



Application Deadline:

Per an agreement between the event coordinator and the Spokane Regional Health District (SRHD), all TFE applications and fees must be submitted to SRHD by **July 29th, 2024.**

A double permit fee will be charged for TFE applications and fees received later than August 14, 2024. TFE applications and fees may not be accepted after August 21, 2024.

Contents:

- Temporary Food Establishment (TFE) Application - [Application for Permit to Operate a Temporary Food Establishment \(TFE\) \(srhd.org\)](#)
- Pig Out Menu Worksheet
- Commissary Agreement - [Commissary-agreement.pdf \(srhd.org\)](#)
- Temporary Setup Checklist for TFEs & Caterers - <https://srhd.org/media/documents/Factsheet-TemporarySetUpChecklistTFEsCaterers.pdf>

***The Washington State Retail Food Code, Chapter 246-215 WAC requires owners of all mobile food units to obtain appropriate approvals from Washington State Department of Labor and Industries (L&I) before the local health jurisdiction may issue a permit to operate as a food establishment. All mobile food units must have L&I approval to operate in Spokane County. If a mobile unit does not have L&I approval it will not be allowed to support a TFE booth at an event, including for storage of products or for advertising near a TFE booth.**

Applications may be:

- Emailed to: foodsafetyprogram@srhd.org
- Faxed to: 509-324-3603
- Mailed or delivered to: Spokane Regional Health District
Environmental Health Division
1101 W. College, Ste. 402
Spokane, WA 99201
Attn: Britney Van Winkle

Applications and handouts are available on our website: <https://srhd.org/programs-and-services/temporary-food-establishment-permits>

If you have any questions, contact Britney Van Winkle at (509) 324-1527 or bvanwinkle@srhd.org.
Monday through Thursday 7:00 a.m. to 4:00 p.m. and Friday 7 a.m. to 10:30 a.m.



Food Safety Program

Application for Permit to Operate a Temporary Food Establishment (TFE)

REQUIRED SUBMITTAL ITEMS:

COMPLETED AND SIGNED APPLICATION NO LESS THAN 14 DAYS PRIOR TO THE EVENT

Note: New applications received less than 14 days prior to date of event may be charged a 100% penalty. Applications received less than three days prior to date of event may not be processed.

OFFICE USE ONLY

Permit #	Category	Fee \$	Invoice #
Delivery Permit Method:	Email Hand Delivered	Mail	Date: _____
Permit by _____	Date _____	Approved by _____	Date approved _____
PERMIT VALID DATE(S): START _____		EXPIRES _____	

APPLICANT INFORMATION

Permit Name (the name of the booth etc. to be printed on the permit):

Name of Business/Organization (if different than permit name):	Phone:
Mailing Address:	DOB:
Applicant Name:	Phone:
Email:	
Mailing Address:	
Name of On-Site Person in Charge (PIC): <input type="checkbox"/> Check if same as applicant	Cell: Email:

Have you previously operated a temporary food establishment in Spokane County? Yes No
IF YES, LIST EVENT NAME(S) AND DATE(S):

EVENT INFORMATION

Event name(s):	Location:
Event address(es):	
Date of event(s):	
Food service start and end time (indicate a.m. or p.m.):	Phone: Email:
Event coordinator:	

Do you have any other planned events in Spokane County? Yes No
IF YES, LIST EVENT NAME(S) AND DATE(S):

FACILITY TYPE

Food booth Food truck/trailer Food cart WA State L & I approval for trucks/trailers Permanent facility Other (specify):

FACILITY OPERATION TYPE

Pre-packaged Pre-packaged with sampling Food demonstration with sampling Food preparation and distribution



MENU ITEMS

Please list all menu items that may be served during the permit cycle.
For example: tacos, cheeseburgers, macaroni & cheese

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

FOOD PREPARATION

Submittal Requirements:

Only food items listed below are approved for service.
Any changes/additions to this menu must be pre-approved prior to the event.
All food preparation shall be completed in TFE or in facility approved prior to the event.
No home preparation of foods is allowed. All hot food must be discarded at the end of the day.

