

How to Apply for a Temporary Event Food Service Business Permit

Before the Application Process:

Use [our decision support tool](#) to make sure you know which type of temporary food service permit you should apply for. Applications that are submitted under the wrong permit category will not be processed, and you will need to re-apply.

Helpful Guidelines for Using the Public Health Permit Center

- Ensure all documents uploaded to application are in PDF format.
- Ensure all **REQUIRED*** fields are completed. The form will not advance if required fields are left blank.
- Please note that your application is NOT completed until you pay the associated application fee.

Key Steps in Application Process

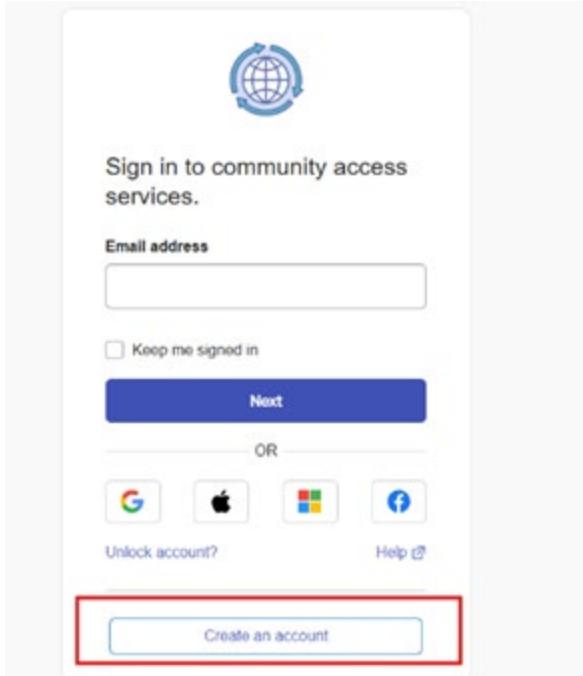
Select the step to go to more information.

1. [Create or log in to your account](#)
2. [Apply and submit your application](#)
 - [Identify and select the right application type](#):
 - [Complete the application details](#)
3. [Pay your operating permit fee](#)
4. [Submit additional information based on application type](#) (if needed)
 - Farmers market and blanket permits: [Attach a list of vendors after submitting and paying for application \(if not already complete\)](#)
 - Multiple or unlimited temporary event packages: [Add event details](#)
5. [Plan review is scheduled by Public Health staff](#)
6. [Plan review interview and approval](#)
7. [Permit is sent to contacts provided on your account by email](#)

Step 1: Create or Log in to your account

If you don't have an account in the Public Health Permit Center:

- Create your account following this link: [Sign in to community access services](#), selecting, “create an account,” and following the account creation instructions



If you do have an account in the Public Health Permit Center:

- Sign into your account using this link: [Sign in to community access services](#)

For detailed instructions on registering for an account and signing in, see [How to Use the Public Health Permit Center](#).

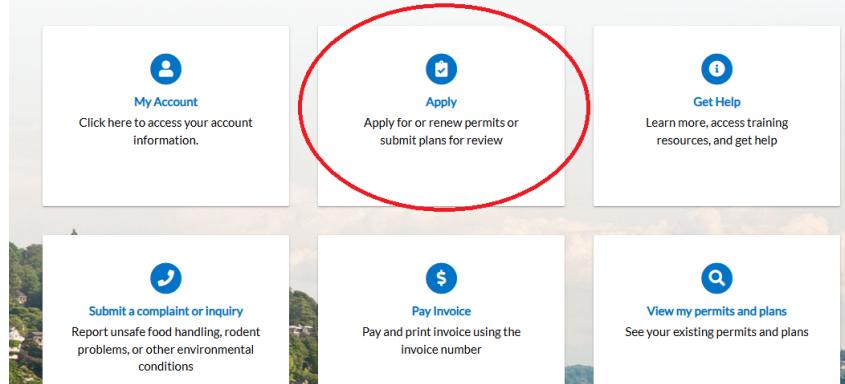
Step 2: Apply and Submit Your Application

Select “Apply”

After logging in to your account, select **“Apply”** either in the bar at the top of the screen or in the box in the middle of the Public Health Permit Center homepage.



