



Umatilla County Public Health
Environmental Health for Umatilla, Morrow, & Gilliam
 200 SE 3rd St., Pendleton, OR 97801
 Phone: 541-278-6394 Fax: 541-278-5433
 Website: www.ucohealth.net E-Mail: Health@umatillacounty.gov

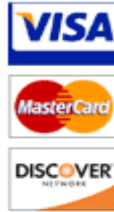


Temporary Restaurant License Application

License Fee

(5 days or more before event)

- Single Event, Seasonal, or Intermittent Permit = \$88
- Not for Profit - Single Event = \$34
- Not for Profit - Seasonal or Intermittent Permit = \$57



Late Fee

(Less than 5 days before event)

- Single Event, Seasonal, or Intermittent Permit = \$151
- Temporary at Event (Operating without a license) = \$302
- Not for Profit - Seasonal or Intermittent Permit = \$63

Event name: _____ Date of event: _____

Licensee/Owner: _____ Email: _____

Name of Booth: _____

Mailing Address: _____ Phone: _____

Serving location: _____ Serving date(s): _____

Date of setup: _____ Time of setup: _____ Hours of operation: _____

Event coordinator: _____ Phone: _____

Person(s) in charge of booth during operation: _____

List all individual food items below; attach extra pages as needed. *Reminder: No home prepared foods are allowed!*

Food Item	Off-site Preparation?	How is it Served?	Describe Cooking Method
Ex: Hamburger	No	Hot	Frozen patties are cooked on BBQ grill

**Complete this section if using an off-site facility for any food storage,
food preparation, or utensil washing.**

Facility name: _____ Phone: _____

Facility address: _____

What date(s) and time(s) do you have access to this facility? _____

Owner of facility: _____

Signature of owner granting use of facility: _____ Date: _____

All water utilized during event must be obtained from an approved public water supply

Source of drinking water: _____

How will you dispose of liquid waste? _____

What type of bathroom facilities will be available during the event? _____

Please describe the type of overhead protection provided: _____

The following items must be obtained before the event!

- Food handler cards (Must have at least 1 certified worker in the booth at all times)
- Probe thermometer (Metal stemmed thermometer with range of 0°F to 220°F)
- Refrigerator thermometer (1 for every refrigerator and cooler unit)
- Test strips (For testing sanitizing solution – 50-100 ppm bleach)
- Informational handout: Temporary Restaurant Setup and Guidelines

Please attach a schedule of events for operations exceeding 1 week

I understand that permits, once issued, are non-refundable. I certify that all information provided is correct to the best of my knowledge and hereby agree to comply with the provisions of Oregon Revised Statutes Chapter 624, the Oregon Administrative Rules Chapter 333, and Chapter 113 of the Code of Umatilla County.

Signature of applicant: _____ Date: _____



Temporary Restaurant Setup and Guidelines

Applications for your Temporary Restaurant License are available from Umatilla County Public Health Environmental Health Division. Oregon State Law requires that all food booths or food service activities, which are open to the public, be licensed **prior** to operation.

NO HOMEMADE FOODS or foods prepared or processed in the home are allowed. Food must be prepared on site or at a licensed facility.

Water and ice to be from approved commercial sources.

SITE LOCATION AND CONSTRUCTION

Booth constructed to protect food/equipment from contamination (Screens, roof, or tarp covering, sidewalls at least half way up the side and no exposed dirt floors).

Clean, covered and cleanable trash containers (not cardboard boxes).

Work and serving counters made of easily cleanable material (no bare wood or cardboard).

Food, utensils, supplies, and paper goods stored off the ground 6 inches.

CLEANLINESS OF FOOD WORKERS

- No ill workers
- No sores or infected cuts on hands or arms
- No smoking, eating or drinking
- Clean outer clothes, aprons
- Hair must be adequately held back

HANDWASHING FACILITIES

Set up **BEFORE** opening booth or working with food.

Provide a sink with hot and cold running water.

- or -

Provide at least one five (5) gallon container with a faucet that can be turned 'on' to wash both hands under flowing warm water and a five (5) gallon container to collect wastewater.

Provide pump soap and paper towels at all times.

REMEMBER: Hands must be washed before putting on gloves and after removing gloves.

REMEMBER: Wash your hands twice after potentially contacting bodily fluids (e.g. bathroom use, sneezing, coughing, after smoking, etc.).

HANDWASHING IS VERY IMPORTANT!!!

Proper and frequent hand washing is most important in your business. Hands must be thoroughly washed each time they are contaminated, as well as before beginning food preparation activities. Gloves do not take the place of hand washing. Gloves, if used, are to be used for a single activity only, then thrown away.

WHOLESOME FOODS

All food products shall be wholesome and free of spoilage, pathogenic organisms, toxic chemicals and other harmful substances or articles and so prepared, stored and handled as to be safe for human consumption. All foods must come from approved sources such as licensed bakeries, markets, and restaurants.

