# Temporary Food Establishment — Event Permit Application

Gallatin City-County Health Department
Environmental Health Services

215 W. Mendenhall Street, Bozeman, MT 59715
(406) 582-3120 ehs@gallatin.mt.gov
www.healthygallatin.org

***Choose one category below:***

☐ Nonprofit Organization qualifying under U.S.C. 501 is EXEMPT from fees — provide nonprofit tax ID # _____

☐ Food Establishment (vendor) with 2 or fewer employees working at any one time ($85.00 permit fee)

☐ Food Establishment (vendor) with 3 or more employees working at any one time ($115.00 permit fee)

*Fees are payable by cash, credit card, or check payable to Gallatin City-County Health Department (GCCHD)*

**This signed application by the Local Health Authority will serve as your permit and MUST be available at the event location**

**All applicable State of Montana rules and regulations for Temporary Food Establishments are described and defined in MCA 50-50-101-403, ARM 37.110.2, and the Local Health Code Chapter 2. Links to these rules and regulations can be found at our www.healthygallatin.org link.**

***Please complete all information fields and the questionnaire below:***

| EVENT INFORMATION | | | |
|---|---|---|---|
| Name of Event: | | | |
| Location Address of Event: | | City: | |
| ☐ Indoor Event ☐ Outdoor Event * If Outdoor: Will event occur regardless of the weather conditions: ☐ Yes ☐ No | | | |
| Date(s) of Event: | | | |
| Hours of Event (Specify for each day if different): | | | |
| Time vendors may arrive for set-up: | | | |
| Name of Event Coordinator: | | | |
| Coordinator Phone: | Coordinator Email: | | |
| **APPLICANT INFORMATION** | | | |
| Name of Temporary Food Establishment: | | | |
| Facility Type Set-up at the Event: ☐ Booth ☐ Permanent Building ☐ Food Cart ☐ Mobile Food Establishment, | | | |
| Applicant's Date(s) of Operation at Event: | | Total Days Applicant will operate at event: | |
| Name of Applicant (Owner/Operator): | | Applicant Phone Number: | |
| Applicant Mailing Address: | | | |
| City: | State: | Zip: | Applicant Email Address: |
| Contact Person during event: | | Contact Person Phone: | |

## REQUIREMENTS

***I hereby certify that the information I have supplied above is true and correct. The permit is valid only for the event location and the inclusive dates listed on it. I understand that compliance with all rules and regulations, as defined in MCA 50-50-101-403, ARM 37.110.2, and the Local Health Code Chapter 2 is a requirement for obtaining and maintaining permit in Gallatin County and any non-compliance or deviation without approval from the Gallatin City-County Health Department may invalidate this permit.***

- Prepare and serve only the food approved on this application
- NO food preparation may be done at home
- All food must be prepared on site or in an approved licensed kitchen
- Foods from approved sources only
- Sanitizer and test strips must be available on-site
- Proper handwashing must be available for all food service workers
- Operate at the specified location for the dates shown above
- Follow requirements as specified by the local health authority
- License not valid unless approved and signed by the local health authority

✘ **Applicant's Signature** _____ **Date** _____
(This permit is VALID only when signed and dated by both the Applicant and Local Health Authority.)

**This section is to be completed and signed by the Local Health Authority Only!**

License Limitations and Restrictions: _____

_____

_____

_____

*This application and permit is only for temporary food service establishments that operate at a fixed location for a period of not more than 21 days in conjunction with a single event or celebration OR at a recurring event or celebration for no more than 45 days.*

✘ **Signature of Local Health Authority Reviewer** _____ **Date** _____
(This permit is VALID only when signed and dated by both the Applicant and Local Health Authority.)

**Printed Name of Local Health Authority Reviewer** _____

| | | | |
|---|---|---|---|
| GCCHD use only: Amount Received $_____ | □ Cash | □ Check # _____ | □ Credit Card |
| Receipt # | Date: | Initials: | |

## QUESTIONAIRE: Flow of Food for Your Temporary Event Food Service Operation

The flow of food for a temporary event food service operation is the path that food follows from purchasing at the approved source through preparations and sale to the consumer. The steps that make up the flow of food have hazards that must be controlled to protect public health in the prevention of foodborne illnesses.

