UW Temporary Food Establishment

Permit Application Form

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# Background Information

UW students or personnel hosting or sponsoring an event at a UW location where food will be served, sold, or given away, may need to apply for a Temporary Food Establishment Permit from UW Environmental Health and Safety (EH&S).

This is a copy of what the online application form looks like. Applicants can use this document to collect information in preparation for completing the online application for a Temporary Food Establishment Permit.

**STEP 1**: Read information and FAQs on the [UW EH&S Temporary Food Establishment Permit webpage](https://www.ehs.washington.edu/workplace/food-safety/temporary-food-establishment-permit).

**STEP 2**: Read the UW EH&S [Temporary Food Establishment (TFE) Guidelines.](https://www.ehs.washington.edu/system/files/resources/guidelines-temp-food-establishment.pdf)

**STEP 3**: Read about types of [permits and fees](https://www.ehs.washington.edu/system/files/resources/temp-food-permit-fees.pdf).

**STEP 4**: **Gather all required information (below) before starting your** [**online application**](https://foodpermit.ehs.washington.edu/)**.**

Event organizers must submit applications online at least 14 calendar days prior to the event to guarantee the application is reviewed in time to issue your permit.

Submitted applications will be reviewed by an [Environmental Public Health Specialist](https://www.ehs.washington.edu/staff/environmental-public-health-contact).

## Applicant Information

Applicant Name\*:        Extension:

Phone Number\*:        Box Number\*:        Organization\*:

## Event Information

Event Name\*:        Location/Building\*:        Room:

This is a Registered Student Organization (RSO) Event\*:  [ ]  *Yes* [ ]  No

*RSO Name\*:*

*Student Activities Advisor Name\*:        Student Activities Advisor Email\*:*

Number of Attendees\*:        Setting\*:  [ ]  Indoor [ ]  Outdoor

## Food Service Dates/Periods

Date(s)\*:

Start Time(s)\*:       End Time(s)\*:

## Food Disposition Confirmation

As event organizer, I confirm that leftover perishable and/or unpackaged foods will be composted at the end of the approved food service period and not saved for later consumption (e.g., no boxing up leftovers): [ ]  Yes [ ]  No

*This does not apply to refrigerated and frozen foods stored in mobile food units,* *unopened perishable foods that have been temperature controlled during the event, or commercial shelf-stable foods in resealable packaging (e.g., frying oil, spices, seasonings).*

## TEMPORARY FOOD ESTABLISHMENT TYPE (select one)

**[ ]** [**External Caterer**](#_EXTERNAL_Caterer): Food vendors, restaurants, and caterers with a current permanent operating permit issued by a Washington state local health jurisdiction or Washington State Department of Agriculture (WSDA). All menu items are prepared at the permitted commissary/restaurant. Prepared foods are delivered to the event by the caterer or a UW individual with a current Washington state food worker card. No on-site food preparation.

**[ ]** [**On-site Food Preparation**](#_ON-Site_Food_Preparation)**:** UW unit or RSO members with current Washington state food worker cards prepare event foods in an EH&S permitted kitchen on campus and serve it at the event, use grills/BBQs to prepare and serve food at the event, and/or do preparation and service of foods from a covered booth at the event. External vendors or restaurants with a current permanent operating permit issued by a local health jurisdiction or Washington State Department of Agriculture (WSDA) prepare and serve food at the event using commercial equipment in a covered food booth.

**[ ]** [**External Mobile Food Unit:**](#_EXternal_Mobile_Food) Menu items prepared and served from a mobile food unit (i.e., food truck, food trailer, or self-contained moveable cart), with a current mobile food unit operating permit from a Washington state local health jurisdiction.

# EXTERNAL Caterer

Complete this section if it applies to your event per the definition above.

