



MUNICIPALITY OF ANCHORAGE

825 "L" Street • PO Box 196650

Anchorage, AK 99519-6650

Department of Health and Human Services



TEMPORARY FOOD SERVICE PERMIT APPLICATION

**This Application Is Not A Permit - You May Not Operate Until
You Receive A Permit Or Permit Number From The Health Department**

PERMIT MUST BE POSTED IN THE FOOD BOOTH DURING OPERATION

COMPLETED FORM SHOULD BE RETURNED AT LEAST ONE WEEK PRIOR TO EVENT

Applications received less than 7 days prior to the event will be assessed a late fee of \$10. Applications received less than 3 days prior to the event may not be approved. A Health Inspector will contact you to discuss your application and how to get the permit to you if you are approved to operate. If you have not been contacted prior to the event, call our office at (907) 343-4200.

EVENT DATES

**EVENT NAME &
SPECIFIC LOCATION/ADDRESS**

**HOURS OF
FOOD SERVICE**

Note: Multiple Event Dates And/Or Multiple Event Locations May Require Separate Permits.

Organization/Company Name: _____

Responsible Party: (Name) _____ 1st Phone # (____) _____

2nd Phone # (____) _____

Email Address: _____ (Please Double-Check The Email Address And Be Sure It Is Legible)

Mailing Address: _____
Street/P.O. Box City State Zip

A Person in Charge of each shift **MUST** have a valid Municipality Of Anchorage Food Worker's Permit or Certified Food Manager's Certificate. **Please print the person's name and type of Card or Certificate and the expiration dates of the cards. Please print legibly.**

Permit Category _____	Fee Received \$ _____	Late Fee \$ _____
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash	<input type="checkbox"/> Check# _____
Received By: _____	Date Received _____	Receipt No. _____

Facility ID / Permit # _____	Owner ID _____	District _____
Approved By _____	Date _____	

PERMIT FEES: May be paid by check mailed to MOA; or by check, cash or credit card at the Health Department

Temporary Food Establishment – operating one day; the Permit Fee is \$25

Temporary Food Establishment – operating 2 – 4 days consecutively; the Permit Fee is \$40

Temporary Food Establishment – operating 5 – 21 days consecutively; the Permit Fee is \$60

Temporary – Seasonal Permit Fee varies with Risk Type

Type of Structure:

- Inside a permanent building (a church or community center for example). A mobile unit.
- A temporary concession booth (*located at the event site*).

Water Supply:

Where are you getting your water? _____ (*Must be an approved public water supply.*)

- Delivery Method: Holding Tanks Connected to city water with food-grade hose Bottled Water
 Other (*for example - haul in approved water jugs*) _____

Wastewater:

Note: If wastewater disposal is being arranged by someone else, please provide their name and phone number

- City sewer, using commissary kitchen or nearby building (*specify building*) _____
- City sewer, using disposal site near booth. Specify location: _____
- Approved septic system (*not municipal sewer*) _____
- Mobile holding tanks; discharged to sewer _____
- Other _____

Garbage Disposal: (how/where will garbage be disposed): _____

Bathroom Facilities:

- Permanent Portable Units Approximate distance from food booth: _____

Hand Washing:

- Permanently plumbed, dedicated hand wash sink with hot and cold running water, soap, and paper towels.
- Portable hand washing station with warm running water, soap, paper towels, and garbage receptacle.
- Insulated 5-gallon container of warm water with faucet-type spigot, soap, paper towels and receptacles for collecting waste water and used paper towels.

Dish Washing Location: **On Site (at the booth - wash, rinse, sanitize)**

At approved facility or commissary

- 3- compartment sink 2- compartment sink plus a portable basin for sanitizing rinse 3- portable basins

MENU

Please list all items that you plan to serve or attach menu. If you need more space, list additional items and all preparation steps on a separate page. All items must be prepared on site OR in approved facility or commissary. In order to use a Commissary or Approved Facility, you must attach a signed commissary letter.

Items prepared onsite, at the temporary food booth

FOOD – MENU ITEM Prepared Onsite	Thaw	Cut/ assemble	Cook	Reheat	Hot/Cold hold	OTHER

Items prepared in approved facility or commissary – attach signed commissary letter

FOOD – MENU ITEM Prepared Onsite	Thaw	Cut/ assemble	Cook	Reheat	Hot/Cold hold	OTHER