**1.** Do you have a current Montana Retail or Wholesale Food License or Cottage Food Registration?

☐ **Yes** *If yes, please provide your license # or registration # _____ **No** ☐

*State of Montana licensed Food Manufacturer Establishments, Retail Food Establishments with catering endorsements, Mobile Food Establishments are exempt from temporary food event permitting and do not need to complete this form. Registered Cottage Food operators' not vending time/temperature controlled for safety (TCS) foods may potentially be exempt, please talk with a Sanitarian when completing this form.

**2.** Facility type set-up at event:

☐ Temporary Set-up/ Booth ☐ Permanent Building ☐ Food Cart ☐ Mobile Unit

- If mobile: Will unit be present at the event? ☐ Yes ☐ No
- If yes, will you have a temporary set-up outside of the mobile unit? ☐ Yes ☐ No

**3.** Menu—Provide a list of all food/ beverage products that will be prepared, sold or sampled during the event(s):
(attach extra sheet if necessary)

_____

_____

_____

_____

_____

**4.** Food Processes used for preparation or service (Check all that apply)

☐ Cold Holding
☐ Hot Holding
☐ Cooking
☐ *Cooling
☐ Reheating (for hot holding) *must reheat to 165°F in 2 hours prior to hot holding*
☐ Reheating (for immediate service)
☐ Time as a Control (instead of temperature)
☐ Other (please describe) _____

*If cooling, how will foods be cooled to 41°F? _____

_____

**5.** Will you be preparing food at event or off-site? *(No food preparations may be done in a home kitchen)*
☐ off-site ☐ at event location

a.) If off-site, please describe where food will be prepared/ cooked/ refrigerated:

_____

_____

b.) If off-site, how food will be safely transported to event under time/temperature control:

6. Will any food be stored off-site, where? *(No food may be stored in a home)*

7. How will dishes and utensils be washed, rinsed, sanitized, and air-dried prior to and at the event?

8. How will hand washing be done at event, please describe sink type (portable sink/ gravity fed jugs w/ spigot / other)?

9. How will food contact surfaces be sanitized throughout events?

a.) What type of sanitizer will be used? ☐ Chlorine at 100 ppm ☐ Quaternary ammonia at 200 ppm

b.) What method of sanitizing will be used? ☐ Spray bottle & paper towel ☐ Bucket and wiping cloths

10. Where will foods be purchased? *(All foods must be obtained from approved sources that comply with law.)*

11. How will food handler's health and personal hygiene be monitored*? (Food handlers may not handle food with communicable diseases that can be transmitted through food.)*

## Water Supply & Wastewater Disposal

1. Where will potable water for cooking, hand washing, and food preparation be obtained?

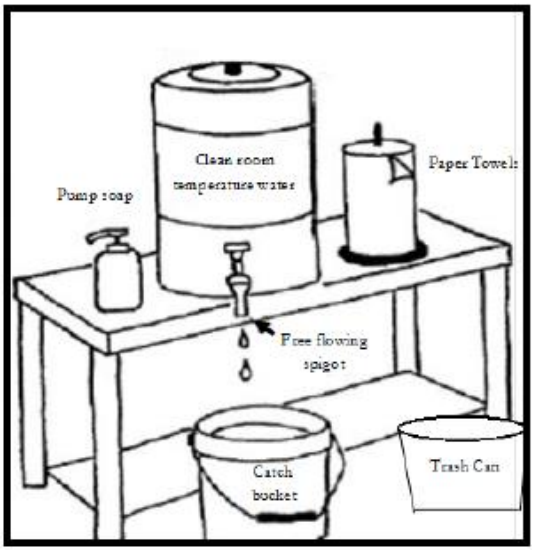
2. How will wastewater and fats, oils, and grease (FOG) be disposed of?

