



## TEMPORARY RESTAURANT APPLICATION

THIS LICENSE CAN ONLY BE ISSUED IN CONJUNCTION WITH A TEMPORARY COMMUNITY EVENT  
AT LEAST ONE PERSON WITH A FOOD HANDLER CARD MUST BE PRESENT AT ALL TIMES

**Single Event License** (up to 30 days)

Benevolent → Non-Profit Tax ID#: \_\_\_\_\_

For profit     Out of County Mobile Unit: \_\_\_\_\_

Contiguous to facility (operating directly outside of your restaurant)

**Seasonal License** (up to 90 days | see back page)

**Intermittent License**  
(up to 30 days - same menu & location | various events & oversight orgs)

Operational Review:  included     on file

<b>Event Name:</b>	Dates of Event:
Event Address:	Hours of Operation:
Event Organizer:	Organizer's Phone:
<b>Food Booth Name:</b>	Email:
Owner or Person in Charge of Booth:	Phone:
Mailing Address:	

**All food must be prepared at the event or in a facility approved by the Health Department or the Department of Agriculture.**

Where is food being purchased? Water Source:  Public (city)  
 Private (local well)

Where will dishwashing take place?

Name & Address of facility used for off-site food prep (if applicable)?

**Do you have the following?** (see back page for details)

Food thermometer     Sanitizer test paper     Temporary handwashing station     Oregon Food Handler Card

<u>Menu</u> Food item <small><input type="checkbox"/> (prepackaged, shelf-stable snacks &amp; drinks)</small>	How served		Made to order		Preparation		Temperature Control Method or Cooking Method ( <i>grill, cooler, etc</i> )
	Hot	Cold	Yes	No	Off-site	On-site	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### SPECIFIC PROBLEM(S) / REQUIRED CORRECTION(S) / COMMENTS

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<b>DO NOT WRITE IN THIS SPACE</b> (rev 01/24)		License Expiration Date: _____	
FEE OF \$ _____	RECEIPT # _____	DATE _____	
OPERATOR _____	EHS _____	DATE _____	
<input type="checkbox"/> Phone Consultation (Benevolent)			

## License Types:

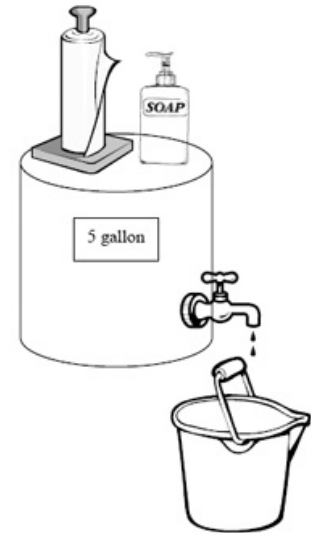
- **BENEVOLENT TEMPORARY RESTAURANT** - Non-profit organizations having a Tax-Exempt ID number (e.g.; churches, volunteer groups, little leagues.)
- **OUT OF COUNTY MOBILE UNIT** – A mobile unit currently licensed in the State of Oregon. A copy of your mobile unit license must be submitted or emailed with your application. Off-unit tables and display areas may be used to store/dispense non-potentially hazardous foods, beverages, condiments, and single-use utensils. Off-unit freezers may be used if they maintain foods in a frozen state (OAR 333-162-0036). If food preparation or assembly will take place off the unit, then a standard temporary restaurant license must be obtained.
- **INTERMITTENT LICENSE** – A temporary restaurant that will operate at one location in connection with multiple public gatherings/events that are arranged by different oversight organizations. The menu must remain the same.
- **SEASONAL LICENSE** - A temporary restaurant that will operate at one location in connection with one or multiple public gatherings/events that are arranged by the same oversight organization. The menu must remain the same.

**LICENSE IS ONLY VALID FOR LOCATION/EVENT(S) FOR WHICH IT IS ISSUED.**

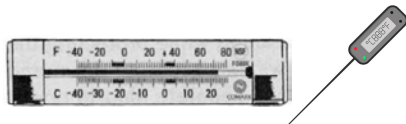
**Home Prepared Food Is Not Allowed.**

## Handwashing Set Up

Set up the handwashing facility **FIRST!** This must be done before food preparation begins. Use a sink with warm running water or provide a 5-gallon container of warm water with a dispensing valve that provides a constant flow of water when opened (push button type not allowed). A container must be provided to catch the wastewater. Provide dispensed soap and paper towels. Wash hands for 15 to 20 seconds. Do not use cloth towels to dry hands.



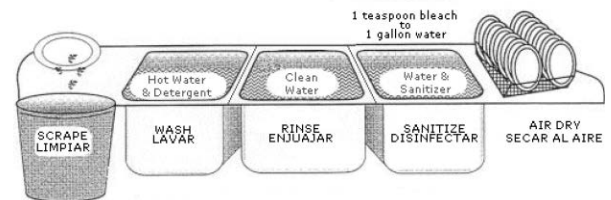
## Thermometers



Probe thermometers are required to test food temperatures when holding food hot or cold or when cooking raw animal products. A small diameter probe is required to measure the temperature of thin foods, such as burgers and fish fillets. Refrigerator thermometers are required in all refrigerators or coolers.

## Dishwashing

A commercial dishwasher, three-compartment sink or three buckets may be used to clean dishes/utensils. All equipment and utensils must be washed, rinsed and sanitized using a three step process: First, wash with hot soapy water. Second, rinse with hot water. Third, immerse in sanitizer (50-100 ppm for 10 seconds for chlorine bleach, 200-400 ppm for 30 seconds for quaternary ammonium) and air dry. Test strips are required to monitor sanitizer concentration.



## FEES & SUBMITTALS

**FEES ARE SUBJECT TO CHANGE ANNUALLY**

**NOTE: A \$25 NON-REFUNDABLE ADMINISTRATIVE FEE IS INCLUDED IN THESE FEES FOR AN UPDATED FEE SCHEDULE, VISIT OUR WEBPAGE: <https://www.co.marion.or.us/HLT/PH/EHS/Pages/rules.aspx>**

**APPLICATION RECEIVED LESS THAN 5 BUSINESS DAYS PRIOR TO THE EVENT WILL BE CHARGED A LATE FEE**

**For Profit Late Fee = \$100**

**Benevolent Late Fee = [See Fee Schedule](#)**

**THIS APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED WITH FEE TO:**

<b>In-Person</b>	<b>By Mail</b>	<b>By Email</b>	<b>By Fax</b>
Monday-Friday 8:30am-4:30pm 503-588-5346	Marion County Environmental Health 3160 Center Street NE Salem, OR 97301	<a href="mailto:EnvironmentalHealth@co.marion.or.us">EnvironmentalHealth@co.marion.or.us</a>	FAX #: 503-566-2986

**MAKE ALL CHECKS PAYABLE TO: MARION COUNTY ENVIRONMENTAL HEALTH**

**OUR OFFICE IS UNABLE TO ACCEPT ONLINE OR OVER THE PHONE PAYMENTS AT THIS TIME  
THERE IS A 2.65% SERVICE FEE FOR ALL DEBIT/CREDIT CARD PAYMENTS**