

## Temporary Food Establishment Permitting Guide

<p><b>What is a Temporary Food Establishment?</b></p>	<p>A <b>Temporary Food Establishment (TFE)</b> is where food is made and/or sold as a part of an event. TFEs are not eligible to operate unless they are a part of an event. TFEs cannot operate more than 21 days in a row with a single event. At an <a href="#">approved recurring event</a> such as a farmers market or flea market a TFE cannot operate more than three days a week.</p>
<p><b>Who Needs to Get a Temporary Permit?</b></p>	<p>Anyone planning to make and/or serve food at events that are open to the public are required to get a permit, even if the food is free. If you advertise the event including social media, a website, a newspaper, radio or TV announcement, flyers, banners, or other means, you must get a permit.</p> <p><i><b>Private or Catered events:</b> Even events that are not open to the public must have food provided from a GCHD permitted caterer or other GCHD permitted food establishment if there is any kind of compensation. Compensation includes payment, donation, or trades of goods/service to either the person providing the food or those consuming it (weddings, company banquets, private fundraisers with a ticket fee, etc.). Public or private events do not need a TFE permit if the food is made and served by a caterer permitted in Grant County.</i></p>
<p><b>Why Do I Have to Get a Permit?</b></p>	<p>A TFE Permit is required by state law (<a href="#">WAC 246-215</a>). GCHD will review your menu and processes, both in the office and in person, to make sure food safety rules are followed. This helps keep food safe and protect people from foodborne illness.</p>
<p><b>Where Can I Get a Permit Application?</b></p>	<p>TFE permit applications are available at the Grant County Health District office at 1038 West Ivy, Moses Lake or on our website, <a href="http://www.granthealth.org">www.granthealth.org</a>. If you fill out the application electronically, you can email it to <a href="mailto:info@granthealth.org">info@granthealth.org</a> and we will call you for payment.</p>
<p><b>What Are the Requirements to Operate?</b></p>	<ol style="list-style-type: none"> <li>1. Complete the TFE permit application.</li> <li>2. Turn in the completed application to our office and pay the correct fee at least 10 business days before the event. The application lists the fees which are based on the <a href="#">risk level</a> of your proposed menu. Applications received less than 10 days before the event will be charged a late fee.</li> <li>3. Set up your TFE at the event following the rules listed in the “Rules of Operation” handout available on our website.</li> <li>4. Make sure all food served at the event is either made at the event or was made at and brought directly from a permitted food establishment like a restaurant, grocery store, permitted church kitchen or permitted school kitchen.</li> <li>5. You must always have at least 1 person in charge in the booth/kitchen during the event. The person in charge must have a valid and current <a href="#">Washington State Food Worker Card</a>.</li> <li>6. You can start making and serving food after you have submitted an application and the booth/kitchen is set up. This includes having a thermometer, overhead cover, and a handwashing station with warm water, soap, and paper towels.</li> </ol>
<p><b>When Will I Be Inspected?</b></p>	<p>A food safety inspector will call you before the event to talk about your application and go over the rules. Most TFEs are inspected during the event or at the approved food preparation site. You do not have to wait for the inspection to start making or serving food if you applied and paid for the permit and are set up correctly.</p>



## Are There Any Foods I Can Sell That Do Not Need a Permit?

Yes, there are some foods you can serve without a permit.

- Foods such as bagged chips/cookies/crackers, canned/bottled drinks that do not need to be refrigerated like pop/water/sports drinks, hot brewed beverages with powdered creamer, donuts or cookies that come from the original package and are served without bare hand contact (ie using tongs) onto single use items like a napkin or paper plate.
- Non-profit bake sales are allowed. See [our website](#) for bake sale requirements.
- You may also bring in or hire a permitted caterer or permitted food truck to provide food at your event. The caterer or food truck must be permitted in Grant County.

**Exempt Food:** *There are some low risk foods like kettle corn and cotton candy that are exempt from permit. You do not need a permit to make and serve exempted foods, but you must fill out [an application](#) AND get approval before selling the foods. You must still follow all TFE rules for operating.*

## I Still Have Questions!

**Give us a call! We are happy to answer any questions you have about permitting.**

Here are some frequently asked questions:

*“My church is having a fall festival and we would like to serve hotdogs. Do I need to get a permit even if the hotdogs are given out for free?”*

Answer: **YES**, if the festival is open to the public, you need a permit.

*“My group would like to sell tamales for a fundraiser to help support a family in need. Do we need to apply for a TFE permit and can we make the tamales at home?”*

Answer: **YES**, you need a permit, and **NO**, the tamales cannot be made at home. All food must be made in a permitted kitchen.

*“I own a restaurant in town, and I would like to sell food at the fair. Do I need a TFE permit even though I already have a permit for my restaurant?”*

Answer: **YES**, you need a permit. Your restaurant permit is for the restaurant only and does not cover your food operations offsite or outside of the restaurant. You may use your restaurant to make foods for the event because it is a permitted kitchen.

*“My daughter’s class is baking cookies to sell to help raise money for their school field trip. Do they need a permit to sell the cookies and are they allowed to bake the cookies at home?”*

Answer: **NO**, you do not need a permit and **YES**, the cookies can be made at home. The food code allows an exception for “non-profit bake sales”. There must be a sign posted at the event saying the cookies were made in a kitchen that is not inspected.

*“I am having a Customer Appreciation Day BBQ at my business and want to barbeque hamburgers for my customers. Do I need a TFE permit?”*

Answer: **YES**, you need a permit, but if you hire a GCHD permitted caterer or food truck to make and serve food to your customers, their permit would cover the food service and a TFE permit would not be needed.

*“Our service club meets monthly, and we serve dinner. The food is prepared by club member volunteers and is only open to club members. Do we need a TFE permit?”*

Answer: **NO**, a permit is not needed. This describes a private event. However, if the club members have to pay for the dinner, a permitted caterer must be used.