

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
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. Valid for length of event <u>OR</u> up to 30 days; whichever comes first.	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. Valid for up to 90 days. SUBJECT TO OPERATIONAL REVIEW	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 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 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 (nonprofit) organization **must provide** a tax ID number.

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.

Tillamook County TEMPORARY RESTAURANT LICENSE APPLICATION

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

COMPLETE application **WITH PAYMENT** must be received at least **TWO (2) WEEKS** before Single Event or **THREE (3) WEEKS** before Farmers Market or other Intermittent/Seasonal Event to avoid a Late Fee

★★★★ **We are unable to accept and 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 Street Address & City <i>(location the event will take place)</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

BENEVOLENT (Non-Profit)	NON-BENEVOLENT (For Profit)	
Tax ID #: _____	<input type="checkbox"/> \$120 Single Event	<input type="checkbox"/> \$25 Licensed Mobile Unit from another Oregon County (with copy of current mobile license)
<input type="checkbox"/> \$30 Single Event Admin Fee	<input type="checkbox"/> \$120 Intermittent Event (*requires Operational Review)	<input type="checkbox"/> \$50 LATE FEE
<input type="checkbox"/> \$30 Intermittent Event Admin Fee (*requires Operational Review)	<input type="checkbox"/> \$120 Seasonal Event (*requires Operational Review)	
<input type="checkbox"/> \$30 Seasonal Event Admin Fee (including Farmers Market – *requires Operational Review)	<input type="checkbox"/> \$60 *Operational Review (required for Intermittent or Seasonal Events)	
<input type="checkbox"/> \$15 *Operational Review Admin Fee	<input type="checkbox"/> \$300 Farmers Market (includes License and Operational Review fees)	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> EXEMPT FOODS <i>(requires Exempt Foods Application)</i> <input type="checkbox"/> \$10 Application Admin Fee <input type="checkbox"/> \$ 5 LATE PAYMENT ADMIN FEE </div>
<input type="checkbox"/> \$20 LATE PAYMENT ADMIN FEE		

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

OR

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

Date: _____	Total: \$ _____	Check <input type="checkbox"/> # _____	CC <input type="checkbox"/>
Inv/Acct # _____	Receipt # _____	Cash <input type="checkbox"/>	Online <input type="checkbox"/>

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.

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

Do you have:	<input type="checkbox"/> Dishwash set up (3 bins) <i>if applicable</i>	<input type="checkbox"/> Thin-tip metal-stem thermometer	<input type="checkbox"/> Garbage Can
	<input type="checkbox"/> Portable handwash set up	<input type="checkbox"/> Sanitizer (bleach or quat)	
	<input type="checkbox"/> Water container	<input type="checkbox"/> Test strips	
	<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: _____
----------------------------	--------------------

Inspector Comments: