



**TILLAMOOK COUNTY COMMUNITY HEALTH CENTER
ENVIRONMENTAL HEALTH PROGRAM**

801 Pacific Ave ♦ PO Box 489

Tillamook, OR 97141

Telephone: (503) 842-3943 ♦ Fax: (503) 842-3983 ♦ E-mail: abonato@co.tillamook.or.us

Website: <http://www.tillamookchc.org/eh/>

TEMPORARY RESTAURANT LICENSE INFORMATION

Temporary Restaurant Licenses are required when food is prepared or served for consumption by the public at events. **You may need one or more of the following licenses:**

SINGLE EVENT (\$95) Temporary Restaurant License	SEASONAL EVENT (\$95) Temporary Restaurant License	INTERMITTENT EVENT (\$95) Temporary Restaurant License
Operates in conjunction with a single public gathering, entertainment event, food production program or other event. E.g.: Home & Garden Show, Rodeo, County Fair, etc.	Must be same menu, location, and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization*. E.g.: Farmers Markets Information related to specific events and dates of operation must be provided at the time of application.	Must be same menu, location and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations*. E.g.: Two different events at the Fairgrounds Information related to specific events and dates of operation must be provided at the time of application.
Valid for length of event <u>OR</u> up to 30 days; whichever comes first.	Valid for up to 90 days. SUBJECT TO OPERATIONAL REVIEW	Valid for up to 30 days. SUBJECT TO OPERATIONAL REVIEW

***Oversight Organization** is any entity responsible for organizing, managing, or otherwise arranging of a public gathering, entertainment event, food product promotion or other event, including but not limited to ensuring the availability of water, sewer, and sanitation services.

OPERATIONAL REVIEW (\$60) is the examination of a plan of operation for an establishment in order to ensure that the proposed operation conforms to applicable sanitation standards.

Operational Reviews are **required** for initial **Seasonal** or **Intermittent** temporary restaurant licensing **OR** when a licensed facility changes their location or makes “substantial menu alterations,” which means a change of menu that increases the complexity of the food service. An increase in complexity occurs when the menu moves from:

- (a) Service of ready-to-eat foods that requires no further preparation or cooking; to
- (b) Foods that are prepared or cooked on-site and served directly to the consumer that day; to
- (c) Foods that must be prepared in the operation in advance and reheated or cooled over the course of multiple days of operation.

A Benevolent (non-profit) organization **must provide** a tax ID number.

For additional information, please visit our website or contact this office at (503) 842-3943.

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TEMPORARY RESTAURANT LICENSE APPLICATION
(A separate application is required for **each booth** per location.)

APPLICATIONS MUST BE RECEIVED AT LEAST 5 WORK DAYS PRIOR TO EVENT OR TWO WEEKS BEFORE FARMERS MARKET

FILL OUT APPLICATION COMPLETELY.

For information or additional applications, contact this office or see the [Temporary Restaurant Operation Guide](#) and the [Oregon Food Sanitation Rules](#) on our website!

Name of Event:

Event Address: (include city, state, zip)

Restaurant or Organization:

Business Mailing Address: (include city, state, zip)

Primary Contact:

Phone:

Cell/Alt. #:

E-mail:

Dates of Operation during Event: **Start Date** **End Date**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

BENEVOLENT (Non-Profit)

Tax ID #: _____

- \$0 Single Event
- \$0 Intermittent Event
- \$0 Seasonal Event (including Farmers Market)

Application must be received **AT LEAST 5 WORK DAYS** prior to event or **TWO WEEKS** before Seasonal/Intermittent events

NON-BENEVOLENT (For Profit)

- \$95 Single Event
- \$60 Operational Review (Required for Intermittent or Seasonal Events)
- \$95 Intermittent Event (*requires Operational Review*)
- \$95 Seasonal Event (*requires Operational Review*)
- \$250 Farmers Market (**includes** license and operational review fees – must be received at least **TWO WEEKS** before the season begins to avoid a late fee)
- \$25 Licensed Mobile in other Oregon County (**with copy of current license**)
- \$20 LATE FEE** if application and payment are not received **AT LEAST 5 WORK DAYS** prior to event or **TWO WEEKS** before Farmers Market

Mail application and check or money order payable to: **Tillamook County Environmental Health**
OR Fax or E-mail application and call with MasterCard or Visa payment

THIS IS NOT A FOOD SERVICE LICENSE. YOUR LICENSE WILL BE DELIVERED WHEN YOUR BOOTH IS INSPECTED

*** RECEIPTS WILL BE SENT TO BENEVOLENT ORGANIZATIONS ***

DO NOT WRITE IN THE SPACE BELOW

Fee Received:	Ck/MO#:	Receipt #:
Received By:	Date:	Facility #:
Remarks:		

CONTINUED ON BACK – Please turn over to list Menu and Food Preparation Location

NO HOME PREPARED FOODS ALLOWED. All food must be purchased, prepared, and stored in facilities approved by Tillamook County Environmental Health.

MENU Please submit an accurate menu; OR list all food items, including toppings, below.

