

**Weber-Morgan Health Dept.**  
**477 23<sup>rd</sup> St. Ogden, UT 84401 Phone (801)399-7160**

Application for Temporary Food Establishment Permit

FEE DUE: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

**Permit fees are not refundable. Permits are non transferable.**

Prices:

- Regular single event permit .....\$65 + \$5 per additional day
- Late applications:
- 4 business days prior to event .....\$80 + \$5 per additional day
- 3 business days prior to event .....\$90 + \$5 per additional day
- 2 business days prior to event .....\$105 + \$5 per additional day
- 1 business days prior to event .....\$125 + \$5 per additional day
- Day of event (300%) .....\$195 + \$5 per additional day

Application Date: \_\_\_\_\_ Food Booth Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event date(s): \_\_\_\_\_

Hours of Booth Operation (including setup): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Coordinator's contact number: \_\_\_\_\_

Permit Holder's (Applicant's) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person(s) in Charge of Booth: \_\_\_\_\_

Person(s) with current food handler permit: \_\_\_\_\_

Where was permit obtained: \_\_\_\_\_ Expiration date of permit: \_\_\_\_\_

**NOTE: One person with a current food handler permit must be present at the booth at all times during booth operation. Permit(s) must be available at the booth at time of inspection.**

Have you ever set up and served food at a temporary event in Weber or Morgan County before? Yes No

- 1. All food must come from an approved source.** List ALL food items (meats, fruits, vegetables, beverages and ice) that will be served to the public from this booth.  
**Any changes in the menu must be submitted and approved prior to the event.**

**NOTE: Maximum 4 potentially hazardous foods will be permitted per booth at temporary events.**

Food Item	Supplier	Final cooked temperature	Prepared on-site		How served	
			Yes	No	Hot	Cold

**2. Food prepared or stored in a private home or unlicensed kitchen CANNOT be served to the public.**

Food will be prepared (you may check both boxes):

- In advance at a licensed kitchen

Name of facility: \_\_\_\_\_ Contact person at facility: \_\_\_\_\_

Address of facility: \_\_\_\_\_

Phone number of facility: \_\_\_\_\_

Date and time that food will be prepared at facility: \_\_\_\_\_

How will food be transported to event? \_\_\_\_\_

What amount of time will be required for food transportation? \_\_\_\_\_

What means of temperature control will be used during transport? \_\_\_\_\_

- On-site at event

What preparation and cooking equipment will be used? \_\_\_\_\_

**Preparation of foods using multiple step or complex processes (i.e. de-boning or shredding of meats, extensive vegetable preparation, cutting, etc.) may be allowed only if additional requirements can be met or are prepared in advance at a licensed facility.**

**Leftover potentially hazardous foods can not be saved and served the next day at a temporary food event. Leftover food must be discarded at the end of each event day.**

**3. Potentially hazardous foods must be maintained under proper temperature control at all times during transportation to the event and during operation of the booth. Food(s) found to be out of temperature will be subject to immediate disposal.**

What equipment will be used to reheat food to 165 F or higher? \_\_\_\_\_

What equipment will be used to maintain hot food at 135 F or higher? \_\_\_\_\_

What equipment will be used to keep food at 41 F or lower? \_\_\_\_\_

What equipment will be used to ensure proper cooking, hot holding and cold holding temperatures are met? \_\_\_\_\_

4. **A hand washing station must be set up prior to beginning any food preparations. Lack of a complete hand washing station will result in immediate closure of booth. Sharing of hand washing stations with another booth is not allowed. NOTE: A complete hand washing station requires the following: a 5 gallon (or larger) container of water with a continuous flow spigot (no push buttons allowed), soap, paper towels and a catch bucket that are conveniently located for easy use. (Refer to example on page 5).**

Describe the number, location and set up of hand washing facilities to be used: \_\_\_\_\_  
\_\_\_\_\_

5. **No bare hand contact with ready-to-eat foods is allowed (i.e. touching hamburger/hotdog buns, cheese, lettuce or other foods that are not going to be thoroughly cooked).**

Will gloves, tongs or other means be made available for food workers? \_\_\_\_\_

Describe: \_\_\_\_\_

6. **Cross Contamination**

Will food workers handling raw meat products also be handling/assembling ready to eat foods? YES NO

7. **Food Protection**

- **Condiments and other foods presented for customer self service must be properly covered during display to protect from insects, dust, sneezing and other forms of contamination.**
- **Single service items (cups, plates, utensils, etc.) must be stored at least 6 inches off the ground and covered to avoid contamination.**
- **All food must be stored at least 6 inches off the ground.**
- **Toxic chemicals must be stored away from food and single service items.**

8. **All food preparation surfaces must be sanitized prior to food preparation and during operation as needed to prevent cross contamination.**

How will food preparation and service surfaces be sanitized? \_\_\_\_\_  
\_\_\_\_\_

9. **Washing of equipment and utensils must be done in a four step process:**

**Step #1, wash in hot soapy water**

**Step #2, rinse in hot water**

**Step #3, sanitize with an approved sanitizer (use a sanitizer check strip for proper concentration)**

**Step #4, then allow dishes to air dry - do not towel dry dishes**

Describe the number, location and set up of utensil washing facilities to be used:  
\_\_\_\_\_  
\_\_\_\_\_

