

APPLICATION PROCEDURES FOR OBTAINING A TEMPORARY FOOD SERVICE PERMIT

TEMPORARY FOOD PERMIT FEE SCHEDULE

Applications submitted:

	<u>10 days in advance</u>	<u>6-9 days in advance</u>	<u>Less than 5 days in advance</u>
Single Event	\$ 5.00	\$10.00	\$30.00
3-5 Events	\$15.00	\$30.00	\$50.00
6-10 Events	\$25.00	\$50.00	\$70.00

Food establishments operating without a permit may be subject to a \$100.00 penalty in addition to the permit fee.

PERMIT APPLICATION PROCESS

1. Obtain a temporary food permit application from any of the three Environmental Health offices in Northeast Tri County Health District or online at <http://www.netchd.org/enviornmental>. Temporary food service regulations may also be obtained from any office.
2. Submit the completed application and proper fee (see fee schedule above) to any Environmental Health office. Applications should be submitted **at least 10 days** before the event where food will be served to allow us time to properly review your menu and operation.

An application must be completed for each event where food will be served. However, if applying for multiple events where the menu and equipment will **not** change from event to event, only one application needs to be completed. When applying for multiple events, information regarding all events, event dates and other applicable information must be provided.

3. Upon approval of the application, a temporary food service permit will be issued and mailed. If preferred, the permit may be picked up at the Environmental Health office where the application was submitted. Please notify the office that the permit will be picked up

PLEASE NOTE: Permits will not be issued at the food service location.