## Caterer Information

Caterer Name\*:        Caterer Phone\*:

Address on Caterer’s Operating Permit

Street Address\*:        City\*:

State\*:        Zip Code\*:

## Foods Served and Time/Temperature Control Plan

Detail each food that will be served, the type of food, and time/temperature control plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Menu Item\*** | **Perishable/**[**TCS**](https://fwcprodstorage.s3.us-west-2.amazonaws.com/FWC%2BManual%2BPDFs/en-us/Temperature_Control_%20for_Safety_Food.pdf)**Food?\*** | **Equipment used for transport\*** | **Time the food will leave commissary / food establishment\*** | **Time the food will arrive at the temporary event\*** | **Perishable /**[**TCS**](https://fwcprodstorage.s3.us-west-2.amazonaws.com/FWC%2BManual%2BPDFs/en-us/Temperature_Control_%20for_Safety_Food.pdf)**food temperature controlled onsite?** | **Equipment used onsite\*** |
|  | [ ]  Yes [ ]  No |  |  |  | [ ]  Yes [ ]  No |  |
|  | [ ]  Yes [ ]  No |  |  |  | [ ]  Yes [ ]  No |  |
|  | [ ]  Yes [ ]  No |  |  |  | [ ]  Yes [ ]  No |  |

## Food SERVICE DETAILS

Who will deliver food to your temporary food establishment?\*:

Describe barriers to bare hand contact (e.g., gloves, disposable utensils, deli paper) for handling unpackaged food\*:

Will food workers be handling (e.g., plating, repackaging, preparing, dispensing) unpackaged foods?\*: [ ]  Yes [ ]  No

Where will you wash hands (e.g., breakroom sink, classroom sink) within 25 ft of food handling, or will you set up a temporary handwashing station as described in the Handwashing section of the [Temporary Food Establishment Guidelines](https://www.ehs.washington.edu/system/files/resources/guidelines-temp-food-establishment.pdf)?\*

Describe any additional preparation details before food service:

What [food code approved sanitizer](https://www.ehs.washington.edu/system/files/resources/sanitizing-food-surfaces-poster.pdf) and test strips will be available to use on food contact surfaces?:

Will you have extra sets of clean and sanitized utensils to change out regularly (at least every 4 hours) through the event?:   [ ]  Yes [ ]  No

## Food WORKER CARDS

Upload food worker cards for UW personnel or students transporting foods, handling foods or supervising the food service.

You do not need to upload food worker cards for caterers/restaurants/vendors with a current permanent operating permit issued by a Washington state local health jurisdiction.

## Additional Documents

Upload any additional documents that may aid with application review (e.g., a PDF Banquet Event Order, event site layout).

# ON-Site Food Preparation

Complete this section if it applies to your event per the definition above.

## Food Source Information

Foods are transported from this permitted kitchen facility to the event location.

Grocer/Caterer/Restaurant/ Vendor Name\*:

Address on Grocer/Caterer/Restaurant/Vendor Operating Permit

Street Address\*:        City\*:

State\*:        Zip Code\*:

## Food Preparation and Transportation PLan

Provide details about each menu item that will be prepared onsite.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Menu Item\*** | **Perishable/**[**TCS**](https://fwcprodstorage.s3.us-west-2.amazonaws.com/FWC%2BManual%2BPDFs/en-us/Temperature_Control_%20for_Safety_Food.pdf)**Food**?\* | **Preparation Location\*** | **Cook or reheat equipment? List final cook/reheat temperatures\*** | **Transport Temperature\*** | **Transport Equipment:\*** | **Time foods leave kitchen/grocer for transport\*** |
|  | [ ]  Yes [ ]  No |  |  |  |       |  |
|  | [ ]  Yes [ ]  No |  |  |  |  |  |

