

# TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PROCEDURE AND FEE SCHEDULE

POLICY-2

## PROCEDURE

1. Fill out the *Temporary Food Establishment Permit* online or [download](#) the application and submit it over the counter at our office. Mailed-in or faxed-in applications will be returned. Note: The “event address” is the physical location of the event--please provide a complete street address.
2. Unless you are dealing with baked goods or other foods that are exempt from permitting, fill out the *Food Flow Form* for each food item listed on your menu. Refer to our fact sheets titled *Exempt Foods That Do Not Require a Permit* for guidance on which foods are exempt.
3. Return the Application, the Food Flow Form and Fee to us at least 14 days before your event. We assess a late fee for applications received 13 days or less prior to an event. An inspector will review your menu items and procedures and let you know if they are approved, either at our office, by phone, or by email. They must also review and approve any changes or additions to your menu before your event. We will review your application with you and explain what is needed for a successful permit.
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.

## FEE CATEGORIES

Permits for selling food at temporary events fall into the following categories:

- **BAKED GOODS:** includes prepackaged breads, brownies, cakes, candy, cookies, fudge, and fruit pies. 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.
- **NO FEE LOW RISK FOODS:** Includes non-potentially hazardous food, or low-risk foods such as serving or sampling baked goods and vinaigrettes and oils. See handout for list of foods and requirements.
- **LIMITED MENU:** Includes potentially hazardous food, or low-risk food, such as 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 items are potentially hazardous foods and fall under the Limited Menu permit category. Raw, prepackaged and cold-held meat, and live shellfish are included in this category; these foods must be from an approved source.
- **NON-COMPLEX MENU:** Includes potentially hazardous foods that are pre-made by a commercial facility (e.g., canned chili, soup, pizza) and require hot-holding OR non-potentially hazardous foods that require extensive handling and vendor preparation steps, such as washing and cutting raw



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produce for salad. Also included in this category are eggs for breakfast. Processing of fish/meat also included in this category. These foods must be prepared for immediate consumption. No advanced preparation, cooling, or reheating is allowed. No home-canned vegetables or meats may be sold or distributed.

- **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, potentially hazardous salads requiring preparation (i.e. potato salad), sandwiches, or any other food determined to be potentially hazardous and requires preparation. Potentially hazardous foods include, but are not limited to cooked beans, vegetables, grains, or potatoes; USDA-approved meat; eggs; fish or shellfish. 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 a public kitchen, such as a church or Grange 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 Fee	
		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	\$54.00	\$13.00	\$27.00
Multiple Events/Seasonal	\$93.00	\$23.00	\$46.00
Farmers Market	\$93.00	\$23.00	\$46.00
<u>Non-complex Menu</u>			
During work hours*, single event	\$83.00	\$20.00	\$41.00
During non-work hours*, single event	\$95.00	\$23.00	\$47.00
Multiple Events/Seasonal	\$126.00	\$31.00	\$63.00
Farmers Market	\$126.00	\$31.00	\$63.00
<u>Complex Menu</u>			
During work hours*, single event	\$109.00	\$27.00	\$54.00
During non work hours*, single event	\$133.00	\$33.00	\$66.00
Farmers Market	\$173.00	\$43.00	\$86.00
Seasonal/ Multiple Events	\$173.00	\$43.00	\$86.00
Single Menu, Single Event, Multiple Vendors	\$351.00	\$87.00	\$175.00

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

If you require a refund of your fee, there will be a \$25.00 processing charge.