Food Item	Food Preparation Location				
EXAMPLE Spaghetti _____	<input checked="" type="checkbox"/> Onsite <input type="checkbox"/> Offsite _____				
EXAMPLE Spaghetti Sauce _____	<input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Offsite Bob's Kitchen, 123 Main St, Tillamook, OR 97141; 503-555-1234				
_____	<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite _____				
_____	<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite _____				
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Utensil Washing	<table border="0"> <tr> <td>Onsite <input type="checkbox"/></td> <td>Facility Name: _____ Phone: _____</td> </tr> <tr> <td>Offsite <input type="checkbox"/></td> <td>Address: _____</td> </tr> </table>	Onsite <input type="checkbox"/>	Facility Name: _____ Phone: _____	Offsite <input type="checkbox"/>	Address: _____
Onsite <input type="checkbox"/>	Facility Name: _____ Phone: _____				
Offsite <input type="checkbox"/>	Address: _____				

PLEASE HAVE FOOD HANDLER CARDS AVAILABLE FOR THE EVENT

License Applicant Signature: _____

Printed Name: _____

Date: _____

Required FHC:

Name: _____

Inspector Comments:



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OPERATIONAL PLAN REVIEW APPLICATION
for Intermittent and Seasonal Temporary Restaurants

An Operational Plan Review is required before an Intermittent or Seasonal Temporary Restaurant License is initially issued. If a temporary restaurant changes menu or location, an additional Operational Plan Review may be required.

1. Identify the type of temporary restaurant that you are requesting to operate.

Intermittent Temporary Restaurant is a food operation at a specific location in connection with multiple public events having different oversight organizations. The location must remain the same and the menu is not altered. This license expires after 30 days.

E.g. Two different events at the fairgrounds

Seasonal Temporary Restaurant is a food operation at a specific location in connection with one or multiple public events arranged by one oversight organization. The location remains the same and the menu is not altered. This license expires after 90 days.

E.g. Farmers Markets

2. Name of Event: _____

3. Restaurant or Organization: _____

4. License Applicant: _____ **Phone #:** _____

5. Food Temperature Control (include equipment/devices used for temperature control and monitoring)

a. How will the food be cooked and cooled and held cold?

b. How will food temperatures be maintained during transport?

c. How will food be protected from contamination:

During transport? _____

While in the booth? _____

CONTINUED ON BACK

DO NOT WRITE IN THE SPACE BELOW

Fee Received:	Ck/MO#:	Receipt #:
Received By:	Date:	Facility #:
Remarks:		

d. Will reheating occur off-site in addition to the event site? Yes ___ No ___
If yes, how will food be reheated?

How will food be held hot?

6. **Leftovers** – What will happen to leftover prepared food?

7. **Raw Animal Product**

How will raw meats be stored and prepared to prevent contamination with other food, utensils and equipment?

8. **Booth Construction**

Describe the type of overhead protection provided.

Describe the type of floor provided.

Describe how you will protect the booth from pests (e.g., screens, fans, closures)?

Describe your plan for dealing with ill workers?

9. **Garbage** – How and where will you dispose of garbage?

10. **Wastewater** – Where will wastewater be disposed?

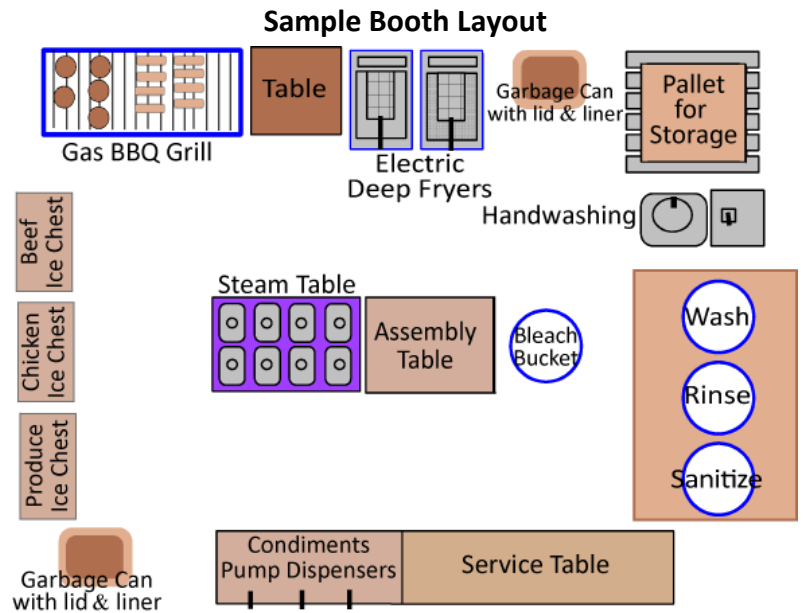
11. **Water** – What is the source of water?

12. **A copy of workers' food handler cards must be available at operation.**

OPERATIONAL PLAN REVIEW

Intermittent and Seasonal Temporary license applications must include a copy of the menu, an equipment list, and a layout. Indicate in the space below the location of the following equipment or necessary items:

- Handwashing (HW)
- Dishwashing / Utensil Washing (DW)
- Cold Holding (CH)
- Hot Holding (HH)
- Cold Holding – ready to eat
- Cooking Equipment
- Ice for Drinks, if provided
- Food Preparation Work Area
- Self-Service, if provided
- Storage of Food, Paper Goods, Chemicals
- Wiping Cloths, Bleach Buckets
- Wastewater



In your layout, include ALL equipment