



# Application for Temporary Food Service Permit

## Alaska Department of Environmental Conservation Division of Environmental Health Food Safety & Sanitation Program



PURPOSE (check one) <input type="checkbox"/> 1 Day Event <input type="checkbox"/> 2-3 Day Event <input type="checkbox"/> 4-7 Day Event <input type="checkbox"/> 8-28 Day Event				
<input type="checkbox"/> Check if this event occurs multiple times in a year. If so, please list dates:				
FEE (check one) <input type="checkbox"/> \$35.00 for 1 Day Event <sup>1</sup> <input type="checkbox"/> \$65.00 for 2-3 Day Event <sup>1</sup> <input type="checkbox"/> \$90.00 for 4-7 Day Event <sup>1</sup> <input type="checkbox"/> \$120.00 for 8-28 Day Event <sup>2</sup> <input type="checkbox"/> Non-Profit/Fee Exempt Attach a copy of the letter from the IRS stating your status as 501(c) (3). <sup>3</sup> <input type="checkbox"/> School Fundraiser/Fee Exempt				
<small><sup>1</sup>If the application is submitted fewer than 7 days before the event the fee is doubled. <sup>2</sup>If the application is submitted fewer than 15 days before the event the fee is doubled. <sup>3</sup> Fee Exempt Organizations late fees equivalent to the original fee will be applied to applications that are not received in time periods noted in 1 &amp; 2.</small>				
Booth or Organization Name		Responsible Person		Telephone
Mailing Address			City	State    Zip
Email Address			Fax	
Name of Event and Location			Dates of Event	

- Before completing this application, read the [Temporary Food Service Checklist](#). Have you read this material?     Yes     No
- Will all foods be prepared at the temporary food service booth?  
 Yes: Fill out Section A  
 No: Attach a copy of the signed agreement for use of an approved kitchen, listing dates, times, preparation and the storage of food items *and* fill out Sections A & B.
- WHAT IS ON YOUR MENU? (attach a separate piece of paper if necessary): \_\_\_\_\_
- LIST ITEMS ON YOUR MENU and for each item check which preparation procedure will occur. If your food preparation procedures cannot fit these charts, list all of the steps in preparing each menu item on an attached sheet.

SECTION A - At the booth							
FOOD	THAW	CUT/ASSEMBLE	COOK	COOL	COLD HOLDING	REHEAT	HOT HOLDING
1.							
2.							
3.							
4.							
5.							

SECTION B - At the approved kitchen							
FOOD	THAW	CUT/ASSEMBLE	COOK	COOL	COLD HOLDING	REHEAT	HOT HOLDING
1.							
2.							
3.							
4.							
5.							

- On the back of this page, draw a sketch of the booth.
- Source(s) for meat, poultry & seafood: \_\_\_\_\_  
Source of and storage of water:     city     other \_\_\_\_\_  
Storage and disposal of wastewater:     city sewer     other \_\_\_\_\_  
Storage and disposal of garbage:     dumpster     other \_\_\_\_\_
- An event that lasts 4 days or longer the operator is required to either have an [Alaska Food Worker Card](#) or be a [Certified Food Protection Manager](#). Does the operator meet this requirement?     Yes     No     N/A If yes, please attach a copy of the Food Worker Card or CFPM Certificate

I certify that I am familiar with [18 AAC 31](#), the Alaska Food Code, and the above described establishment will be operated and maintained in accordance with the regulations.

