

Tillamook County 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 Temporary Restaurant License	SEASONAL EVENT Temporary Restaurant License	INTERMITTENT EVENT Temporary Restaurant License
For-Profit & Benevolent*	For-Profit Only	For-Profit Only
<p>Operates in conjunction with a single public gathering, entertainment event, food production program or other event.</p> <p>E.g.: Home & Garden Show, Rodeo, County Fair, etc.</p> <p>Valid for length of event <u>OR</u> up to 30 days; whichever comes first.</p>	<p>Must be same menu, location, and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, or other events that are arranged for by the same oversight organization**.</p> <p>E.g.: Farmers Markets, multiple events arranged by Chamber, etc.</p> <p>Information related to specific events and dates of operation must be provided at the time of application.</p> <p>Valid for up to 90 days.</p> <p style="text-align: center;">OPERATIONAL REVIEW REQUIRED</p>	<p>Must be same menu, location, and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, or other events, at least two of which are arranged for by different oversight organizations**.</p> <p>E.g.: Two different events at the Fairgrounds</p> <p>Information related to specific events and dates of operation must be provided at the time of application.</p> <p>Valid for up to 30 days.</p> <p style="text-align: center;">OPERATIONAL REVIEW REQUIRED</p>

* A **Benevolent** (nonprofit) organization **must provide** a tax ID number. Benevolent organizations are **not** eligible for Seasonal or Intermittent Event permits.

****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 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.

For additional information, please visit our website at www.tillamookchc.org/temp or contact this office at (503) 842-3943 or allison.garcia@tillamookcounty.gov.

ENVIRONMENTAL HEALTH TEMPORARY EVENT FEES

ALL FEES ARE NON-REFUNDABLE

2025

TEMPORARY RESTAURANT

FOR-PROFIT

Single, Seasonal, or Intermittent.....	\$250
Discounted Rate ¹	\$125
Operational Review ²	\$75
Farmers Market ³	\$575
Discounted ¹ Farmers Market ³	\$325

BENEVOLENT (Non-Profit Tax ID req'd)

Single Event.....	\$60
Discounted Rate ¹	\$30

EXEMPT FOODS

Annual Permit ⁴	\$30
Discounted ¹ Annual Permit ⁴	\$20

MOBILE UNIT currently licensed in other Oregon County	\$25
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¹ To be eligible for the Discounted Rate, Single Event applications must be turned in a minimum of **TWO (2) WEEKS** prior to event. Seasonal, Intermittent, or Farmers Market applications must be turned in a minimum of **THREE (3) WEEKS** prior to first day of event.

- If an event begins on **Saturday** or **Sunday**, the application must be received on the **Friday** two (2) weeks prior to a Single Event, or three (3) weeks prior to the first day of a Seasonal or Intermittent Event or Farmers Market.

All **applications AND fees** must be **approved AND processed** by the Discounted Rate deadline to be eligible. Anything missing or not approved by the deadline will be charged the full rate.

Applications cannot be accepted or processed the day before an event.

Due to limited staff availability and processing time, it is recommended to turn in applications as far ahead of the deadline as possible to ensure receiving the Discount Rate.

It is not recommended to mail applications and payments due to delays in delivery. If an application or payment was mailed prior to the Discounted Rate deadline but has not been received, the full rate will be in effect.

² Operational Review is required for all Seasonal, Intermittent, and Farmers Market applications.

³ Farmers Market requires submission of two (2) seasonal applications and Operational Review.

⁴ Exempt food permits must be submitted once a calendar year. EH Office must be notified of planned event attendance. To qualify for the Annual Permit, no changes can be made to menu after submitting, or additional Permits will need to be purchased.

Tillamook County TEMPORARY RESTAURANT LICENSE APPLICATION

→ (A separate application is required for each booth/location/event) ←

★★★★★ **We are unable to accept or process applications the day before an event** ★★★★★

EVENT INFO

Name of Event <i>(as advertised or otherwise listed)</i>	
Event Coordinator Contact Information <i>(Name, Phone, and Email of the person in charge of planning the event)</i>	
Event Location, Street Address, & City <i>(location the event will take place – include name, e.g. Fairgrounds, TBCC, etc. if applicable)</i>	
Restaurant, Organization, or Booth Name <i>(name of the business that will be operating at the event)</i>	
Restaurant/Organization Mailing Address <i>(where we will send billing or correspondence – city, state, zip)</i>	
Primary Contact <i>(for billing and inspections)</i>	Primary Contact Email
Primary Contact Phone	Primary Contact Alternate Phone
Date(s) of Event	Hours of Operation

PLEASE CHECK ALL THAT APPLY

ALL FEES ARE NON-REFUNDABLE

FOR PROFIT	FARMERS MARKET	BENEVOLENT (Non-Profit Tax ID req'd)
<input type="checkbox"/> \$250 Single Event	<i>(requires 2 apps & operational review)</i>	Tax ID #: _____
<input type="checkbox"/> \$250 Seasonal Event	<input type="checkbox"/> \$450 Farmers Market	<input type="checkbox"/> \$60 Single Event
<input type="checkbox"/> \$250 Intermittent Event	<input type="checkbox"/> \$325 Discounted* Farmers Market	<input type="checkbox"/> \$30 Discounted* Rate
<input type="checkbox"/> \$125 Discounted Rate* <i>(all events)</i>	LICENSED MOBILE UNIT	EXEMPT FOODS
<input type="checkbox"/> \$75 Operational Review <i>(required for Seasonal and Intermittent Events)</i>	<i>(requires copy of current annual Permit)</i>	<i>(requires Exempt Foods Application)</i>
	<input type="checkbox"/> \$25 Mobile Unit from another Oregon County	<input type="checkbox"/> \$30 Annual Permit
		<input type="checkbox"/> \$20 Discounted* Annual Permit

