

# TEMPORARY FOOD ESTABLISHMENT APPLICATION

Est.#  Approved  On Hold - Additional Information Required  DENIED  Commissary Required  High  Low  
Commissary Est # \_\_\_\_\_

**Read the following before completing this application:**

- A complete application package with fees must be received **7** days before the event to avoid a **\$50 late fee**. Incomplete applications will not be approved.
- Payment is accepted via cash, check, money order, Visa or MasterCard.
- **Permit fees are not refundable. Permits are not transferrable.**
- Each booth location requires its own separate permit. Preparation of food at a separate commissary location requires an additional permit and inspection.
- All applicants must meet with an inspector to review this application. Please plan on at least 30 minutes.

Booth Name \_\_\_\_\_ Name of Business/Organization \_\_\_\_\_

Person(s) in Charge (PIC) \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone Number at Event \_\_\_\_\_ Alt. Phone Number \_\_\_\_\_ Email \_\_\_\_\_

# of Booths	Event Date(s)*	Event Name	Event Location Name & Address	Booth Start & Stop Time
				to
				to
				to
				to
				to

**\*Operating a temporary food booth for more than 45 days in a calendar year requires an approved commissary.**

Anticipated temp event days this year:  
\_\_\_\_\_

Fee Schedule (Office Use Only)		Risk Level
<input type="checkbox"/> Low Risk Single Day: \$70. # of Days _____	<input type="checkbox"/> High Risk Single Day: \$115. # of Days _____	<input type="checkbox"/> Low Risk
<input type="checkbox"/> Low Risk 3-Day Event: \$90 (valid only for single event)	<input type="checkbox"/> High Risk 3-Day Event: \$145 (valid only for single event)	<input type="checkbox"/> High Risk
<input type="checkbox"/> Low Risk 14-Day Extended: \$330	<input type="checkbox"/> High Risk 14-Day Extended: \$445	
<input type="checkbox"/> Low Risk Seasonal: \$330	<input type="checkbox"/> High Risk Seasonal: \$455	

Applicant Signature: \_\_\_\_\_ Applicant Name (Print) \_\_\_\_\_

EHS Approval (Signature) \_\_\_\_\_ EHS Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

## FOOD PREPARATION AND MENU

Where will food be purchased? (Examples: Costco, Sam's Club) \_\_\_\_\_

- Menu: Only food items listed below will be approved to serve. Approval for any changes must be requested before the event.
- Any foods that require cooling must be done at an approved kitchen. Cooling hot food is not allowed at a temporary event.
- Temperature Control: Any food found in the Danger Zone above 41°F and below 135°F will be discarded.
- **Time as a public health control is prohibited at temporary events.**

**MENU:** Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

Food Item	How purchased at store? (raw or pre-cooked)	Prepared in Booth or Approved Kitchen?	Transport item hot or cold? What type of equipment for transport?	Cold holding equipment used at event? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above) <i>*Sterno not allowed</i>
<i>Example: Hamburger</i>	<i>Raw</i>	<i>Booth</i>	<i>Cold Ice Chest</i>	<i>Ice Chest</i>	<i>Grill 155°F</i>	<i>Grill/Steam Table</i>

*\*Sterno or other canned fuel is not allowed at outdoor events unless used with commercially manufactured wind guards.*

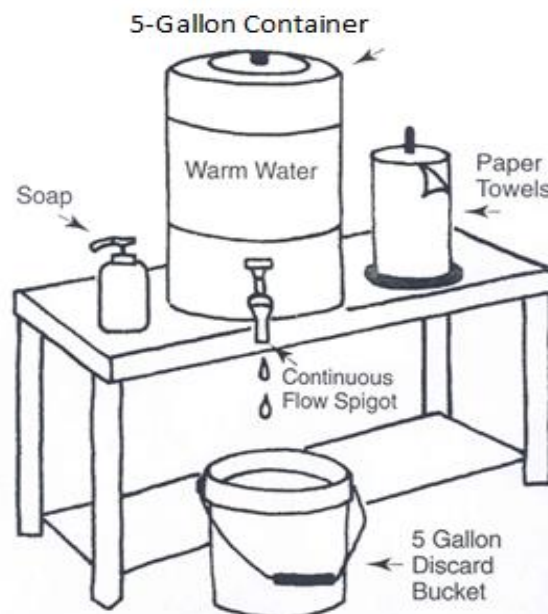
## EQUIPMENT LIST

Identify equipment used at the event in your temporary food establishment booth. (check all boxes that apply)