Food item <i>List all separate ingredients for above menu items and include corresponding menu item number</i>	Source <i>Indicate where the food item is purchased</i>	Check if commercially pre-packaged <i>Only check if item will be sold in original packaging</i>	Raw animal products or commercially pre-cooked <i>Indicate if the item is purchased raw or commercially pre-cooked</i>	Identify types of preparation at other location prior to the event <i>List methods of preparation for menu item (e.g., wash, cut, cook, cool)</i>	Identify types of preparation at event <i>List methods of preparation for menu item (e.g., cook, hot hold, cold hold) NO COOLING ALLOWED</i>	Transported to the event hot or cold? <i>41°F or less for cold holding. 135°F or greater for hot holding or N/A for non-TCS foods.</i>
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A

FOOD PREPARATION CONTINUED

Submittal Requirements:

Only food items listed below are approved for service.
 Any changes/additions to this menu must be pre-approved prior to the event.
 All food preparation shall be completed in TFE or in facility approved prior to the event.
No home preparation of foods is allowed. All hot food must be discarded at the end

Food item <i>List all separate ingredients for above menu items and include corresponding menu item number</i>	Source <i>Indicate where the food item is purchased</i>	Check if commercially pre-packaged <i>Only check if item will be sold in original packaging</i>	Raw animal products or commercially pre-cooked <i>Indicate if the item is purchased raw or commercially pre-cooked</i>	Identify types of preparation at other location prior to the event <i>List methods of preparation for menu item (e.g., wash, cut, cook, cool)</i>	Identify types of preparation at event <i>List methods of preparation for menu item (e.g., cook, hot hold, cold hold) NO COOLING ALLOWED</i>	Transported to the event hot or cold? <i>41°F or less for cold holding. 135°F or greater for hot holding or N/A for non-TCS foods.</i>
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A
		<input type="checkbox"/>				<input type="checkbox"/> Non-TCS <input type="checkbox"/> Below 41°F <input type="checkbox"/> Above 135°F <input type="checkbox"/> N/A

If additional menu items will be served, attach additional pages including the above listed preparation information.

FOOD PREPARATION, STORAGE, AND WAREWASHING AT APPROVED FACILITY

Will advance food preparation take place in a location other than TFE: Yes No

Name of approved facility:

Phone:

Address of facility:

Is any food preparation regulated by another agency: Yes No If yes, indicate agency: WSDA USDA Other (specify):

If the owner of the facility is different than TFE applicant, a completed commissary agreement must be submitted.