FOOD TEMPERATURE

Cold perishable foods kept at or BELOW 41° F. Hot perishable foods kept at or ABOVE 135° F. Use a probe thermometer to verify temperatures are maintained during storage, transportation, service, and display.

No thawing of foods at room temperature; thaw in refrigerator, in an ice chest, or as part of the cooking process.

Thermometers are required to monitor food and refrigerator temperatures. Provide a minimum of one (1) metal stem thermometers to monitor food temperatures throughout the day.

FOOD PROTECTION AND SERVICE

Self-service condiments must be individually packaged or in protective dispensers or squeeze bottles.

Use single-service customer tableware only.

Foods shall be protected by sneeze shields, individually wrapped or covered when accessible to public.

Beverage ice shall be dispensed by a scoop with a handle.

A supply of each kind of utensil used to serve, prepare or dispense food should be available in a clean, covered container.

Scoops/spoons used repeatedly for dispensing foods shall be stored in the product with handle out, or cleaned and dried between each use.

Cloths used for wiping counters / tables shall be stored in a container of sanitizing solution of 50-100 PPM chlorine or equivalent sanitizer (1 teaspoon household bleach per 1 gallon of warm water [not hot]) separate from utensil washing basin.

DISHWASHING

Provide three (3) compartment sink with HOT and COLD running water; **OR**

Provide three (3) individual containers adequate in size for complete immersion of largest item.

Set up BEFORE preparing and opening booth:

1. WASH - using clean water and soap.
2. RINSE - using clear clean water.
3. SANITIZING - for at least one (1) minute in a solution of 50 - 100 PPM chlorine or equivalent sanitizer (1 teaspoon of household bleach per 1 gallon of water).
4. AIR DRY - on draining rack; no towel-drying.

FEES

Single Event, Intermittent & Seasonal = \$88.00
(Less than 5 days before the event = \$151.00)

Not for Profit – Intermittent & Seasonal = \$57.00
(Less than 5 days before the event = \$63.00)

Intermittent & Seasonal Operational Plan Review = \$126.00 (Required for first time applicants)

Not for Profit – Single Event = \$34.00

For additional information please visit us at www.ucohealth.net

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CHECKLIST

Temporary Restaurant license

Food Handler's Card

Ice, Water & Food from approved sources

Spirit stem thermometers:

- 41°F or less - cold food

Metal stem thermometers to check:

- Hot food holding temperature hold at 135°F or greater

Minimum cooking temperatures:

- 145°F for beef, pork or fish steaks
- 155°F ground meats
- 165°F for all poultry

Hand washing facilities with soap/paper towels, a spigot that can be turned "ON" and a catch basin to collect the wash water

Dishwashing facilities (3 basin setup)

Wiping clothes, Two 5 gallon buckets for bleach water and waster water

Test kit for Sanitizer being used

Covered, cleanable garbage containers
Booth Construction (easily cleanable materials)
Food and utensils protected from contamination