# Food Safety Requirements for Temporary Food Establishment Event Vendors

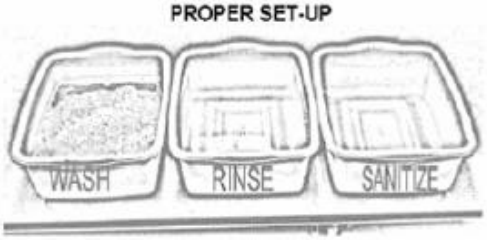
## Food Safety to Prevent Foodborne Illness:

- Designate a person-in-charge (PIC) to oversee flow of food operations and food safety at all times.
- Monitor employee health and personal hygiene.
- All food items must be purchased from an approved source.
- All food must be prepared at the event with the proper equipment OR in an approved licensed kitchen prior to event.
- Food prepared prior to event must be transported safely and under time or temperature control.
- Hot foods must be kept at 135° F or above**.**
- Cold foods must be kept at 41°F or below.
- Use a thermometer regularly during the event to ensure the temperature of hot and cold foods are not in the Danger Zone.
- Ice and coolers *(in non-Styrofoam coolers)* or mechanical refrigeration must be provided to keep cold food at 41°F or below.
- All food vendors must have a thermometer for checking cold and hot holding and cooking temperatures.
- Minimize cross-contamination —clean and sanitize surfaces, equipment, and utensils at least every 4-hours or sooner when needed.

**Handwashing Station:** A commercial type portable station or a two-gallon or larger container with a free flowing spigot for water, a catch basin, soap, and paper towels should be provided for hand washing.




**Bare hand contact:** No bare hand contact with ready-to-eat foods is allowed. Tongs, spatulas, scoops, deli tissues or gloves must be used to handle food.




**Sanitization:** 100 PPM Chlorine or 200 PPM Quaternary ammonium in bucket with wiping clothes OR sanitizer spray bottle and paper towels must be available. Test strips to test sanitizer concentration must also be available. The vendor must clean and sanitize food contact surfaces between tasks such as: changing from raw to ready-to-eat foods, before and after using a thermometer, and at least every 4 hours.

**Cooking:** All raw animal products must be cooked to proper temperatures before serving to customers. The following are the minimum temperature requirements**:**

- Chicken: 165ºF
- Ground beef: 155ºF
- Whole pork: 145º F
- Fish/seafood/eggs: 145ºF

**Thawing:** Must be done under cool running water or refrigeration at 41ºF or below.

**Cooling:** Foods must be cooled by approved methods and in accordance with specific time/temperature criteria. Food must cool from 135ºF to 70ºF within the first 2 hours of cooling. Food must drop from 70ºF to 41ºF within a total cooling time of 6 hours.

**Reheating:** Potentially hazardous food items that have been cooked from raw animal products and cooled must be reheated to 165º F within 2 hours prior to hot holding at 135°F or above.

**Dishwashing Station:** The food service vendor must provide three basins large enough for complete immersion for washing, rinsing, and sanitizing all utensils and equipment that will be used for food preparation and service. Utensils and dishes must then be air dried.

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**Storage:** All food and single-service utensils or dishes must be stored at least 6 inches above the ground or floor and protected from possible environmental contamination.

**Employee Health and Hygiene:** All Temporary food service employees shall be excluded from work if they are experiencing any of the following: vomiting, diarrhea, sore throat with a fever, open cuts, sores or wound infections.

**Additional Requirements:**

- Employees may not eat or smoke near food preparation areas. Employee drinks must be covered with a lid and stored away from food service.
- Employees must maintain good personal hygiene and wear clean outer garments and hair restraints when necessary.
- Adequate trash receptacles must be available. Trash should be picked up with enough frequency to minimize pests and other public nuisances.
- All Minimum Requirements for Temporary Food Service must be met in order to operate and be permitted.
- Any Registered Sanitarian may request additional information from you. Please provide information at their request.
- Adequate potable water and proper waste disposal is required. **If well water will be used, a current water test must be provided**. Waste disposal must be through an approved system, such as an RV dump.
- All fats, oils, and grease (FOG) must be disposed of in an approved manner.