10. **Water must be from an approved source. Connecting to an approved water system must be made through a food-grade hose. A garden hose is NOT acceptable.**

Where will potable water for hand washing, utensil washing and other activities be obtained? \_\_\_\_\_  
\_\_\_\_\_

11. **Wastewater must be collected and disposed of in a sanitary sewer, it cannot be disposed of on the ground or in storm drains/gutters.**

Where will you dispose of wastewater? \_\_\_\_\_

12. **Solid waste must be disposed of properly.**

How will you dispose of your garbage? \_\_\_\_\_

**13. Health and Hygiene**

- **Only authorized food workers may be in the booth.** During the event, people unnecessary to booth operation are not permitted to be in the booth; including babies, animals and others not involved in food preparation or service.
- **Only healthy workers shall prepare and serve food.** Workers displaying signs of illness or open wounds or sores shall not be in the food preparation or service area(s).
- **Workers must wear clean clothes and shoes.**
- **Workers must have proper hair restraints.** All booth attendants (unless completely bald) must wear hair restraints consisting of hats, hairnets, scarves or other means of head coverage. Persons with long hair must also confine hair by pulling it back off of the shoulders.
- **Smoking, eating or drinking in the booths while working is not allowed.**

**14. Booth Construction: Design your booth with food safety in mind. Your booth must have an overhead cover and be designed in such a way that the food is protected from the natural elements and so that unauthorized individuals cannot enter the booth. Floors and additional protection may be required by the Department if deemed necessary.**

Provide a drawing of the layout your food booth in the space provided on page 6.

**15. The following conditions will warrant immediate closure of a temporary event booth:**

- **Lack of a current event permit**
- **Lack of a complete hand washing station (sharing with another booth is not allowed)**
- **Service of foods prepared at or brought from home or unregulated facility**
- **Lack of equipment or capacity to hold potentially hazardous foods at required temperatures (Foods not held at appropriate temperatures are subject to immediate disposal).**
- **Critical violations and/or imminent health hazards**

I (the applicant) understand that my booth is subject to immediate closure if any of the above conditions exist while operating a temporary food establishment:

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

I (the applicant) am aware that this application does not authorize conducting a business until final approval is given by this Department. A person shall not operate a temporary food establishment within Weber or Morgan Counties without a valid permit issued by the Weber-Morgan Health Department. Permits are not transferable to another individual, business or location. Permit fees are not refundable. I understand that a permit issued by the Department must be posted during the operation of the business in order to be valid.

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

I (the applicant) agree that all food handlers (partners, employees, volunteers and other persons associated with the booth) shall comply with these and other items deemed necessary by the Department or Department representative. I am aware that temporary event food permits are issued with the understanding that all above procedures will be followed as outlined in the application and that retention of the permit is contingent upon satisfactory compliance with the requirements outlined. I understand that temporary event food permits and food handler permits issued by Weber-Morgan Health Department remain property of the Department and may be revoked.

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

## Hand Washing and the Hand Wash Station

All workers must wash their hands:

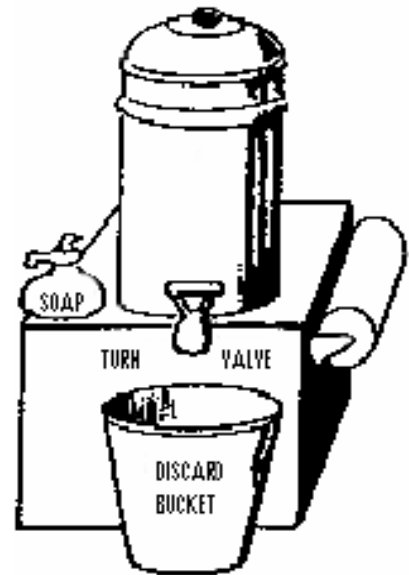
- before any food preparation begins
- after using the restroom
- after smoking, using tobacco, eating, handling garbage, animals or children
- after touching bare human body parts other than clean hands
- after coughing, sneezing, using handkerchief or tissues
- after handling soiled equipment or utensils
- when switching between working with raw food and ready-to-eat food
- during food preparation, as necessary, to remove soil and contamination
- after engaging in other activities that contaminate the hands

One or more hand washing station(s) are required in the food preparation area of each event booth. A permanently plumbed sink is not needed for temporary events, but at minimum there must be:

- A. Flowing water from a container with a handled spigot that allows continuous flow until manually turned off (a push button is not allowed).
- B. A catch bucket or basin for waste water.
- C. Soap
- D. Paper (disposable towels)

There should be enough water available for the day's needs without running out - 5 gallons minimum.

**An establishment will be subject to immediate closure if a hand washing station is not set up and operational PRIOR to beginning food handling and preparation.**



## Food Booth Layout Sketch Sheet - Provide a drawing of the layout of your food booth.

Identify and describe all equipment including:

- location of customer service area
- location of work tables
- type and location of equipment for cooking, hot holding and cold holding
- location of all hand washing stations
- location of dishwashing facilities
- type and location of food and single service storage
- location of garbage storage

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**For Department Use Only**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Restrictions: \_\_\_\_\_

Comments: \_\_\_\_\_

Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

Reason(s) for disapproval: \_\_\_\_\_

\_\_\_\_\_