Applicant's Signature	Date:
FOR OFFICE USE ONLY	
Payment Method: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash    Payment Amount: _____	Date Rec'd: _____
Initials: _____    Permit #: _____	Comments: _____

Booth/Organization Name: \_\_\_\_\_

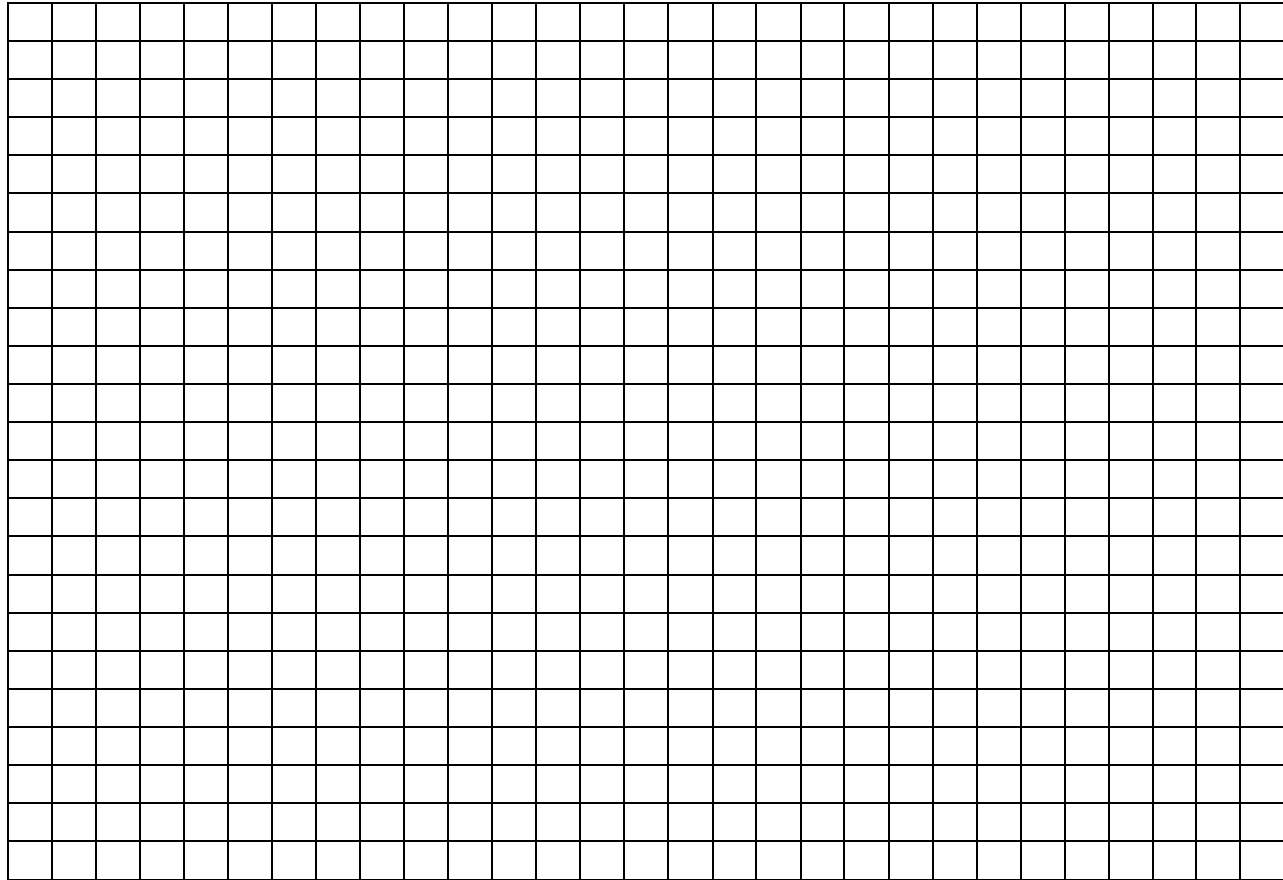
**Booth Sketch:**

A. Draw in the location and identify all equipment including:

- handwash facilities
- dishwash facilities
- cooking equipment
- refrigerators
- worktables
- food/single service utensil storage

B. Describe floor, wall and ceiling surfaces: \_\_\_\_\_

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A large grid for drawing the booth layout. The grid consists of 24 columns and 24 rows of squares.

**DEPARTMENT COMMENTS:**

**Permit Number**

**Approved By**

**Date**

**Copy to Applicant:**

Hand delivered

Date mailed: \_\_\_\_\_

Emailed