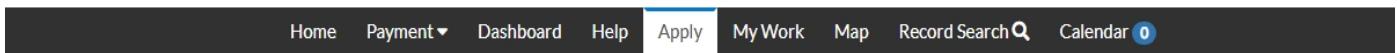
Public Health Permit Center



Identify and select the right application type:

The Application Assistant homepage automatically shows “Trending” application types, which may or may not be relevant for what you need.

- For assistance identifying the right application type, use [our decision support tool](#).
- The application options for temporary events are:
 - Minimal Food Handling – Single Event Permit
 - Moderate Food Handling – Single Event Permit
 - Complex Food Handling – Single Event Permit
 - Moderate Food Handling – Multiple (5) Event Permit Package
 - Complex Food Handling – Multiple (5) Event Permit Package
 - Minimal Food Handling – Unlimited Event Permit Package
 - Moderate Food Handling – Unlimited Event Permit Package
 - Complex Food Handling – Unlimited Event Permit Package
 - Blanket Event Permit
 - Farmers Market Tier Operating Permit
 - Temporary Event Coordinator
- Use the “Search bar” at the top of the screen to search for the application type.
 - Each permit option description is specific and needs to be entered exactly into the search bar (as listed above). For example, search for “Moderate Food Handling – Single Event Permit” and select the type of food establishment application.

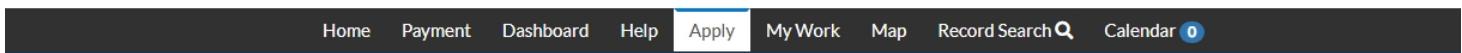


Application Assistant

Search for application names and keywords 

 **All**  **Trending**  **My History**  **LICENSES**  **PERMITS**  **PLANS**

- Once you've found the application type, read the summary to confirm it is the right type before hitting "**Apply**."



Application Assistant

Moderate Food Handling - Single Event Permit 

 **All**  **Trending**  **My History**  **LICENSES**  **PERMITS**  **PLANS**

[Show Categories](#) [Show My Templates](#)

 **Moderate Food Handling - Single Event Permit** 

Category Name: **Temporary Food** Description: **This application to be completed to apply for a King County temporary event food permit. Please submit this at least 14 days before the start date of your event.**

A moderate food handling permit:
 -Allows the vendor to serve unpackage Time/Temperature Control for Safety (TCS)* food, reheat commercially made foods (USDA/WSDA), hot hold, and offer samples
 -Does NOT allow raw animal products or cooling

This is an application to participate in a single farmers market or temporary public event.

*Time/Temperature Control for Safety (TCS) foods include meat, poultry, cooked starches, sliced melons, sprouts, fresh herb and garlic-in-oil mixtures, dairy products, cut leafy greens, cut tomatoes, and cooked produce.

If you have questions about which permit to apply for, please call 206-263-9566 or 206-477-8050.

Complete the application details

- 1. Type:** The Permit Type you have selected will be displayed. Under the DESCRIPTION box, add general information about your food service or other application details you want us to know, then click "**Next**."

The following example is for a "Moderate Food Handling – Single Event Permit."

Home Payment ▾ Dashboard Help Apply My Work Map Record Search  Calendar 0

Apply for Permit - Moderate Food Handling - Single Event Permit *REQUIRED

1 Type 2 Contacts 3 More Info 4 Attachments 5 Signature 6 Review and Submit

PERMIT DETAILS

* Permit Type: Moderate Food Handling - Single Eve

Description:

[Create Template](#) [Save Draft](#) [Next](#)

- **2. Contacts.** The Permit Center will populate with the registered user's contact information as the first contact on the permit and plan application. For each box labeled "Required," click the "plus" sign to add a new contact.

Apply for Permit - Moderate Food Handling - Single Event Permit *REQUIRED

1 Type 2 Contacts 3 More Info 4 Attachments 5 Signature 6 Review and Submit

CONTACTS

Contacts will have easy access to check the status of the application, submit documents, and pay outstanding fees online.

