

# Missoula City-County Health Department

301 W. Alder

Missoula, MT 59802

missoulacounty.us

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## TEMPORARY FOOD SERVICE REVIEW AND PERMIT APPLICATION

<b>Applicant Info</b>	Name of Owner:	<b>Event Info</b>	Name of Event:
	DBA:		Event Address:
	Mailing Address:		Date(s):
	Phone:		Hours of Event:
	Email:		Service start time:
	Onsite Person in charge:		Name of Event Organizer:
	Phone:		Phone:
Is your organization a non-profit? <input type="checkbox"/> Yes* <input type="checkbox"/> No  * All applicants must complete the review. If you are operating more than 4 days in 12 months, you must pay the review fee and complete the permit application. Non-profits are exempt from permit fees.			

### Review Fees

<input type="checkbox"/> 5 or more business days before the event	<b>\$35.<sup>00</sup></b>
<input type="checkbox"/> 3-4 business days before the event	<b>\$60.<sup>00</sup></b>
<input type="checkbox"/> 1-2 business days before the event	<b>\$85.<sup>00</sup></b>
<input type="checkbox"/> Day of the event	<b>\$105.<sup>00</sup></b>

### Permit Fees

<input type="checkbox"/> Single Day event with <u>2 or fewer</u> employees working at any one time	<b>\$65.<sup>00</sup></b>
<input type="checkbox"/> Single Day event with <u>more than 2</u> employees working at any one time	<b>\$95.<sup>00</sup></b>
<input type="checkbox"/> Multiple Day event at a fixed location (up to 21 consecutive days) with <u>2 or fewer</u> employees	<b>\$75.<sup>00</sup></b>
<input type="checkbox"/> Multiple Day event at a fixed location (up to 21 consecutive days) with <u>more than 2</u> employees	<b>\$105.<sup>00</sup></b>
<input type="checkbox"/> Recurring event with a fixed menu (up to 45 days) with <u>2 or fewer</u> employees	<b>\$85.<sup>00</sup></b>
<input type="checkbox"/> Recurring event with a fixed menu (up to 45 days) with <u>more than 2</u> employees	<b>\$115.<sup>00</sup></b>



**Amount Due** \_\_\_\_\_

**Permit # TFS** \_\_\_\_\_

Menu and Prep	Menu Item*	Source (FSA, etc.)	Preparation Process

\*Menu's must be simple with limited onsite prep. Use a separate sheet for additional items.

Approved Kitchen & Transport	<p>Every temporary food service must be supported by a licensed and inspected kitchen. You will use your kitchen (depending on menu) for cleaning and sanitizing all utensils, cold and dry food storage, preparation of menu items, washing of produce, potable water source, and an approved waste water disposal area.</p>	
	<p>A <b>signed agreement (or email) is required</b> from the kitchen owner/operator. Letter must include the times you will be using the kitchen, which equipment/areas you will have access to, and what types of food prep/storage you have been approved for.</p>	
	<p>Your approved kitchen will be:</p>	<p>Name of kitchen owner: Phone:</p>
	<p>How will food be transported from the kitchen to the event?</p>	
	<p> </p>	

Equipment and Utensils	<p>All equipment used in your food service must be durable, cleanable, and used as the manufacturer intended. Utensils and food contact equipment must be washed rinsed and sanitized prior to use.</p>
	<p>Will booth be supplied with electricity?</p>
	<p>Will you have mechanical refrigeration?</p>
	<p>How will foods be kept cold?</p>
	<p>How will foods be cooked and/or kept hot?</p>
	<p>List all other equipment:</p>

<b>Booth</b>	<p>All food staff must have a way to wash hands at the point of food preparation and service. A restroom is NOT an approved hand washing facility. At a minimum, the station must have: a five gallon minimum container of WARM water from your commissary, a water spigot/spout that allows both hands to be under the running water (i.e. no push button containers), a catch bucket below to catch hand wash water, hand soap in a dispenser, and disposable paper towels.</p> <p><b>Describe handwashing facility:</b></p>
	<p>Restrooms must be continuously available for food workers.</p> <p><b>Location of restrooms:</b></p>
	<p>Every food service must have a sanitizing solution in a bucket with an available wiping cloth. The solution must be chlorine (bleach) or quaternary ammonia. Operators must have test strips to ensure proper concentration.</p> <p><b>Type of sanitizer:</b></p>
	<p>All outdoor TFS booths will need to have adequate overhead cover, and cleanable ground cover (concrete/asphalt OK). Protective sides are not required as long as food can remain protected from pests, rain, dust, etc. (which may mean closing during bad weather).</p> <p><b>Overhead cover:</b> _____ <b>Flooring/Ground Cover:</b> _____</p>
<p><b>How will refuse and liquid waste (graywater) be disposed of:</b></p>	

<b>Staff</b>	<p># of food employees at booth _____</p>
	<p>Will there be a Certified Food Protection Manager (CFPM)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If yes, list name of CFPM _____</p> <p><b>*For a TFS that requires a CFPM, a CFPM must be on staff within 90 days of permitting (or before your second event if it is longer than 90 days between first and second event).</b></p>

*I hereby certify that the information I have supplied above is true and correct.*

Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A TFS permit authorizes you to operate at the specified event for the dates of operation specified above. The TFS must prepare and serve only the food(s) listed on the approved menu and must follow all requirements as specified by the local health authority. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
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