at the Skagit County Public Health Department 14 days prior to the event or you will be charged a non-refundable late fee.

3. A metal-stem thermometer must be available and used often to check internal temperatures of potentially hazardous foods. It must be able to measure from 0°F to 220°F. Make sure your thermometers are calibrated. Ask your inspector if you do not know how.



4. **Hand-washing facilities.** You need at least **warm** running water, soap, individual paper towels, and a bucket to collect the dirty water. An **insulated container** (5 gallon minimum) with a **free flow** spigot is required. Must be within 25 feet of food prep.

5. **Wiping cloths.** You need a separate bucket of sanitizer for rinsing/storing wiping cloths to be used on cutting boards and table tops. One teaspoon of liquid bleach added to one gallon of cool water provides an adequate sanitizer. Change the solution frequently during the day.



6. All food preparation must be done in the booth or at a kitchen approved by Skagit County Environmental Health to minimize the potential for foodborne illness. Home preparation of foods is not allowed.
7. **Food Protection.** All opened food items must be protected from possible contamination. **Samples** must be protected by a covering while on display, and dispensed by a utensil or single serving item. Gloves must be worn when handling samples. Hard crusted bread must be protected by packaging or by display cases furnished with hand contact barriers.
8. **No cooling of potentially hazardous foods can be done at the booth.** Food that has been heated must stay hot (>135°F) until served or be discarded.
9. **Dishwashing facilities.**



Wash equipment and utensils in three compartment sinks or an approved dish machine. Make sure all utensils and equipment are washed, rinsed and sanitized in that order. If the food service operates more than one day, a three-compartment sink with hot and cold running water must be available within 200 feet. This facility can be used by several food booths.

10. **All cooking of foods must be done toward the back of the booth.** When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect the public (from burns or splashes of hot grease).
11. **Equipment containing flammable materials,** such as **deep-fat fryers** must be on stable surfaces and shielded from the public (Fire Marshal requirement). **Check with your local fire authority** to ensure you meet all fire codes when working with open flame and grease.

- 12. Make sure** your electrical devices will not overpower the electrical circuits provided.
- 13. Smoking, eating or drinking in booths is not allowed.**

- 14. Eliminate bare hand contact with ready-to-eat foods** by using gloves, tongs, deli tissue or utensils.



- 15. Steam tables or other hot holding devices** are to be used to keep foods above 135°F, not to reheat. Use stoves, grills or microwaves for quick reheating.



- 16. Sterno devices are not approved** for outdoor hot holding due to wind and other potential weather conditions causing flame to extinguish.

- 17. When being inspected, all critical or RED item violations**, directly related to foodborne illness, must be corrected immediately. **All BLUE item violations**, related to sanitation, design and maintenance of the food booth, must be corrected within the time frame determined by the inspector.
- 18. No person who is infected with a communicable disease**, such as a cold or flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
- 19. Chemicals** such as liquid bleach and detergents must be stored in a separate area away from food

preparation and display areas. Make sure all cleaning supplies and sanitizers are labeled properly.

- 20. One person** working in the booth is required have a **valid Food Worker Card** posted. However, Skagit County Environmental Health recommends that all employees have Food Worker Cards.
- 21. All booths must be set on a cleanable surface** such as asphalt, plywood, heavy tarp or cement. Grass, gravel and dirt are not acceptable flooring materials.
- 22. Liquid waste** should not be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and then discard it in a sanitary manner (e.g., sanitary sewer).
- 23. Have receipts**, shellfish tags, etc. available to verify that food/water/ice is from an approved source.



- 24. All raw hazardous foods**, such as oysters and sushi, must be listed as “raw” on the menu and have a consumer advisory posted and visible at the booth.
- 25. Produce must be washed** in a separate plumbed food preparation sink – either in the booth or other approved location.