You have been listed as the Applicant by default. Follow the prompts to add any additional contacts related to this application.

- When you use the search bar, it checks to see if contact already exists in the system. Ensure correct spelling while searching by email address or contact name.
- If the contact was not found through your search, please click Enter Manually and carefully enter name and contact information. One phone number is required, and an email address is highly recommended.
- If multiple contact types are required and you are using the same person for both contact types, you need to add that contact twice.

When finished adding contacts, click Next.

Applicant
Jynn E. Jess (You)
Establishment
1234 easy street, land of Gold, HI, 98104

Business Owner **Add Contact** **+** REQUIRED

Commissary Kitchen Contact **Add Contact** **+** REQUIRED

Event Coordinator **Add Contact** **+** REQUIRED

Add Contact **+**

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

- Permit applications can vary in terms of contact requirements. See below table for details.

Table: Contacts required for different permit types

Permit Type	Business Owner	Certified Booth Operator	Commissary Kitchen Contact	Event Coordinator
Minimal Food Handling – Single Event Permit	X		X	X
Moderate Food Handling – Single Event Permit	X		X	X
Complex Food Handling – Single Event Permit	X		X	X
Moderate Food Handling – Multiple Event Permit	X	X	X	
Complex Food Handling – Multiple Event Permit	X	X	X	
Minimal Food Handling – Unlimited Event Permit	X		X	
Moderate Food Handling – Unlimited Event Permit	X	X	X	
Complex Food Handling – Unlimited Event Permit	X	X	X	
Blanket Event Permit	X			X
Farmers Market Permit				X
Event Coordinator Permit				x

- There are three (3) options for entering the contact information: SEARCH, MANUAL or FAVORITES.
 - You can then either “Search” for a contact, enter the contact information “Manually”, or look for a contact you have previously saved as a “Favorite.”
 - If you are entering the contact information manually, ensure all required fields are completed. Click “Submit” when you are done entering the contact details.

[◀ Back to Application](#)

Add Contact

Add Contact As : Business Owner

 Search

Enter Manually

My Favorites

Search 

[◀ Back to Application](#)

Add Contact

Add Contact As : Business Owner

Search

 Enter Manually

My Favorites

Enter Manually

Certificates [Click here to add certificate](#)

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

 Submit

- **3. More Info.** Enter all the temporary event details. The application program will not let you advance until all the **REQUIRED*** items have been entered. Once all the fields are complete, select “**Next.**”

- Select the below topics for more information and requirements by application type for Step 3 of the application:

- [MINIMAL UNLIMITED PERMIT PACKAGE REQUIREMENTS](#)
- [MULTIPLE OR UNLIMITED MODERATE OR COMPLEX PACKAGE REQUIREMENTS](#)
- [FARMERS MARKET ADDITIONAL GUIDANCE](#)
- [BLANKET APPLICATION ADDITIONAL GUIDANCE](#)

APPLICATION STEP 3 (MORE INFO):

MINIMAL UNLIMITED PERMIT PACKAGE REQUIREMENTS

When applying for Minimal Unlimited package, under the “**More info**” step, be sure to enter the following information:

1. Event name: **Other – Event not listed**
2. Specify ‘other’ Event Name:
 - a. TFE: All Permitted King County Temporary Events
 - b. Famers Market: All Permitted King County Farmers Markets



MORE INFO

General Next Section | Top | Main Menu

*Booth Name

*Commissary Kitchen Name

*Commissary Kitchen Location

Event Information Previous Section | Next Section | Top | Main Menu

*Event Name

Specify "Other" Event Name

*Event Location / Address

*Event Zip Code

A late fee is charged if applying 3 to 5 days from the event start date. Applications cannot be submitted online within 2 days of the event.

APPLICATION STEP 3 (MORE INFO):

MULTIPLE OR UNLIMITED MODERATE OR COMPLEX PACKAGE REQUIREMENTS

A Certified Booth Operator (CBO) is required for each business with the following types:

- Moderate Food Handling – Multiple (5) Event Permit Package
- Complex Food Handling – Multiple (5) Event Permit Package
- Moderate Food Handling – Unlimited Event Permit Package
- Complex Food Handling – Unlimited Event Permit Package

If you do not have an active CBO, you can register for a class using the Public Health Permit Center (search for “Certified Booth Operator” under “Apply”). CBO courses are located in downtown Seattle and the schedule is posted online here: [Temporary food service business permit - King County, Washington](#).