## Food SERVICE PLan

Provide details about the service plan for each menu item.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Menu Item\*** | **Time the food will arrive at the event\*** | **Describe any additional handling prior to food service\*** | **Held hot or cold during event service\*** | **Equipment used for hot or cold holding during event service\*** | **Time as a Public Health Control (**[**TPHC**](https://app.leg.wa.gov/wac/default.aspx?cite=246-215-03530)**) will be used for item service?\*** |
|  |       |  |  |  | [ ]  Yes [ ]  No |
|  |  |  |  |  | [ ]  Yes [ ]  No |

How will event foods be offered to guests? (e.g., buffet with active monitoring, plated by food worker, table service)\*:

Describe barriers to bare hand contact (e.g., utensils, deli paper) with unpackaged food that will be used during food service\*:

## SIte Layout and Sanitation Plan

Where will you wash hands (e.g., breakroom sink, classroom sink) within 25 ft of food handling, or will you set up a temporary handwashing station as described in the Handwashing section of the [Temporary Food Establishment Guidelines](https://www.ehs.washington.edu/system/files/resources/guidelines-temp-food-establishment.pdf)?\*

What [food code approved sanitizer](https://www.ehs.washington.edu/system/files/resources/sanitizing-food-surfaces-poster.pdf) and test strips will be available to use on food contact surfaces?:

Do food workers have access to a restroom with hot water, soap and paper towels within 200 feet of a food booth?\*:  [ ]  Yes [ ]  No

Do event attendees have access to a restroom if seating is provided?\*:  [ ]  Yes [ ]  No

Will you have extra sets of clean and sanitized utensils to change out regularly (at least every 4 hours) through the food event?:  [ ]  Yes [ ]  No

*Please note events can require* [*fire department permits*](https://www.ehs.washington.edu/fire-life/fire-department-permits-events) *for assembly, tenting, and use of open flame cook equipment and fuels.*

## Food WOrker Cards

Upload food worker cards for UW personnel or students transporting foods, handling foods or supervising the food service.

You do not need to upload food worker cards for caterers/restaurants/vendors with a current permanent operating permit issued by a Washington state local health jurisdiction.

## Additional Documents

Upload any additional documents that may aid with application review (e.g., a PDF Banquet Event Order, booth or event site layout).

# EXternal Mobile Food Unit

Complete this section if it applies to your event per the definition above.

## Mobile Food Unit Details

Mobile Food Unit Name\*:       Mobile Food Unit Phone\*:

Address on Mobile Food Unit Permit:

Street Address\*:        City\*:

State\*:        Zip Code\*:

Will the mobile unit only serve ticketed guests for a private RSO or campus unit event, or will it be open to the public/community (serve the public or broader campus community) during service?\*:

 [ ]  Ticketed Guests for Private Event [ ]  Open to the Public/Community

*If you select "Open to the Public/Community" and your event location is on the Seattle campus, please contact UW Dining (**uwdining@uw.edu**) to review mobile food unit(s) prior to submitting this application.*

## Additional Documents

Upload any additional documents that may aid with application review.

# Application Review Page

Please take a minute to review the information you provided. If you need to make any changes, please return to the previous page.

*Application responses are summarized for applicant review prior to final submission and payment page.*

# Application Submitted Page

You've submitted your Temporary Food Establishment Permit Application for on**.**

Please identify how you will arrange for payment.

**The**[**permit fee**](https://www.ehs.washington.edu/system/files/resources/temp-food-permit-fees.pdf)**will not be billed until after the permit is issued.**

**Once you choose a payment method it cannot be changed.** Please read all the options before choosing one.

## Worktag pAyment

You will use a UW worktag to pay for this expense. The worktag can be provided to you by your unit’s financial contact.

## Credit Card, Debit Card, Electronic Check pAyment

You will use a credit card, debit card, or electronic check to pay for this expense. A University administrative surcharge of 15.6% will be added to the total cost.

Note: **Procards cannot be used for payment due to**[**University policy**](https://finance.uw.edu/ps/files/allowable_unallowable_june2025.pdf)**.**

## Tacoma temporary Food Establishment Payment

You are selecting the UW Tacoma worktag to pay for this expense.