Extra cooking utensils provided

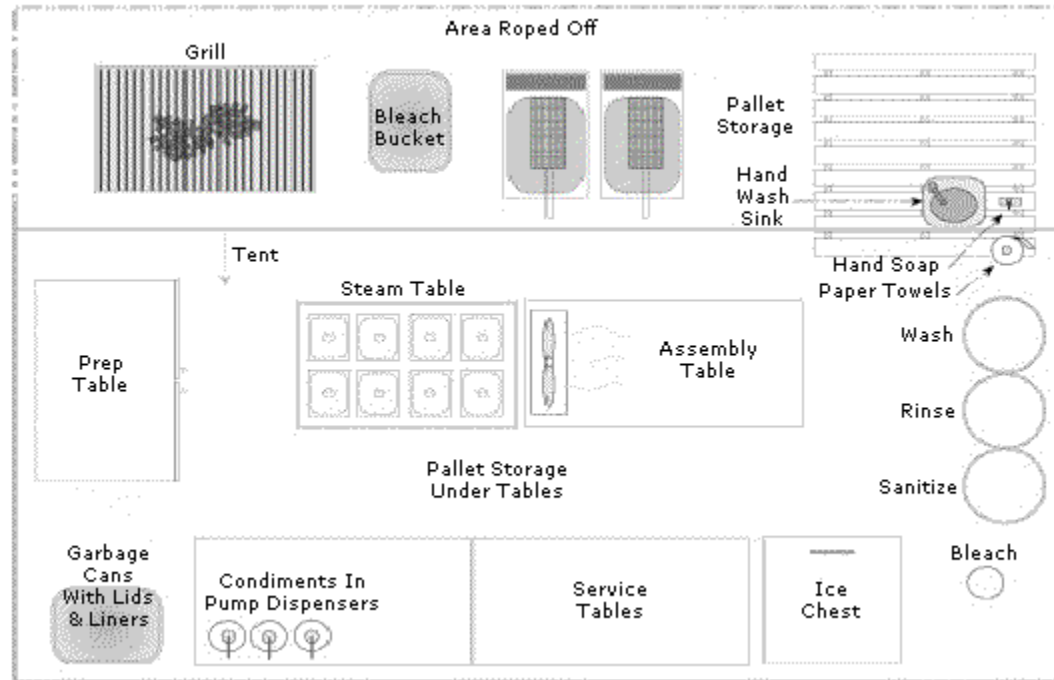
Food grade storage containers

Single Service materials for customers

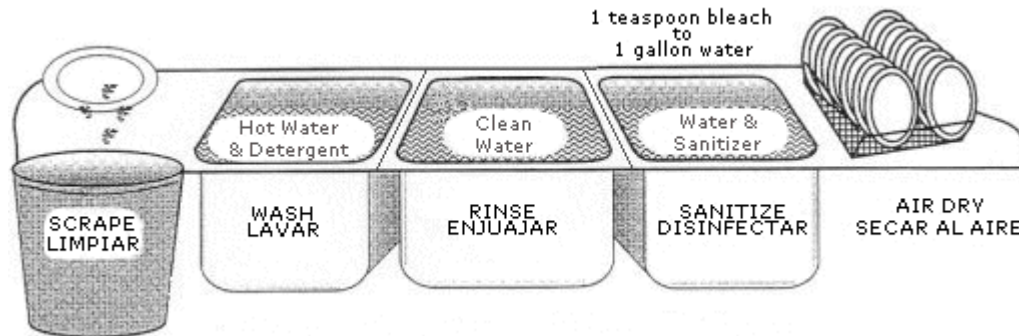
Scoops that have handles

Replacement workers for ill employees

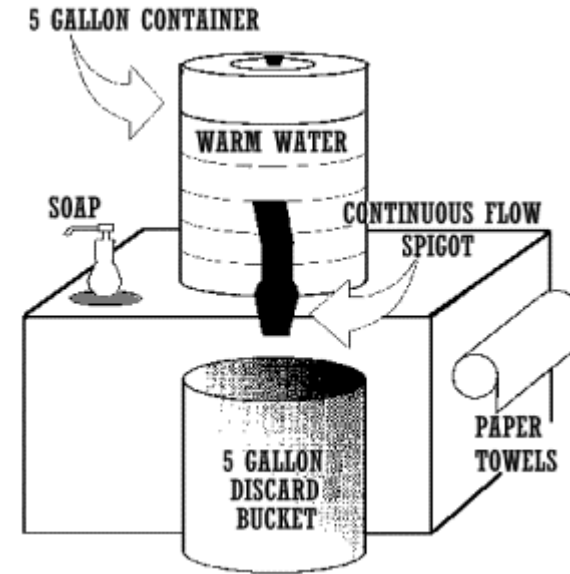
SAMPLE FOOD BOOTH LAYOUT



DISHWASHING FACILITY

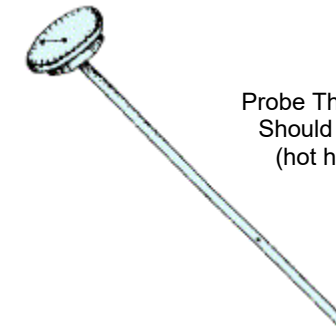
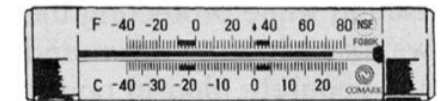


HANDWASHING FACILITIES



THERMOMETERS

Spirit Stem (alcohol) Thermometer
(coolers ≤ 41°F)



Probe Thermometer
Should measure 0° - 220°F
(hot holding ≥135°F)

This information in the document is for basic guideline purposes. More specific requirements may be necessary for your individual circumstance.



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Intermittent and Seasonal Information

Intermittent Temporary Restaurant License	Seasonal Temporary Restaurant License
Multiple events at the same location with same menu	One event with multiple occurrences at the same location with same menu
Permit expires no later than 30 days after issuance	Permit expires no later than 90 days after issuance
<p align="center">An operational review is required for first time applicants. Intermittent and Seasonal plan review fee is \$126.</p>	

All licenses are owner, location, menu and event specific. For example, if a vendor obtains a seasonal license for Pendleton Farmer’s Market, the vendor is **not allowed** to use the same license for any other event or farmer’s market.

If the event lasts longer than 90 days, such as a farmer’s market, then you may need to obtain more than one permit. For example, an event that starts on the first Saturday of May, and operates every Saturday at the same location until the end of August (112 days). *This scenario would require a one-time operational review, and two Seasonal Temporary Restaurant Licenses. One for the first 90 days, and a second for the remaining 22 days.*

Please remember:

No home prepared foods.

All food and single-service articles must be purchased the day of the event.

OR

Stored in a licensed facility if they are held from one week to the next.

Any facility used for preparation or storage must be licensed as a restaurant!!!