Home Payment▼ Dashboard Help Apply My Work Map Record Search □ Calendar 0

Apply for Permit - Moderate Food Handling - Multiple (5) Event Permit Package

*REQUIRED

Type (checkmark) Contacts (checkmark) More Info (3) Attachments (4) Signature (5) Review and Submit (6)

MORE INFO

General | Top | Main Menu

*Booth Name

*Certified Booth Operator ID

*Commissary Kitchen Name

*Commissary Kitchen Location

Back Create Template Save Draft Next

APPLICATION STEP 3 (MORE INFO):

FARMERS MARKET GUIDANCE

- Farmers Markets are divided into “tiers” based on the number of vendors participating.
 - Tier 1= 0-5 vendors; Tier 2= 5-16 vendors; Tier 3= 16+ vendors
- The Farmers Market Application is used only for the market itself.
 - Each vendor participating in the Farmers Market will need to apply for Temporary Food Permits separately.

 **Farmers Market Tier Operating Permit** Apply

Category Name: **Temporary Food** Description: Complete this form to apply for an operating permit for a new or existing Farmers Market (Tier Permit). If this application is for a new market, or for an existing market at a new location, a field plan review is required and the associated fee will be assessed.

This application is for the market operating permit. Food vendors who wish to participate at a Farmers Market should complete the application for a Temporary Food Operating Permit.

- When adding the market start and end dates, enter the full timeframe for ALL the markets scheduled to be held for that permit between those dates.
- For the day and time of operation, add as many operating dates as known at the time of application.
 - At least one day and time entry is required for the application.
 - Additional dates that may need to be added after the application has been submitted will require that the Farmers Market Coordinator contact Public Health for guidance.

Apply for Permit - Farmers Market Tier Operating Permit *REQUIRED



 Type Contacts More Info Attachments Signature Review and Submit

MORE INFO

General [Next Section](#) | [Top](#) | [Main Menu](#)

* Market Name: <input type="text"/>
Specify "Other" Event Name: <input type="text"/>
* Market History: <input type="text"/>
* Market Start Date: <input type="text"/>
* Market End Date: <input type="text"/>

List all the days your market will be operating and the operating hours for each day:

FM Market Days and Time of Operation Details

At least one row of information is required. Click **+ Add Row** to begin.

+ Add Row	Market Day	Market Time

*Market Location / Address:

FM Market Days and Time of Operation Details

+ Add Row

	Market Day	Market Time
 Edit 	Wednesday	10am-3:30pm

*Market Location / Address

2227 NE 2nd Lane

*Market Zip Code

98092

*Number of Permitted Food Booths

16 or more

- When adding food vendors, add as many food vendors as known at the time of application. At least one vendor submission is required.

Food Vendor Information Details

+ Add Row

	Vendor Name	Application Required (Office Use ...)	Application Received (Office Use ...)	Notes
 Edit 	TASTY			TENT

Food Vendor Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

	Vendor Name	Application Required (Office Use ...)	Application Received (Office Use ...)	Notes
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- When entering the Vendor, you will see two boxes which are labeled “Office Use Only.”
 - These boxes are for Public Health use and are to be left blank.
- Under the NOTES section, include a description or any other information specific to the vendor (e.g., permitted mobile, out of county mobile, tent, or cart).
 - Next, click Update to add.

*Event Name

Vendor Name

Application Required (Office Use Only)

Application Received (Office Use Only)

Event Start Date

Event End Date

Notes

Update Cancel

Our event and the operating hours for each date:

- **Attaching a List of Vendors After Application Submission and Payment**

- After the application is submitted and all fees are paid, you can return to your account later (as needed) and attach a list of vendors to your application, as follows:
 - Log into your account
 - Locate the My Work Tab
 - Locate the Permit
 - Open the Permit
 - Halfway down the page is an attachment feature. Upload vendor list.

