

Tillamook County
TEMPORARY RESTAURANT LICENSE INFORMATION

Temporary Restaurant Licenses are required when food is prepared or served for consumption by the public at events. **You may need one or more of the following licenses:**

SINGLE EVENT (\$95) Temporary Restaurant License	SEASONAL EVENT (\$95) Temporary Restaurant License	INTERMITTENT EVENT (\$95) Temporary Restaurant License
Operates in conjunction with a single public gathering, entertainment event, food production program or other event.	Must be same menu, location, and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization*.	Must be same menu, location, and access to same sanitation services. Operates in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations*.
E.g.: Home & Garden Show, Rodeo, County Fair, etc.	E.g.: Farmers Markets	E.g.: Two different events at the Fairgrounds
	Information related to specific events and dates of operation must be provided at the time of application.	Information related to specific events and dates of operation must be provided at the time of application.
Valid for length of event <u>OR</u> up to 30 days; whichever comes first.	Valid for up to 90 days.	Valid for up to 30 days.
	SUBJECT TO OPERATIONAL REVIEW	SUBJECT TO OPERATIONAL REVIEW

***Oversight Organization** is any entity responsible for organizing, managing, or otherwise arranging of a public gathering, entertainment event, food product promotion or other event, including but not limited to ensuring the availability of water, sewer, and sanitation services.

OPERATIONAL REVIEW (\$60) is the examination of a plan of operation for an establishment in order to ensure that the proposed operation conforms to applicable sanitation standards.

Operational Reviews are **required** for initial **Seasonal** or **Intermittent** temporary restaurant licensing **OR** when a licensed facility changes their location or makes “substantial menu alterations,” which means a change of menu that increases the complexity of the food service. An increase in complexity occurs when the menu moves from:

- (a) Service of ready-to-eat foods that requires no further preparation or cooking; to
- (b) Foods that are prepared or cooked on-site and served directly to the consumer that day; to
- (c) Foods that must be prepared in the operation in advance and reheated or cooled over the course of multiple days of operation.

A Benevolent (nonprofit) organization **must provide** a tax ID number.

For additional information, please visit our website at www.tillamookchc.org/temp or contact this office at (503) 842-3943 or abonato@co.tillamook.or.us.

Tillamook County
TEMPORARY RESTAURANT LICENSE APPLICATION

(A separate application is required for **each booth**)

**APPLICATIONS MUST BE RECEIVED AT LEAST 5 WORK DAYS PRIOR TO EVENT
OR TWO WEEKS BEFORE FARMERS MARKET TO AVOID A LATE FEE**

EVENT INFO

Name of Event: _____
Event Coordinator (*name, phone, email*): _____
Event Address (*include city*): _____
Restaurant/Organization/Booth Name: _____
Business Mailing Address (*city, state, zip*): _____
Name of Primary Contact: _____
Phone: _____ Cell/Alt #: _____
E-Mail: _____
Date(s) of Event: _____
Hours of Operation: _____

PLEASE CHECK ALL THAT APPLY

BENEVOLENT (Non-Profit)

- Tax ID #: _____
- ☐ \$30 Single Event Admin Fee
- ☐ \$30 Intermittent Event Admin Fee
(*requires Operational Review)
- ☐ \$30 Seasonal Event Admin Fee
(including Farmers Market –
*requires Operational Review)
- ☐ \$15 Operational Review Admin Fee
- ☐ **\$20 LATE PAYMENT ADMIN FEE**

- ☐ \$95 Single Event
- ☐ \$95 Intermittent Event (*requires
Operational Review)
- ☐ \$95 Seasonal Event (*requires
Operational Review)
- ☐ \$60 *Operational Review
(required for Intermittent or
Seasonal Events)
- ☐ \$300 Farmers Market (**includes**
license and operational
review fees)

NON-BENEVOLENT (For Profit)

- ☐ \$25 Licensed Mobile Unit from
another Oregon County (**with
copy of current mobile
license**)

☐ **\$50 LATE FEE**

EXEMPT FOODS

- (requires Exempt Foods Application)
- ☐ \$10 Application Admin Fee
- ☐ **\$ 5 LATE PAYMENT ADMIN FEE**

Mail application & check payable to:
TCCHC Env. Health
PO Box 489
Tillamook, OR 97141

OR

Email or Fax application & pay with
MasterCard or Visa over the phone:
abonato@co.tillamook.or.us
Fax: 503-842-3983
Phone: 503-842-3943

THIS IS NOT A FOOD SERVICE LICENSE

For information or additional applications, contact this office at 503-842-3943 or abonato@co.tillamook.or.us, or
see the [Temporary Restaurant Operation Guide](#) and the [Oregon Food Sanitation Rules](#) on our website!

www.tillamookchc.org/EH

Fee Received by: _____ Fee: _____ Chk #: _____ Date: _____
Office Use Only

NO HOME PREPARED FOODS ALLOWED.

All food must be purchased, prepared, and stored in facilities approved by
Tillamook County Environmental Health.

MENU: Please submit an accurate menu; OR list all food items, including toppings, below.