<p><b>Handwash station</b> (More than one may be required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 gallon container with a continuous flow spigot and 5 gallon catch bucket</li> <li><input type="checkbox"/> Soap &amp; paper towels</li> </ul> <p>Note: A restroom hand sink cannot be used in place of the hand sink in the booth.</p>	<p><b>Outside cooking area</b> (May require separate permit)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outside cooking area (BBQ) must have a second handwash station</li> <li><input type="checkbox"/> Cover on cooker</li> <li><input type="checkbox"/> 4-foot separation/barrier from public</li> </ul>	<p><b>Food Safety/Hygiene Items</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thermometer (0-220°F)</li> <li><input type="checkbox"/> Sanitizer test strips</li> <li><input type="checkbox"/> Hair restraints/hats</li> <li><input type="checkbox"/> Clean clothing</li> <li><input type="checkbox"/> Garbage can(s)</li> <li><input type="checkbox"/> No young children</li> <li><input type="checkbox"/> No live animals</li> </ul>
<p><b>Describe Booth Materials</b></p> <p>Floor:</p> <p>Sidewalls:</p> <p>Ceiling/Overhead:</p>	<p><b>Utensils to Prevent Hand Contact</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Single-use gloves</li> <li><input type="checkbox"/> Tongs</li> <li><input type="checkbox"/> Spatula</li> <li><input type="checkbox"/> Spoon or Fork</li> <li><input type="checkbox"/> Other _____</li> <li><input type="checkbox"/> Extra utensils in booth</li> </ul>	<p><b>Sanitizer bucket</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open container</li> <li><input type="checkbox"/> Additional container for booths with raw meat</li> <li><input type="checkbox"/> Wiping cloths</li> <li><input type="checkbox"/> Bleach/Sanitizer (1 tsp bleach/gal. water)</li> </ul>

## Temporary Hand Washing Station

The hand washing station must consist of a 5-gallon container with a spigot that provides a continuous flow of water, soap, paper towels and a 5-gallon bucket to collect the dirty water. Any Temporary Food Establishment found without adequate hand washing facilities will be closed or required to stop selling or giving away food until the violations are corrected. **A re-inspection is required if the hand washing station is not set up as described, and the permit holder will be assessed a \$155 re-inspection fee. Annual vendors that operate a temporary food business will be closed for the day.**



## GENERAL INFORMATION

1. Where will you dump waste water and grease?

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2. Do any of your events last for more than one day?  Yes  No

If yes, where will you store your food and equipment during overnight hours?

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3. How will you clean and sanitize food equipment and utensils at your booth?

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4. List the name(s) of workers that hold a food handler card or food manager certificate:

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5. Prohibited Activities:

- a. Time as a public health control is not allowed at temporary events.
- b. Eating, drinking, or smoking is not allowed in food booths.

# Commissary

## If your operation does any of the following:

- Operates for more than 45 days in a calendar year
- Requires off-site food preparation prior to the event
- Uses melons that are not purchased pre-washed or pre-cut; commissary may be required for other produce
- Lacks access to a 3 compartment sink for dishwashing

You must obtain permission to use a kitchen facility (commissary) that is approved by Salt Lake County Health Department for advance food preparation, produce washing and dishwashing. Examples may include restaurant, church, school, or community center. The facility must have the ability to support your event menu and any preparation. **A separate permit and inspection are required for your commissary location. You must submit a separate commissary agreement form signed by you and the commissary owner/manager before your permit will be approved.**

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(Print name of Commissary)

(Physical address)

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(Contact Person at Commissary)

(Commissary Phone #)

Date(s) and Time(s) you will prepare food at the commissary*					
Date:	Time:	Date:	Time:	Date:	Time:

*\*You must be at the commissary on the dates and times listed above for inspections. Failure to notify the Health Department of changes in your commissary schedule may result in **follow-up fees** and/or **closure of your booth**.*

**Please read and initial.**

\_\_\_\_\_ I have read and understand the hand washing station requirements.  
Initial

\_\_\_\_\_ I have watched the Temporary Food Establishment Training Video and passed the quiz.  
Initial

\_\_\_\_\_ I have received the self-inspection form(s) and understand that I must complete a form on each  
Initial

\_\_\_\_\_ I understand that any changes to this application must be submitted to and approved by SLCoHD.  
Initial

\_\_\_\_\_ I understand that special processes (reduced oxygen packaging, fermentation, curing, etc.) are  
Initial generally not allowed at temp food events, and must be pre-approved by SLCoHD.