APPLICATION STEP 3 (MORE INFO):

BLANKET APPLICATION ADDITIONAL GUIDANCE

The Blanket application is like the Farmers Market Application, with a few key differences.

- Blanket permit fees are charged by time, not per vendor. No additional permits are required from the individual vendors.
- A list of vendors is required.
 - List all vendors in the application that are known at the time of application.
 - At least one vendor is required to be listed during the application process.

- A full list of vendors can be added after application submittal by attaching a list to the application. (see **Attaching a List of Vendors After Application Submission** under [Farmers Market Application Additional Guidance](#))

4. Attachments: Upload files related to the application.

- **Attachment guidance:**
 - All documents should be uploaded as a PDF unless indicated otherwise.
 - Each document needs a different name.
 - **If you don't have Adobe Acrobat**, you can try to “Save as” a PDF, or “Print” a file and then save it as a PDF.
 - To save a file as a PDF, go to “File” and select “Save as Adobe PDF.” Name the file and **Save as type: PDF files** and then click “Save.”
 - Alternatively, go to “File” and select “Print.” Under **Printer**, select “Adobe PDF.”
- Select the **file type** if the card displays the Select Type dropdown.
 - Select “Add” on each card to attach files. Locate and select the required files on your computer, then select “Open” and “Next.”
- For Temporary Food Permits attach the following materials as directed by the application requirements:
 - Booth Diagram
 - Menu
 - Site Plan/Booth Map
- Additional attachments may include, but are not limited to the following:
 - Equipment list
 - Food processing steps.
 - Photos
 - Anything requested by temporary plan reviewer (this can be added after submission of application as requested).

Home Payment ▾ Dashboard Help Apply My Work Map Record Search  Calendar 0

Apply for Permit - Moderate Food Handling - Single Event Permit *REQUIRED

6

Type Contacts More Info Attachments Signature Review and Submit

Attachments
General attachment instructions and tips:

- Please upload each required document individually. Avoid merging separate documents into a package. If multiple documents need to be submitted for the same document type, 'Select Type' on the last blue box to add an additional document.
- All documents should be uploaded as a PDF unless indicated otherwise.

Required Documents

- Menu:** Provide a detailed menu of all the food and beverages you will be serving or a list of food and beverages you will be selling.
- Booth Diagram:** Provide a drawing of your booth layout, including locations of handwash station, cooking equipment, prep and service areas.

Optional Documents

- Photo of Handwashing Station:** Setup must include a 5 gallon or larger gravity flow insulated container with a spigot that can lock in the open position, soap, paper towels, and a bucket for wastewater.
- Time as a Control Plan:** If you wish to use Time as a Control for food at a temporary event, you must have prior approval. Submit a plan for review; must include the following
 - Which specific menu items you are requesting time as a public health control approval for
 - How the food will be labeled or identified to indicate the time it will be discarded
 The 4-hour limit for time as a control begins when the food is removed from temperature control. This may need to include time at the commissary and during transport prior to the event.
- Other**



Back **Create Template** **Save Draft** **Next**

• Once all required documents are uploaded, the documents will display as shown below.

Apply for Permit - Moderate Food Handling - Single Event Permit

*REQUIRED



Type



Contacts



More Info



Attachments



Signature



Review and Submit

Attachments

General attachment instructions and tips:

- Please upload each required document individually. Avoid merging separate documents into a package. If multiple documents need to be submitted for the same document type, 'Select Type' on the last blue box to add an additional document.
- All documents should be uploaded as a PDF unless indicated otherwise.

Required Documents

- **Menu:** Provide a detailed menu of all the food and beverages you will be serving or a list of food and beverages you will be selling.
- **Booth Diagram:** Provide a drawing of your booth layout, including locations of handwash station, cooking equipment, prep and service areas.

Optional Documents

- **Photo of Handwashing Station:** Setup must include a 5 gallon or larger gravity flow insulated container with a spigot that can lock in the open position, soap, paper towels, and a bucket for wastewater.
- **Time as a Control Plan:** If you wish to use Time as a Control for food at a temporary event, you must have prior approval. Submit a plan for review; must include the following
 - Which specific menu items you are requesting time as a public health control approval for
 - How the food will be labeled or identified to indicate the time it will be discarded

The 4-hour limit for time as a control begins when the food is removed from temperature control. This may need to include time at the commissary and during transport prior to the event.