Where will food be prepared?	Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	Facility Name: _____ Address: _____
Utensil Washing	Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	Facility Name: _____ Address: _____

Do you have:	<input type="checkbox"/> Dishwash set up (3 bins) if applicable	<input type="checkbox"/> Thin-tip metal-stem thermometer	<input type="checkbox"/> Garbage Can
	<input type="checkbox"/> Portable handwash set up	<input type="checkbox"/> Sanitizer (bleach or quat)	
	<input type="checkbox"/> Water container	<input type="checkbox"/> Test strips	
	<input type="checkbox"/> Soap		
	<input type="checkbox"/> Paper towels		

1. How will food be kept cold? (<i>ice chest, fridge, etc.</i>)
2. How will food be kept hot? (<i>steam table, warmer, crockpot, etc.</i>)
3. What will you do with leftovers?
4. Name of person(s) who will be onsite with a food handler card:
5. Where is wastewater being discarded?
6. Where are you getting your potable water?

PLEASE HAVE FOOD HANDLER CARDS AVAILABLE FOR THE EVENT

License Applicant Signature:

Printed Name:

Date:

Inspector Comments:

Tillamook County
OPERATIONAL PLAN REVIEW APPLICATION
for Intermittent and Seasonal Temporary Restaurants

An Operational Plan Review is required before an Intermittent or Seasonal Temporary Restaurant License is initially issued. If a temporary restaurant changes menu or location, an additional Operational Plan Review may be required.

1. **Identify the type of temporary restaurant** that you are requesting to operate.

- ☐ **Intermittent Temporary Restaurant** is a food operation at a specific location in connection with multiple public events having different oversight organizations. The location must remain the same and the menu is not altered. This license expires after 30 days.

E.g. Two different events at the fairgrounds

- ☐ **Seasonal Temporary Restaurant** is a food operation at a specific location in connection with one or multiple public events arranged by one oversight organization. The location remains the same and the menu is not altered. This license expires after 90 days.

E.g. Farmers Markets

2. **Name of Event:** _____

3. **Restaurant or Organization:** _____

4. **License Applicant:** _____ **Phone #:** _____

5. **Food Temperature Control** (include equipment/devices used for temperature control and monitoring)

- a. How will the food be cooked and cooled and held cold?

- b. How will food temperatures be maintained during transport?

- c. How will food be protected from contamination:

During transport? _____

While in the booth? _____

- d. Will reheating occur off-site in addition to the event site? Yes ____ No ____

If yes, how will food be reheated?

How will food be held hot?

6. **Leftovers** – What will happen to leftover prepared food?

7. **Raw Animal Product**

How will raw meats be stored and prepared to prevent contamination with other food, utensils and equipment?

8. **Booth Construction**

Describe the type of overhead protection provided.

Describe the type of floor provided.

Describe how you will protect the booth from pests (e.g., screens, fans, closures)?

Describe your plan for dealing with ill workers?

9. **Garbage** – How and where will you dispose of garbage?

10. **Wastewater** – Where will wastewater be disposed?

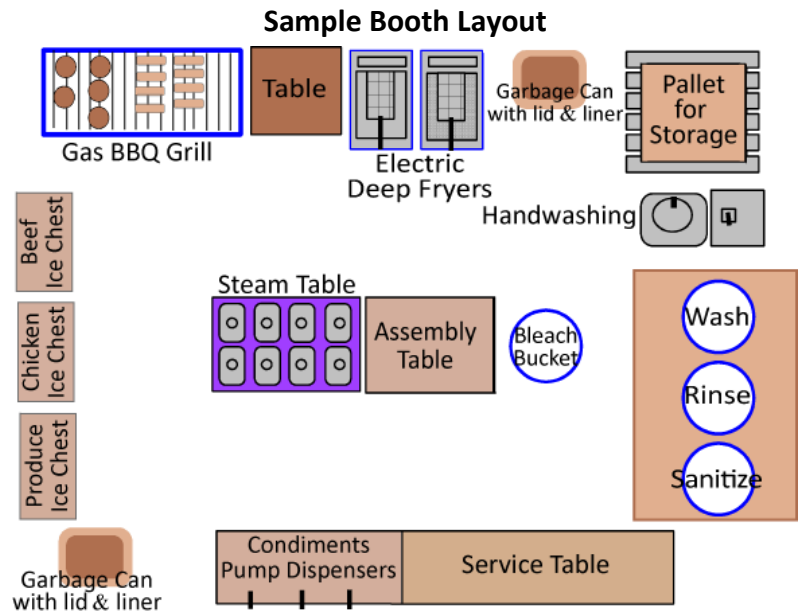
11. **Water** – What is the source of water?

12. **A copy of workers' food handler cards must be available at operation.**

OPERATIONAL PLAN REVIEW

Intermittent and Seasonal Temporary license applications must include a copy of the menu, an equipment list, and a layout. Indicate in the space below the location of the following equipment or necessary items:

- ☐ Handwashing (HW)
- ☐ Dishwashing / Utensil Washing (DW)
- ☐ Cold Holding (CH)
- ☐ Hot Holding (HH)
- ☐ Cold Holding – ready to eat
- ☐ Cooking Equipment
- ☐ Ice for Drinks, if provided
- ☐ Food Preparation Work Area
- ☐ Self-Service, if provided
- ☐ Storage of Food, Paper Goods, Chemicals
- ☐ Wiping Cloths, Bleach Buckets
- ☐ Wastewater



In your layout, include ALL equipment