\_\_\_\_\_ I understand the following conditions will warrant immediate closure:  
Initial

- \* Lack of a current SLCoHD permit for each day of operation  
-Permits are not transferable between booths or events.
- \* Lack of a hand washing station
- \* Foods prepared at or brought from home
- \* Critical violations and/or imminent health hazards
- \* Lack of equipment or capacity to hold potential hazardous foods at required temperatures

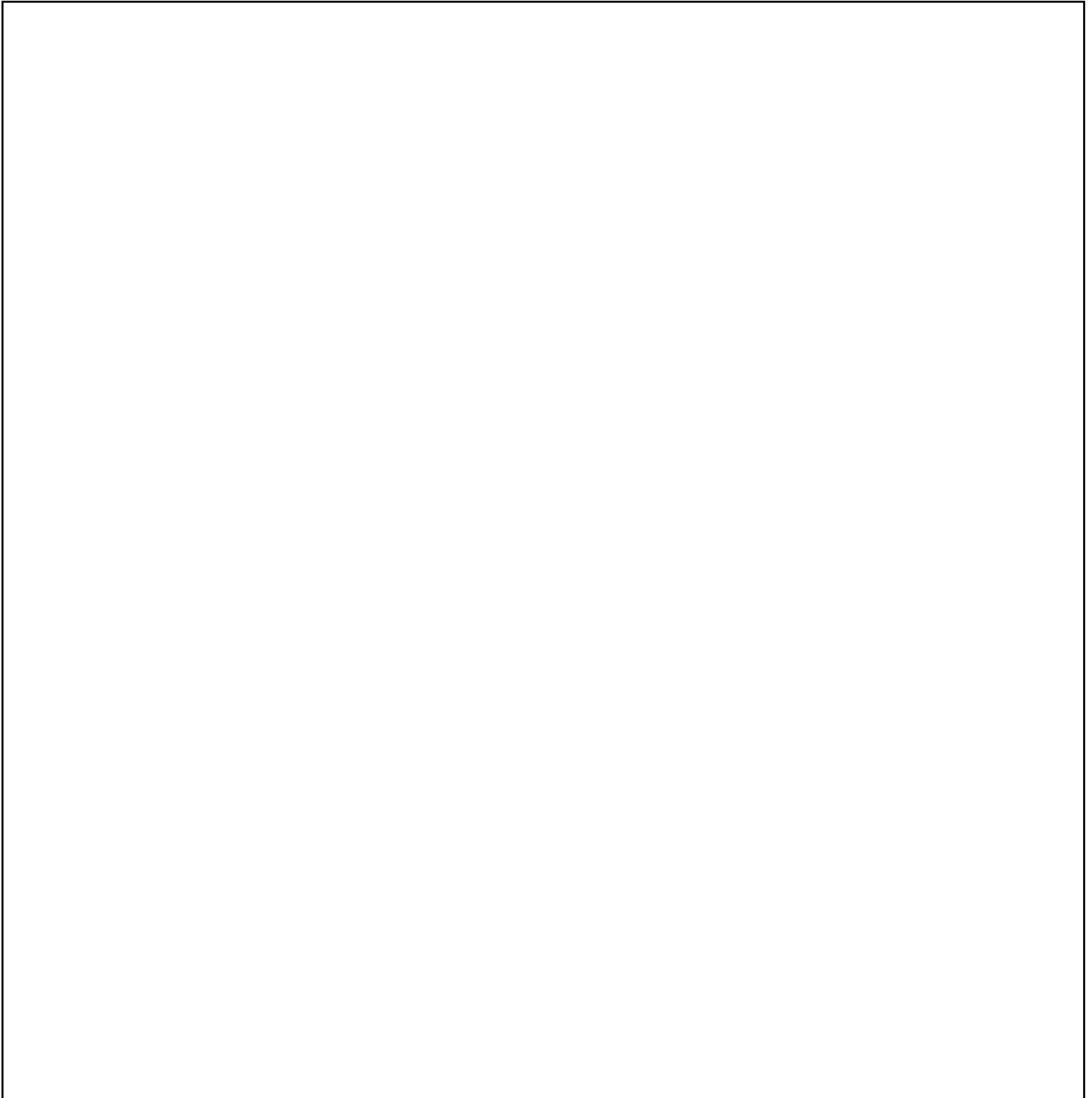


Scan or click link for  
Temporary Food Establishment  
Training Video

## Food Booth Floor Plan

In the space below please provide the layout (floor plan) of your food booth. Your plan must include:

- Point of sale/service
- Hand washing station
- Food preparation table(s)
- All cooking equipment
- All cold holding equipment
- All hot holding equipment
- Dry food storage
- Dish washing station



Front of Food Booth

To be completed when setting up on event day.

