

2051 Kaen Rd Suite 367
Oregon City, OR 97045
Phone (503) 655-8384 Fax (503) 742-5352
Email: EH@clackamas.us

For Office Use

Temp License # _____
License Exp. Date _____
Benevolent Licenses:
Phone Consult (Only): Y / N

TEMPORARY RESTAURANT LICENSE APPLICATION

COMPLETED FORM AND FEES MUST BE RECEIVED IN OUR OFFICE AT LEAST SEVEN DAYS BEFORE THE START OF THE EVENT TO AVOID LATE FEE

☐ TEMPORARY RESTAURANT (\$203.00 Fee, per Booth) ☐ BENEVOLENT (\$50.00 Administrative Fee) – List
☐ LATE FEE (\$50.00) Non-Profit Tax ID # _____
**Add if less than 7 calendar days before start of event*

☐ MOBILE UNIT LICENSED IN OTHER COUNTY – County & License # _____
**Must have your current license, copy of last inspection, and all operations onboard mobile unit to qualify; subject to \$25 inspection fee*

Make checks payable to: **CLACKAMAS COUNTY PUBLIC HEALTH DIVISION**

License Type: ☐ Single Event ☐ *Intermittent (30 days) ☐ *Seasonal (90 days)

Event Name: _____ **Dates:** _____

Event Location: _____

Booth Name: _____ **Hours of Operation:** _____

Booth Owner's Name: _____

Phone Number: _____ **Email:** _____

Mailing Address: _____

Event Coordinator/Organizer: _____

Event Coordinator's Phone/E-mail: _____

Applicant Signature: _____ **Date:** _____

I attest that the information provided on this form is accurate.

*** SEASONAL and INTERMITTENT applicants STOP HERE, unless changes have occurred since your PLAN REVIEW (One plan review is required for each location/event and is valid until changes are made)**

1. Who will be the **Person-In-Charge** of the booth on the day(s) of the Event?

Name: _____ Contact #: _____

Is there an employee illness policy in place? Y / N

2. **Water Source:** _____

ALL WATER MUST BE OBTAINED FROM AN APPROVED PUBLIC WATER SUPPLY

3. **Food Source and Preparation:** All food must come from an approved source and be prepared at the booth on the day of the event. If preparation before the event is necessary, it must be done at a facility approved by the Local Health Department or Oregon Department of Agriculture.

NO HOME-PREPARED FOODS ARE ALLOWED

Describe Food Source(s): _____

Name & Address of Facility Used for ANY Off-Site Food Prep, Storage, and Utensil Washing (if applicable): _____

4. **Leftovers:** What will you do with food left at the end of the event / each day?

Describe: _____

5. **Menu:** (List all food items, including toppings; attach additional pages as needed)

<u>Food Item</u>	<u>Preparation at event / off-site</u>	<u>Food Item</u>	<u>Preparation at event / off-site</u>
_____	_____/____	_____	_____/____
_____	_____/____	_____	_____/____
_____	_____/____	_____	_____/____

6. **Food Temperature Control:** How will you provide proper food temperature control?

- a. Cold-holding and cooling (e.g., refrigerators, coolers, ice, cooling wands)

Describe: _____

- b. Hot-holding and cooking devices (e.g., portable warmer, steam table, propane burner, grill)

NOTE: Check with local Fire Department for restrictions on cooking/hot holding equipment.

Describe: _____

- c. During transport to event?

Describe: _____

7. **Booth Design:**

Type of Overhead Protection: _____

Type of Flooring: _____

Type of Food Protection (i.e. sneeze guards, lids, etc.): _____

8. **Must Obtain Before Event** (see *Temporary Restaurant Operation Guide* for complete list of requirements):

☐ Food Handler Cards -1 certified worker per shift; available online at www.orfoodhandlers.com

☐ Probe Thermometer (Range of 0° -220°F, calibrated/accurate) to check food temperatures; thin tip digital thermometer needed if cooking raw meat

☐ Refrigerator Thermometer (working, accurate) in every cooler/refrigerator unit

☐ Hand-washing Facility provided **inside** booth (**MUST** be set up before any food preparation takes place)

Describe set-up: _____

☐ Approved Sanitizer and Proper Test Strips – CIRCLE ONE:

chlorine

quaternary ammonium

other: _____

9. **Availability of Facilities:**

- Where will you dispose of:

GARBAGE? ☐ Provided by Organizer ☐ Other _____

WASTE WATER? ☐ Provided by Organizer ☐ Other _____

- Where are the RESTROOMS located? _____

TEMPORARY RESTAURANT OPERATION GUIDE, Guidelines for Food Booths at Events - available online at:

www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/tempguide.pdf