EQUIPMENT INFORMATION	
Cold holding	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Dry ice/cooler <input type="checkbox"/> Ice/cooler <input type="checkbox"/> Other (specify): Time/temperature Control for Safety (TCS) FOODS MUST BE COLD HELD AT 41 F OR BELOW
Cooking	<input type="checkbox"/> Grill <input type="checkbox"/> Stovetop <input type="checkbox"/> Deep fryer <input type="checkbox"/> Oven <input type="checkbox"/> Wok <input type="checkbox"/> Barbeque grill/smoker <input type="checkbox"/> Roaster oven/crockpot <input type="checkbox"/> Rice cooker <input type="checkbox"/> Hot dog roller <input type="checkbox"/> Other (specify): NO UNATTENDED COOKING
Hot holding	<input type="checkbox"/> Steam table <input type="checkbox"/> Chafing dishes <input type="checkbox"/> Rice cooker <input type="checkbox"/> Roaster oven/crockpot <input type="checkbox"/> Hot case <input type="checkbox"/> Hot dog roller <input type="checkbox"/> Oven <input type="checkbox"/> Other (specify): NO UNATTENDED HOT HOLDING
Method of hot/cold holding during transportation	<input type="checkbox"/> Insulated food-grade container <input type="checkbox"/> Original packaging <input type="checkbox"/> Hot case <input type="checkbox"/> Refrigeration <input type="checkbox"/> Non-insulated food-grade container <input type="checkbox"/> Delivered to event by commercial vendor, indicate vendor: <input type="checkbox"/> Other (specify):
FOOD PROTECTION	
Method of preventing bare hand contact	<input type="checkbox"/> Gloves <input type="checkbox"/> Utensils <input type="checkbox"/> Deli Tissue <input type="checkbox"/> Other (specify): BARE HAND CONTACT WITH READY-TO-EAT FOOD IS NOT ALLOWED
Method of food protection during operation:	<input type="checkbox"/> Sneeze guards <input type="checkbox"/> Continuous active monitoring by food worker <input type="checkbox"/> Only pre-packaged food or bottled drink <input type="checkbox"/> Other (specify):
Storage of utensils between uses	<input type="checkbox"/> In ice water below 41°F <input type="checkbox"/> In hot water above 135°F <input type="checkbox"/> Dipper well <input type="checkbox"/> Utensils replaced no less than every 4 hours <input type="checkbox"/> Washed/rinsed/sanitize no less than every 4 hours (must be stored on clean food grade surface, required for ice scoops) <input type="checkbox"/> Stored in food (handles above top of food, scoops may not be stored in ice used for beverage service) <input type="checkbox"/> Disposable <input type="checkbox"/> Other (specify):
WATER SOURCE AND DISPOSAL	
Water source	<input type="checkbox"/> Public <input type="checkbox"/> Commercially-bottled <input type="checkbox"/> Other (specify): HOSES USED TO CONVEY POTABLE WATER MUST BE FOOD-GRADE AND STORED TO PREVENT CONTAMINATION
Water disposal information	<input type="checkbox"/> Mop Sink <input type="checkbox"/> Direct connection to public sewer <input type="checkbox"/> On-site waste disposal provided by event <input type="checkbox"/> Holding Tank (specify method of disposal): DO NOT DISCHARGE WASTEWATER INTO STORM DRAINS, TOILETS, URINALS, OR ON THE GROUND
SINK REQUIREMENTS	
Warewashing	If the establishment operates for two or more consecutive days or if utensils are re-used on site, a plumbed three compartment sink is required within 200 feet. A commissary location may be used for warewashing. DISH TUBS ARE NOT ACCEPTABLE. Identify location of three compartment sink: <input type="checkbox"/> N/A
Food preparation (for wash, soak, rinse, drain, thaw of food items)	<input type="checkbox"/> Produce is purchased commercially pre-washed (invoices must be available for review by the regulatory authority) <input type="checkbox"/> Designated food preparation sink is provided by the event (must be indirectly drained) <input type="checkbox"/> Designated food preparation sink is provided by applicant (must be indirectly drained) <input type="checkbox"/> Food prepared at approved kitchen (Commissary agreement required if owner of facility is different than applicant)
Handwashing	<input type="checkbox"/> No less than 5-gallon insulated container with free-flowing spigot and no less than 5 gallon catch bucket for waste water <input type="checkbox"/> Plumbed handwashing provided in establishment accessible to food workers AN ADDITIONAL HANDWASHING SETUP MAY BE REQUIRED FOR ESTABLISHMENTS PREPARING RAW ANIMAL PRODUCTS OR LARGE/COMPLEX OPERATIONS WARM POTABLE WATER, SOAP, PAPER TOWELS, AND HANDWASHING REMINDER SIGN REQUIRED

ESTABLISHMENT CONSTRUCTION

Floor Material:

Ceiling Material:

Wall Material:

Food Preparation Surfaces/Storage Material:

