

## WHEN IS A TEMPORARY FOOD ESTABLISHMENT PERMIT REQUIRED?

A Temporary Food Establishment is an establishment that operates at a fixed location for not more than 14 consecutive days in conjunction with a single event. Individuals or groups planning to serve or sample unpackaged food at an event that is open to the public must obtain a Temporary Food Establishment Permit. A Temporary Food Establishment Permit application must be submitted for each booth serving food at an event. The permit must be posted at each booth, in view of the public. If the public is invited to an event by use of flyers, banners, newspaper articles, internet websites, or by other means, it is considered a public event. Church dinners or other events that are for members and their guests only, and are not advertised, are not considered to be a public event.

Charitable fundraising events that serve only baked goods may qualify for a permit exemption; however, an application form must be submitted for review with a \$25 fee. Upon qualification a specially worded exemption notice will be provided which must be posted at each booth.

## HOW DO I GET A PERMIT?

### Complete all information on the Temporary Food Establishment Permit Application.

- Business and Owner Names, including address information Include contact information of a *Person in Charge* who can answer detailed questions concerning the manner in which the food items listed on the application will be prepared, protected and served to the consumer.
- The Name of the Event and Physical Location Please provide a complete street and city address. Include the date and times for each day of booth operation. **The name of the event coordinator and contact phone number is required.**
- Booth Set Up and Sanitary Procedures Answer these questions regarding the physical details of your booth, contamination prevention, and hand- and dish-washing equipment.
- Menu Items List menu items, where food will be purchased and methods of preparation, cooking, holding, and handling.
- Conditions of the permit and signature Sign and date the application after reviewing.

**Submit the completed application in person to Environmental Health (151 S. University Ave. Suite 2600, Provo, UT or 599 S 500 E, American Fork, UT.) A late fee of \$25 will be assessed for applications received less than 2 days before the event. A permit will not be approved until menu items and procedures are reviewed by our office. If you reside outside of Utah County you may fax the application (801-851-7521) and an Environmental Health Scientist will contact you by**

phone to review the permit. Permit fees can then be paid by credit card. An additional \$10 fee will be charged for this service. Permits will be mailed by standard US Postal Service. If there is not sufficient time to receive the permit, you must pick up your permit in person before the event. Any changes or addition to a previously approved permit must be approved by our office prior to the event.

**Permit fees are determined by types of foods served and length of event(s).**

▪ **Low Risk Permit**

**All menu items are non-potentially hazardous and will be prepared on site. (i.e. cotton candy, popcorn, snow cones)**

▪ **Medium Risk Permit**

**Menu item(s) that is (are) potentially hazardous and will be prepared on site. (i.e. hamburgers, grilled meats, cooked rice)**

▪ **High Risk Permit**

**Menu item(s) that is(are) potentially hazardous, cooked, cooled and reheated must be prepared in an approved kitchen prior to the event, and will be served cold or reheated for hot holding on site. (i.e. non-commercially packaged chili, meats, soups, mixed salads)**

<b>Fee Schedule:</b>	<b><u>Low Risk</u></b>	<b><u>Medium Risk</u></b>	<b><u>High Risk</u></b>
1 – 14 Day Event	\$ 50	\$ 75	\$100
Additional Events	\$ 10	\$20	\$40
Sampling (Ag Permitted)	\$ 25/year	NA	NA

**Sampling: Food produced under a Dept. of Agriculture permit or exempt status produce**

*Note:* There is a penalty fee of \$100 plus the permit fee for opening/operating without a permit.