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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 \$50.00 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: \_\_\_\_\_

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### **OFFICE USE ONLY**

EXEMPT: ( ) YES ( ) NO

APPLICATION APPROVED: ( ) YES ( ) NO BY: \_\_\_\_\_

<b>Administration</b>	<b>Clinic</b>	<b>Environmental</b>	<b>Epidemiology</b>	<b>Health Promotion</b>
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

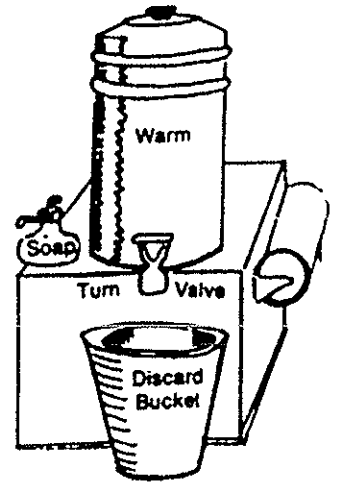
**CHECKLIST TO BE RETAINED BY CONCESSIONAIRE**

- \_\_\_\_\_ \*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.**