ALL SURFACES MUST BE SMOOTH, DURABLE, NON-ABSORBANT AND EASILY CLEANABLE

TEMPORARY FOOD ESTABLISHMENT LAYOUT

PROVIDE A TOP VIEW SKETCH OF ESTABLISHMENT

ALL EQUIPMENT, WORK AREAS, STORAGE AREAS, SINKS, FOOD PROTECTION EQUIPMENT AND SANITIZER LOCATION MUST BE INCLUDED

ALL ACTIVITIES AND FOOD STORAGE AT THE EVENT MUST TAKE PLACE IN THE TEMPORARY FOOD ESTABLISHMENT AND UNDER OVERHEAD COVER

ADDITIONAL REQUIREMENTS	
The permit holder agrees to ensure the following:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	1. No bare hand contact with ready-to-eat foods.
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Sanitizer and appropriate test strips must be provided. Indicate type of sanitizer used: <input type="checkbox"/> Bleach <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Accurate digital thermometer with a suitable diameter probe designed to measure the temperature of thin foods or a dial stem thermometer must be provided; indicate type: <input type="checkbox"/> Dial stem <input type="checkbox"/> Digital
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Employee restrooms with handwashing must be provided within 200 feet.
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Ill food workers must be excluded.
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Garbage with lid must be provided.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. Lighting in food preparation and storage area must be shielded or shatter-resistant.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	8. Adequate power supply must be provided for electrical equipment.
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Food and single-service items must be stored no less than 6" off the ground and AWAY FROM CHEMICALS.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10. Adequate set-back for grills and other cooking equipment is required to prevent contamination and to protect the public.
<input type="checkbox"/> Yes <input type="checkbox"/> No	11. A designated PIC must be present at all times during operation and food service and person in charge must have current Washington State Food Worker Card available for review by regulatory authority.
<input type="checkbox"/> Yes <input type="checkbox"/> No	12. Permit must be posted.

INTERVIEW	
<p>Prior to permitting, the PIC will be required to complete an interview with a food safety inspector. The goal of the interview is to discuss your proposed menu, food preparation and operation so we can assist you in safely preparing and serving food. The PIC should be prepared to answer detailed questions about food sources, food preparation steps, food service steps, establishment set up and equipment, and temporary hand wash set ups.</p> <p>The interview will be scheduled based on your availability as designated below (morning = 8:00 a.m. – noon; afternoon = noon – 4:00 p.m.):</p> <p>Mondays <input type="checkbox"/> morning <input type="checkbox"/> afternoon Tuesdays <input type="checkbox"/> morning <input type="checkbox"/> afternoon Wednesdays <input type="checkbox"/> morning <input type="checkbox"/> afternoon Thursdays <input type="checkbox"/> morning <input type="checkbox"/> afternoon Fridays <input type="checkbox"/> morning <input type="checkbox"/> afternoon</p> <p>What phone number should we call for the interview?</p> <p>Within 3 business days of receiving your application, SRHD will send you an email notifying you of your scheduled interview day and time, any additional information required prior to the interview and the fee for your TFE. Additional information requested and the permit fees are due before the interview.</p>	

SUBMITTAL INSTRUCTIONS	
<p>Applications may be submitted to Spokane Regional Health District:</p> <p>BY MAIL OR IN PERSON: 1101 W College Ave, Room 402, Spokane, WA 99201-2095 BY FAX: 509-324-3603 BY EMAIL: foodsafetyprogram@srhd.org</p>	

SIGNATURES	
<p>By signing this form, you attest to the accuracy of the information provided, affirm that you will comply with WAC 246-215, and will allow Spokane Regional Health District (SRHD) access to the establishment and its records as specified in WAC 246-215. You understand that failure to submit complete information, complete the scheduled phone interview and/or failure to pay permit fees when due may result in penalty fees, required changes to your operation and/or postponing your event. You agree to notify SRHD in advance of changes in menu, equipment, operation, or ownership.</p> <p>Incomplete applications will not be processed.</p>	
Signature of applicant:	Date:
Printed name:	Phone:

Beginning January 1, 2024, a 3.25% service fee will be added to all credit and debit card transactions. To avoid the service fee, we also accept payment by cash or check.

Spokane Regional Health District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or visit srhd.org.