**I have read and understand the 25 Requirements to Operate a Temporary Food Booth and will post this document in the booth.**

**Operator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Fee: _____ Receipt #: _____
Received by: _____ Date: _____

**APPLICATION for TEMPORARY FOOD EVENT**

**(food does not meet Limited Low Risk guidelines)**

**A Temporary Food Service found operating without a permit will be charged double the usual permit fee**  
**Permit fees are non-refundable**

**Permit Fees – Assessed per Schedule of Charges**

**Single** temporary event: 21 consecutive days or less in single location for a single event or festival with a fixed menu

**Late fee:** Event within 14 days       Event begins within 24 hours

I will pay by cash  check  credit card  person and phone number for credit card payment \_\_\_\_\_

**Food Service Event Information**

**Event Name:** \_\_\_\_\_ **Event Address:** \_\_\_\_\_

**Date(s) of Operation:** \_\_\_\_\_ **Prep Time and Date:** \_\_\_\_\_ **Serving Time:** \_\_\_\_\_  
List all dates at event for prep and food service (Example: 8AM to 2:30PM) Include city

Check days of operation:  M  T  W  Th  F  Sa  Su

**Name of Food Service:** \_\_\_\_\_ **Legal Owner:** \_\_\_\_\_

Temporary Permit in the past 2 years in Skagit County - food service name: \_\_\_\_\_

Person in charge (PIC) on site (must have food worker card): \_\_\_\_\_

Applicant name (must be owner or officer of owner): \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address : \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant phone#: \_\_\_\_\_ PIC phone#: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Will food be prepared at a location other than where served? No  Yes  (must be licensed food facility)

If yes, please list the specific location where advance preparation of food will take place. (If food preparation will be outside of Skagit County you must submit with your application a copy of the facility's permit, your last inspection and a letter stating you are allowed to use the facility.)

Name of facility: \_\_\_\_\_ Address: \_\_\_\_\_ Include city and zip

Date(s) and Time of Preparation: \_\_\_\_\_ (Example: 1/1/10 at 8-10 am)

**Food Preparation Procedures at Commissary**

**PLEASE LIST FOODS THAT WILL BE PREPARED AT A COMMISSARY.** Note: Cooling can only occur under a permanent FSE license.

Food	Thaw	Wash/Chop	Assemble	Cook	Cool	Keep Cold	Keep Hot	Transport Hot or Cold
Pasta Salad		✓	✓	✓	✓	✓		Cold

## Food Preparation Procedures at Event

PLEASE LIST FOODS THAT WILL BE PREPARED AND SERVED AT THE EVENT

Food	Keep Cold	Reheat	Cook	Assemble	Keep Hot	Other
Example: Hamburger	✓		✓	✓	✓	

## Vending Location Booth Construction

Please describe the following (see requirements):

Handwashing facilities: \_\_\_\_\_ Refrigeration: \_\_\_\_\_

Handwash water must be at least 100°F

Cooking equipment (i.e. grill, stove, BBQ): \_\_\_\_\_

Hot-holding equipment (i.e. steam table, oven): \_\_\_\_\_

Produce will be washed at: \_\_\_\_\_

Must be approved location

Dishes/serving utensils will be washed at: \_\_\_\_\_

Water source for washing/drinking:  PUD  Anacortes  Other Group A system: \_\_\_\_\_

Group B water system name: \_\_\_\_\_

Wastewater disposal location: \_\_\_\_\_ Restroom location: \_\_\_\_\_

Booth or Building Construction:

Must have walls, floor and overhead protection

Bare hand contact with ready to eat foods will be eliminated by:

gloves,  utensils,  tongs,  deli paper, Other barriers: \_\_\_\_\_

## Applicant Signature

I hereby consent to inspection by the Skagit County Public Health Department and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with state and local temporary food service requirements. I have read and understand the requirements for safe food service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR HEALTH DEPT. USE ONLY

Application approved: \_\_\_\_\_ Date: \_\_\_\_\_