Establishment Name: \_\_\_\_\_ Self-Inspection Date: \_\_\_\_\_

Event: \_\_\_\_\_ Self-Inspected by: \_\_\_\_\_

	Booth Requirements	Meets Requirement?		Comments
		Yes	No	
<b>1.</b>	<b>Permits</b>			
a.	Temporary food permit is posted in public view.			
b.	A knowledgeable person in charge is present with food handler card or certified manager certificate.			
<b>2.</b>	<b>Hand Washing Station</b> <i>(immediate closure if out of compliance)</i>			
a.	Minimum 5-gallons water; container with hands-free valve			
b.	5-gallon wastewater container			
c.	Pump soap and paper towels			
<b>3.</b>	<b>Floor, Walls, Ceiling</b>			
a.	Floors smooth & cleanable in entire booth (no grass, gravel)			
b.	2 sidewalls			
c.	Entire booth has overhead protection			
<b>4.</b>	<b>Food Source/Menu</b> <i>(immediate closure if out of compliance)</i>			
a.	Food was not prepared or stored at home.			
b.	Commissary agreement available for foods prepared offsite.			
c.	No part of the operation was done at home.			
d.	Only foods approved on the application form are served.			
<b>5.</b>	<b>Employee Hygiene</b>			
a.	Employees wash hands upon entering the booth.			
b.	Employees keep hands clean and wash hands often.			
c.	Employees do not have symptoms of vomiting or diarrhea			
d.	Gloves or utensils are used; no bare hand contact with food			
e.	Employees have clean clothing, hair restraints/nets or hats.			
f.	No eating, drinking, or smoking in the booth.			
g.	Tasks are assigned so there are three types of workers: (1) Those who only touch raw meat or poultry (2) Those who only touch ready-to-eat-foods (3) Those who only touch money			
h.	Small children are not allowed in the booth.			
<b>6.</b>	<b>Food Temperature Control</b>			
a.	Hot foods held at 135°F or above.			
b.	Cold foods held at 41°F or below.			
c.	Adequate equipment to maintain hot and cold temperatures.			
d.	Adequate amount of ice to keep foods cold in ice chests.			
e.	No potentially hazardous foods stored at room temperature.			
f.	Canister fuel not used without wind guards (outdoors only).			
g.	Metal probe thermometer with range 0–220°F in booth.			
h.	Probe thermometer is calibrated/accurate.			



<b>7.</b>	<b>Storage</b>			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
a.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed, waterproof box.			
<b>8.</b>	<b>Ice</b>			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
<b>9.</b>	<b>Cooking</b>			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw ground beef or pork is cooked to at least 155°F.			
c.	Raw steak, pork, fish, or eggs are cooked to at least 145°F.			
d.	Cooking then cooling foods is not done (this is prohibited).			
<b>10.</b>	<b>Food Protection</b>			
a.	BBQ grills and other cooking equipment is not accessible to the public.			
b.	Cooking equipment outside the booth is covered.			
c.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
d.	All open food is protected from customer spit or sneezes.			
<b>11.</b>	<b>Food Equipment</b>			
a.	Good repair: no corrosion, cracks, or chips.			
b.	Food-grade: smooth, easily cleanable, non-absorbent.			
c.	Extra utensils including tongs, spatulas, spoons available.			
<b>12.</b>	<b>Sanitizer</b>			
a.	Unscented bleach or quaternary (quat) sanitizer available.			
b.	Sanitizer test strips available.			
c.	Bleach at 50–100 ppm <b>or</b> quat at 200–400 ppm.			
d.	Wiping cloths stored in bucket with sanitizer water .			
e.	Separate bucket for raw meat/poultry area.			
<b>13.</b>	<b>Dish Washing</b>			
a.	Three 5-gallon buckets or tubs available: (1) Wash in soapy warm water (2) Rinse in clean warm water (3) Sanitize in warm water with proper concentration			
b.	All food equipment and utensils are washed, rinsed, and sanitized prior to use each day of the event.			
<b>14.</b>	<b>Garbage</b>			
a.	Garbage containers with plastic liners provided in booth.			
<b>15.</b>	<b>Lighting</b>			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof.			
<b>16.</b>	<b>End of Day Clean-Up</b>			
a.	Any remaining hot food is discarded (leftover hot food from temporary events may not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
<b>17.</b>	<b>Miscellaneous</b>			
a.	Name of establishment is posted and visible to customers.			
b.	Self-Inspection is complete and available for inspector.			