* To be eligible for the **Discounted Rate**, Single Event applications must be turned in a minimum of **TWO (2) WEEKS** prior to event. Seasonal, Intermittent, or Farmers Market applications must be turned in a minimum of **THREE (3) WEEKS** prior to first day of event. All applications/fees must be approved AND processed by the Discounted Rate deadline. **Anything missing or not approved by the deadline will be charged the full rate.**

Email or Fax application & pay with **OR** Credit Card online or over the phone:
allison.garcia@tillamookcounty.gov & jaime.craig@tillamookcounty.gov
 Fax: 503-842-3983
 Phone: 503-842-3943

Bring or Mail application & payment:
(mail not recommended due to delays)
TCCHC Env. Health
 2111 8th St • PO Box 489
 Tillamook, OR 97141

★If submitted electronically, application **MUST BE IN PDF FORMAT** – JPG/other image formats will not be accepted★

THIS IS NOT A FOOD SERVICE LICENSE

For additional information, contact this office at 503-842-3943 or allison.garcia@tillamookcounty.gov

Due Date: _____	Date Paid: _____	Check <input type="checkbox"/> # _____	CC <input type="checkbox"/>
<input type="checkbox"/> Late Total: \$ _____	Receipt # _____	Cash <input type="checkbox"/>	Online <input type="checkbox"/>
Invoice: _____	Account: _____	Billing Zip: _____	

NO HOME-PREPARED FOODS ALLOWED

All food must be purchased, prepared, and stored in facilities approved by Tillamook Environmental Health.

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

PLEASE NOTE: Changes to Menu or Location will require a new application with payment to be submitted

Where will food be prepared?	Onsite <input type="checkbox"/>	Facility Name: _____
	Offsite <input type="checkbox"/>	Address: _____

Utensil Washing:	Onsite <input type="checkbox"/>	Facility Name: _____
	Offsite <input type="checkbox"/>	Address: _____

You are required to have:	<input type="checkbox"/> Dishwash set up (3 bins)	<input type="checkbox"/> Portable handwash set up	<input type="checkbox"/> Garbage Can
	<input type="checkbox"/> Sanitizer (bleach or quat)	(a bathroom is not a handwash station)	
	<input type="checkbox"/> Test strips	<input type="checkbox"/> Water container	
	<input type="checkbox"/> Thin-tip probe thermometer	<input type="checkbox"/> Soap	
		<input type="checkbox"/> Paper towels	

1. How will food be kept cold? (<i>ice chest, fridge, etc.</i>)
2. How will food be kept hot? (<i>steam table, warmer, crockpot, etc.</i>)
3. What will you do with leftovers?
4. Name of person(s) who will be onsite with a food handler card:
5. Where is wastewater being discarded?
6. Where are you getting your potable water?

PLEASE HAVE FOOD HANDLER CARDS AVAILABLE FOR THE EVENT

License Applicant Signature: _____

Printed Name: _____	Date: _____
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Inspector Comments:

Tillamook County
OPERATIONAL PLAN REVIEW APPLICATION
for Intermittent and Seasonal Temporary For-Profit Restaurants & Organizations

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, multiple events arranged by the Chamber, etc.

2. **Name of Event:** _____

3. **Name of Restaurant or Organization:** _____

4. **Name of 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? _____

- 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?

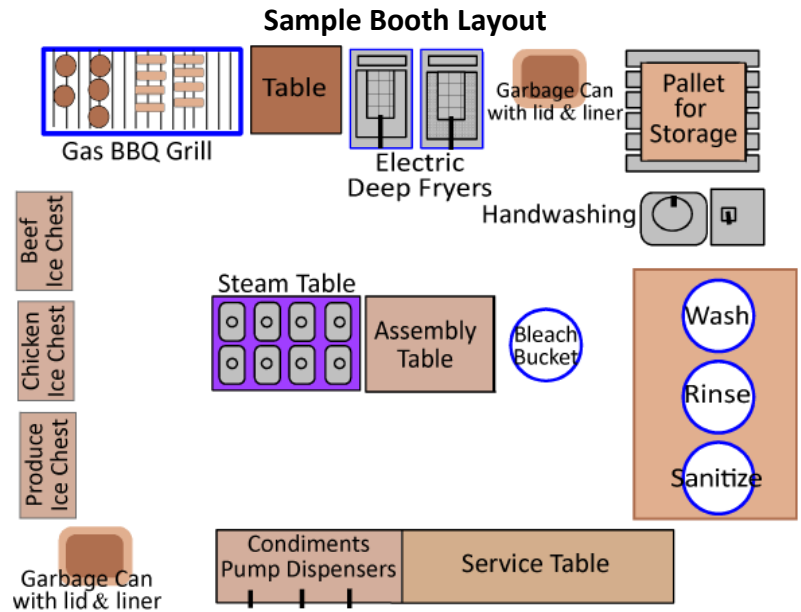
12. A copy of workers' food handler cards must be available at operation.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

OPERATIONAL PLAN REVIEW

Intermittent and Seasonal Temporary license applications **must include** a copy of the **menu**, an **equipment list**, and a **layout**. Use the space below or a separate sheet to indicate 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 – Incomplete applications will not be accepted