



TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

**This permit is per event
and the permit term cannot exceed 14 consecutive days.**

Please Note

- If the event is longer than 14 consecutive days, you will need to reapply and pay for another permit for the remaining days.
- **Completed application and payment must be received at least 15 days prior to the event start date or they will be denied.**
- Our office has 15 days to issue a Permit to Operate.
- Payment must be included with packet submission.

Temporary Food Packet Submission - Checklist

Please use the checklist below to ensure your Plan Review submission is complete.
Incomplete packages will be returned.

- Completed Application for a **Temporary Food Establishment Permit Application** from our website. <https://www.jchdvw.org/permits-and-applications/>

This form is included in the packet if you are picking up this packet from our office.
- Completed Required Documentation (page 3-6)
- Include copy of Certificate(s) for all person(s) listed as ANSI/CFPM certified on the Required Documentation page – (see page 5)
- Include copy of Food Handlers Cards for person(s) listed on the Required Documentation page (see page 6)
- Incomplete packets, packets received without payment, or packets not received at least 15 days prior to event – will be returned.
- Payment of \$60.00 per event (up to 14 consecutive days). Permitting process cannot begin until account is paid in full. (See page 7 for payment options)
- Submit completed packet via email to: Patti.J.Richardson@wv.gov.

Temporary Food Permit Application

Food Establishment Name: _____

E-mail Address: _____

Please list all food and beverage items below:

Food/Beverage	Source Name of Company/Address	Location Prepared	Cooking and Hot-Holding Methods

Please be specific when answering the following questions:

Where/how will you be storing your food during the day and overnight? How is your food transported?

What type of refrigeration will you be using? This includes ice chests. Will you be using a thermometer in your refrigeration system to ensure temps are being met?

Do you have a water source? If yes, please explain.

Where will you be disposing your solid waste? Where will you be disposing your sewage waste? Where will you be disposing your gray water?

- 1.
- 2.
- 3.

What will you be covering the floor/grass with?

Do you have netting/screening for your tent?

Explain your set up for hand washing and dish washing.

Required Documentation

ANSI accredited **Certified Food Protection Manager**

Certified Food Protection Manager (CFPM) - Jefferson County requires the person in charge to have an ANSI-accredited CFPM and to be on site during all hours of operation at all food establishments unless only commercially processed, prepackaged food is handled and sold. You must have at least one CFPM prior to opening your establishment. **Those holding an ANSI-accredited CFPM are not required to obtain a food handler's card.** See the link below and read the section in red.

<https://www.jchdvw.org/food-safety/food-handlers-cards/>

Please list below - all individuals with a current ANSI accredited CFPM Certificates.

You must submit a copy with your package, of all non-expired ANSI accredited CFPM certificates for each person listed below.

First and Last Name of ANSI/CFPM	First and last name of ANSI/CFPM

Required Documentation (continued)

Food Handler Cards

Food Handlers cards - Per the Jefferson County Board of Health, every employee serving, storing, or selling potentially hazardous foods or working with unpackaged food, food equipment, or utensils, or food contact surfaces in an establishment that is required to have a food establishment permit, including temporary food vendors **must** have a food handler's card, issued by the Jefferson County Health Department or a WV State food handler's card. Cards must be obtained within 30 days of hiring. See the link below for instructions on how to obtain your card:

<https://www.jchdvw.org/food-safety/food-handlers-cards/>

- Food cards **must be obtained prior** to submitting this application.
- Those holding a current ANSI accredited CFPM certification are not required to obtain a food card.

Please list below - all food handlers that meet the above definition of a Food Handler.

You must submit a copy of non-expired food handler's card for each person listed below.

First and Last Name of Food Handler	First and Last Name of Food Handler



Payment Options and Submission

Check Payments:

Please make checks **payable to Jefferson County Health Department** and **include a phone number on the top of the check**. Mail to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: 3.99% Fee applies to all Credit Card Transactions

Pay Via Form Below: Complete the credit card section below and submit along with your application via email, fax, mail or drop in the lock box outside our back door marked Environmental.

Pay Online: To use this option.

- You MUST submit your application(s) along with this payment form.
- Do not try to pay with the pay online button on our website as it will not work. You must receive a payment link to pay online.

I AM REQUESTING A PAYMENT LINK (check here): _____

[Email all permit applications and payments to: Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments.

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____