Environmental Health Services

Multnomah County
Health Department

Public Health
Prevent. Promote. Protect.

Intermittent 30 Day/Seasonal 90 Day Temporary Event License Application

A 100% late processing fee will be added to each temporary license fee, operational plan review, if required, that is not received in the Environmental Health Office by noon two business days before the event begins. [MCC § 21.612]

Facility #:	
Audit/License #:	

INCOMPLETE APPLICATIONS/OPERATIONAL PLAN REVIEWS WILL NOT BE PROCESSED

Restaurant/Organization: _____ Phone #: _____

Licensee (owner or organization): _____

Address of Licensee: _____ Email: _____

Event: _____ Date(s) of Event: _____

* Note: (Intermittent Temporary Restaurant Applicants: If your food operation is at a specific location in connection with multiple public events, fill out back page of this application)

Location (street name/number): _____ Hours: _____

Event Coordinator: _____ Phone: _____ Email: _____

Booth: Set-up time on first day of event: _____ Start time: _____

Person in charge of booth: _____ On-Site phone: _____

Food Preparation: Home-prepared foods not allowed. All food must be prepared in a facility approved by the Health Department or the Department of Agriculture.

Handwashing: Describe: _____

    a. Water container must have a spigot that allows for a **free-flow** of water (Push-button type not allowed).
    b. Water container and catch basin must be 5 gallon capacity.
    c. Temporary hand wash station **must** be set up **before** food preparation begins.
    d. Provide warm water.

Disposal of Waste Water: (i.e water used for handwashing, washing dishware, bleach solution, cold/hot-holding)

    Describe: _____

(Waste water must not be disposed of on ground or in storm drain).

Submission of Application:

All portions of the application must be completed

Refer to Fee Schedule or www.mchealthinspect.org **or call office @ (503) 988-3400** If your event operates more than 30 days and you have an interruption in food service or your license expires, a written notification is required from the Event Coordinator stating your last date of operation; or notification to the EHS office prior to interruption to avoid late fees.	**Make check payable to:** Multnomah County Environmental Health Services 847 NE 19th Avenue, Suite 350 Portland, OR 97232 **(Or pay by phone)**

Benevolent Administrative Processing Fee (Once Each Calendar Year)

Benevolent temporary restaurants are charged a fee for the application process. This is not a license fee. A permission letter must be submitted with application if Benevolent Organization allows another operator to use its Non-profit Tax ID number. The Benevolent Organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the Benevolent Organization.

Non-profit tax ID #: _____ (**A photocopy of 501C3 is required**)

847 NE 19th Ave Suite 350 • Portland, OR 97232 • mchealthinspect.org • Phone: 503.988.3400 • Fax: 503.988.5844

Email: foodsafety@multco.us

Environmental Health Services

Inspection(s) of your temporary restaurant may occur at any time from the point of setting up to the point of closing down your food service operation. All temporary restaurant licenses are issued for each intermittent 30-day or seasonal 90-day for the location, operator, and dates posted on each license.

Signature of Applicant: _____ **Date:** _____

Intermittent (30 Day) Temporary Restaurant Applicants

Make copies of this page for additional events that will occur at this location under your intermittent temporary restaurant license.

Oversight Organization of the Events(s)

Oversight Organization's Name: _____

Name of Event: _____

Coordinator: _____ Phone: _____

Coordinator's email: _____ Cell: _____

Services Provided by the Oversight Organization (e.g. garbage collection, portable toilets, hand washing, facilities, ice, gray water collection/disposal site, etc.)

_____

_____

Dates of Food Service (start date and end date): _____

Time Booth will be set up on first day of event: _____

Days & Times of Food Service (Booth) Operation

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							