- **Other**



Booth Diagram

Booth Diagram.pdf
Size: 15.75 KB

[Remove](#)



Menu

Menu.pdf
Size: 14.48 KB

[Remove](#)

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xla, xlax, .text, dwg, zip, .csv, rtf, .dd...

[Back](#)
[Create Template](#)
[Save Draft](#)
[Next](#)

5. **Signature:** This step allows you to electronically sign for the application. You will enter your name in two different fields on the screen.

- Type the applicant's name in the first field.
- Next, toggle the "Enable Type Signature" by sliding the toggle to the right.
- Type the name again or draw the signature in the field. Select "next" to continue.

SIGNATURE

By providing my first and last name below, I affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/ or revocation of the license. I understand that all signs displayed on my premise must be permitted by the Community Development Agency. I further understand that my business must be operated in compliance with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations. I understand that all decisions of the Building Division may be appealed to the Review Board.

* Please type your name as consent to electronically sign this application.

Kathy LaPaglia

Enable Type Signature

Kathy LaPaglia

Kathy LaPaglia
February, 09 2023

X Kathy LaPaglia

Back

Create Template

Save Draft

Next

6. Review & Submit.

- **Be sure to review all information for accuracy and thoroughness.**
- When you are ready, select “Submit.”
- Please NOTE that late fees will apply if the application is not submitted by the deadline for online submissions. Applications cannot be accepted through the online portal two days before an event.
- If any required information missing/invalid when the application is submitted, a WARNING is issued, and the application cannot be completed. If this occurs, select “close” on the WARNING screen, and then continue with review making the required changes. If you need more time to collect the missing information, you can select “Save Draft.” Your application is now saved under your account and can be completed later after making the noted corrections.

✓ Your application was successfully submitted!

Thank you for completing our online application form. This application is not complete and will not be reviewed until all fees have been paid. Please click "Add to Cart" in the fee card, then go to the cart to make payment.

[Continue to permit](#)

Fees

\$304.00

[View Details](#)

[Add to Cart](#)

Step 3: Pay your operating permit fee

- Even though your screen will say "Your application was successfully submitted," your application is NOT finalized and completed until you pay the associated application fee.
- Proceed to payment by adding the fee to your cart and making payment.

[◀ Back](#)

Shopping Cart

				Total \$304.00
				Check Out
Invoice: INV-20000896		Description: TFE-BO-9000192-2025		
Case Number	Project	Case Address	Amount Due	
TFE-BO-9000192-2025			\$304.00	
				Remove
				Top Main Menu

Step 4: Submit additional information needed based on application type

Attach a List of Vendors After Application Submission and Payment (If not already complete)

Required for: Farmers Market Permit and Blanket Permit

- After the application is submitted and all fees are paid, you can return to your account later (as needed) and attach a list of vendors to your application, as follows:
 - Log into your account
 - Locate the My Work Tab
 - Locate the Permit
 - Open the Permit
 - Halfway down the page is an attachment feature. Upload vendor list.

Add event details

Required for: Multiple and Unlimited Temporary Event Permit Packages

Make sure to add details for events after submitting your initial application:

- Log in to your account
- Go to “My Work,” select “My Permits,”
- Select the permit package
- Scroll to “Sub Records,” select the record for “event 01,” and add the information for the event.
- **Repeat these steps for each new event.**

Steps 5-7: Plan review is scheduled by Public Health staff, Plan review interview and approval, Permit is sent by email to account

After completing all the steps for application and payment, the application is assigned to a Food Safety Program team member who will schedule time with you to conduct a Plan Review.

This review is a required step, and permit cannot be issued until completed. So, be on the lookout for an email or phone call from one of our Food and Facilities team members.

1. Plan review interview and approval
2. Permit is sent to contacts provided on your account by email

Thank you! If you have any questions, please reach out to the Food Safety Program for additional guidance.