

Temporary Restaurant License Application Instructions

- Each person or organization wishing to sell or give out food to the general public during a special event is required by Oregon law to apply for and obtain a temporary restaurant license.
- To obtain a temporary restaurant license you may call our office at (503) 988-3400 and request an application, or obtain an application online by going to www.mchealthinspect.org
- There are now 3 types of temporary restaurant licenses available. Fill out and submit the appropriate license application.
 - 1. Single Event** – Set up at one event, including multi-day events, for a maximum of 30 days.
Example: A community fair or Cinco de Mayo festival.
 - 2. Intermittent Event** – Set up at multiple events, with different organizers, as long as each event occurs at the same location for a maximum of 30 days. Operational Plan Review required.
Example: Set-up for multiple all occurring at the Expo Center.
 - 3. Seasonal Event** – Serve at one event, in the same location, for an entire Season. Operational Plan Review required. *Example:* Serving at Portland Saturday Market for June, July, and August.
Each and every food booth is required to apply for a separate temporary restaurant license for every event where food is served to the public.
- All license applications, and Operation Plan Reviews if required, are to be completed and sent to Environmental Health Office of the Health Department *at least two weeks before the start of each event.*

License application walk-through

When filling out the temporary restaurant application, it is important that all lines are completed and that enough detail is included to give a true indication of how the temporary restaurant will be set up and run. To help you with this task a line by line walk-through is included below.

Part 1: Restaurant/Organization

Restaurant/Organization: this is the business, group, or individual that owns, or is in charge of the temporary restaurant.

Licensee: This is the owner or manager of the temporary restaurant.

Address: This is the address of the business, group, or individual that owns, or is in charge of the temporary restaurant.

Event name: This is what the organizer is calling the event. For example, “The Bite of Portland.”

Location and Address: This is the name of the location where the event is held, and the physical address of where it is. For example, the Bite of Portland is at Waterfront at the physical address of SW Front Street and Stark.

Environmental Health Services



Event Dates: These are the actual calendar days when the event is happening. For example, June 5th through June 8th.

Hours and Starting Time on the First Day: The hours are the normal hours of operation (10am to 10pm), and the start time on the first day of the event is when the gates open for the public.

Event Coordinator: This is the individual who is in charge of the entire event, and not the temporary restaurant operator.

Person in charge of booth: This is the manager of the temporary restaurant food booth.

Menu: It is important that all food items are listed in this area.

- Be sure to check the appropriate cooking procedure boxes
- The "how served" box pertains to the temperature that the food is served at.
- The "made to order" box asks if the food is made at the site of the event just before the operator serves it, or if it is made in advance for the service later.
- The "off-site prep" box indicates if the food was handled, or prepared at another location, not at the event.
- The "at event prep" box indicates if food is further prepared at the event.

For example: consider a food item like chili. Most often it will be cooked a day or two before the event (off-site prep), then cooled and brought to the location of the event before being heated up again. This is how we would mark these boxes for this food item.

Food item	How served	Made to order	Off-site prep	At event prep
Chili	Hot	No	Yes	Yes

Part 2: Food Preparation

Facility used for the (off-site) food prep, storage, and utensil washing: The location of the kitchen where any food was or is being stored, handled, cooked, and where pots are washed. This is either a licensed restaurant, or a bakery with a valid license to operate as such.

Signature: This is the signature of the manager/owner granting permission for you to use their facilities. This is needed in order to ensure that all food items are being handled and prepared in a facility that is safe to do so. If you are preparing all of your food items at the event, and you have access to utensil washing at the event, you may indicate this in the space provided here instead of providing an off-site facility.

Part 3: Hand Washing

This is one of the most important items for a temporary restaurant. Each and every booth is required to have a proper hand washing station set up inside of the temporary restaurant food booth. This hand washing station is required to provide:

- "Free flowing warm water." This can be accomplished by obtaining a 5+ gallon container with a spigot on the bottom to drain the warm water out. This container can be set up on a table with a 5+ gallon open bucket below to catch the wastewater.

- Liquid pump soap and paper towels.
- A spigot which can “stay on” by itself through a flip lever, or turn lever and not by the constant pushing of a button. This is so that both hands can be washed at the same time while the water runs continuously by itself.

Part 4: Food Temperatures

Cold holding devices, hot holding devices, rapid heating devices: The equipment that you will use to keep food at the correct temperatures (refrigeration units must also have thermometers in the units). You may circle the examples listed on the application form rather than writing in this space.

Part 5: Counter Cleaning and Sanitizing

Each and every temporary restaurant should have a container of sanitizer that is used to sanitize working surfaces. This can simply be made up by using a gallon bucket with a gallon of cool water and add 1 tablespoon of bleach. This should achieve the 100-ppm free chlorine required to sanitize work surfaces.

Part 6: Booth Construction

Each booth needs both a roof and floor to keep the working area clean and protected. A simple tarp tent would be adequate to keep out rain and other contaminants. Floors can be made of sheets of plywood, which cover all floor areas of the temporary restaurant. Concrete is adequate in place of flooring if you are set up on a hard surface such as a sidewalk.

Part 7: Food Handlers Cards

All persons working with food are required to obtain a food handler’s card. Fewer cards may be acceptable if this is a once a year event which only last a few days and the operator is not doing other events during the year. As long as the people in charge of the temporary restaurant have their cards and are present at all times, then the employees will not be required to obtain food handlers cards of their own.

Part 8: Probe Thermometer

A metal stem probe thermometer with a range of 0-220°F is required to check the temperatures of food items. A pocket variety with a one inch face dial is sufficient for most food items. Electronic probe thermometers are acceptable. A thin stem probe thermometer is required for thin foods such as hamburger patties or chicken patties.

Part 9: Submission of Application

- All applications are required at least two weeks before the event. The fee for the temporary restaurant license is based on the number of days of the event. To find the appropriate fee, refer to the fee schedule.
- Any organization requesting a benevolent temporary restaurant license is required to supply their non-profit tax ID number in order to obtain a temporary license. There is an annual Benevolent Administrative Processing Fee per organization; refer to the fee schedule for appropriate fee.
- The person applying for a temporary restaurant license application must sign each and every temporary restaurant license application