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KANAWHA-CHARLESTON HEALTH DEPARTMENT

108 Lee Street, East /PO Box 927

Charleston, WV 25323-0927

(304) 344-KCHD (5243)

Sherri Young, DO, FAAFP
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: _____

Administration	Clinic	Environmental	Epidemiology	Health Promotion
Phone: 304.348.6494	Phone: 304.348.8080	Phone: 304.348.8050	Phone: 304.348.1088	Phone: 304.348.6493
Fax: 304.348.6821	Fax: 304.346.4756	Fax: 304.348-8054	Fax: 304.384.8149	Fax: 304.348.6821

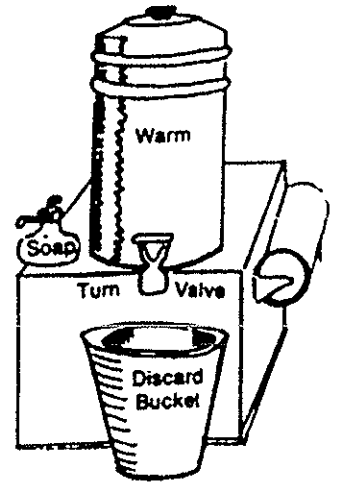
CHECKLIST TO BE RETAINED BY CONCESSIONAIRE

- _____ *Handwashing facilities including, at a minimum:
- _____ *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
- _____ *Disposable gloves are required to handle any ready-to-eat foods.
- _____ *Antibacterial towelettes may be used in addition to handwashing. The towelettes must contain one of the following active ingredients:

BENZALKONIUM CHLORIDE
 BENZETHONIUM CHLORIDE
 METHYLBENZETHONIUM CHLORIDE

Baby wipes or any lanolin-based towelettes MAY NOT be used. **NO HAND SANITIZERS WILL BE APPROVED** due to current questions concerning their effectiveness.

- _____ *Thermometer – long stem measuring from 0° - 220° F.
- _____ *Bleach
- _____ *Sneeze guard
- _____ *Wiping cloths and bucket with bleach water
- _____ *Hair restraints
- _____ Plastic garbage bags
- _____ 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.

POTENTIALLY HAZARDOUS FOOD

Potentially hazardous food means food that requires time/temperature control. These foods must be maintained at 41° F. or below or 135° F. or above.

"Potentially hazardous food" includes:

MILK
MEAT
FISH
COOKED RICE
FUNNEL CAKE MIXTURES

EGGS
POULTRY
BREADINGS & BATTERS FOR FISH & MEAT
VEGETABLES (*Heat treated or consist of rawseed sprouts, cut melons and garlic-in-oil mixtures that are not modified*)

NOTE: ALL FOOD MUST BE PURCHASED FROM AN APPROVED SOURCE.