

KANAWHA-CHARLESTON HEALTH DEPARTMENT

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Executive Director/Health Officer

TEMPORARY FOOD PERMIT APPLICATION
\$60.00 FEE

1. NAME OF THE TEMPORARY FOOD ESTABLISHMENT(S):

2. DATE OF APPLICATION: _____

3. NAME OF ORGANIZATION: _____

a. IF TAX-EXEMPT, PROVIDE COPY OF CONFIRMATION LETTER FROM IRS

4. NAME OF PERSON IN CHARGE: _____

5. MAILING ADDRESS (INCLUDE CITY AND ZIP CODE): _____

6. TELEPHONE NUMBER: (HOME/CELL) (WORK) _____

7. NAME OF EVENT: _____

8. DATE(S) AND TIME(S) OF EVENT: _____

9. LOCATION OF EVENT: _____

10. MENU: (Continue on back)

11. HOW WILL FOOD BE KEPT HOT OR COLD?

12. DESCRIBE HANDWASHING SETUP:

13. STATEMENT: I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

DATE: _____ AUTHORIZED SIGNATURE: _____

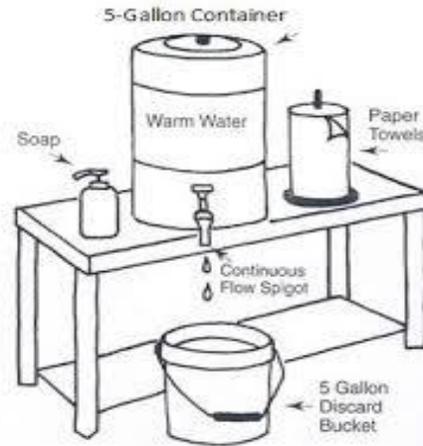
PRINT NAME: _____

OFFICE USE ONLY

EXEMPT: () YES () NO APPLICATION APPROVED: () YES () NO BY: _____

CHECKLIST TO BE RETAINED BY CONCESSIONAIRE

- _____ *Handwashing facilities including, at a minimum: * If there is no commercial setup available onsite.
- _____ *5-Gallon covered container with spigot for clean warm water (i.e., Cooler with drain spout)
- _____ *Liquid soap
- _____ *Paper Towels
- _____ *Catch basin for wastewater from handwashing.



- _____ *Plastic garbage bags
- _____ *Thermometer-long stem measuring from 0*-220°F.
- _____ *Disposable gloves are required to handle any ready to eat foods.
- _____ *Antibacterial towelettes may be used in addition to handwashing. The towelettes **must** contain a sanitizer.
- _____ *Bleach or Sanitizer
- _____ Wiping cloths and bucket with bleach water
- _____ Hair/beard restraints
- _____ Platforms for elevating food and paper goods 6" off ground
- _____ Ice Chests, (No Styrofoam coolers) ice scoop
- _____ Serving spoons, spatulas, tongs etc
- _____ Cutting boards
- _____ Roll of plastic wrap for covering food
- _____ Washable containers for food storage
- _____ Adequate number of tables with washable surfaces
- _____ Aluminum foil to wrap around warming pans to keep sterno lit and keep heat under food

***These items are required by each booth**

UTENSIL WASHING FACILITIES: Provide three basins ***If there is no commercial setup available onsite.**

- The first basin is for washing and should contain detergent wash water only.
- The middle basin is for rinsing and only contains clean water (replace as needed).
- The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 teaspoons bleach per gallon of clean water).
- Utensils are to be air dried.

Remember the proper sequence: **WASH, RINSE & SANITIZE!**

ALL FOOD MUST BE PURCHASED FROM AN APPROVED SOURCE

NO HOME-PREPARATION OF FOOD ALLOWED

***Exception-Cottage Food Only**