



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 ¹ <input type="checkbox"/> \$65.00 for 2-3 Day Event ¹ <input type="checkbox"/> \$90.00 for 4-7 Day Event ¹ <input type="checkbox"/> \$120.00 for 8-28 Day Event ² <input type="checkbox"/> Non-Profit/Fee Exempt Attach a copy of the letter from the IRS stating your status as 501(c)(3). ³ <input type="checkbox"/> School Fundraiser/Fee Exempt			
<small>¹If the application is submitted fewer than 7 days before the event the fee is doubled. ²If the application is submitted fewer than 15 days before the event the fee is doubled. ³ 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 and 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.
- LIST ALL 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	PORTION/PKG
1.								
2.								
3.								
4.								
5.								

SECTION B - At the approved kitchen

FOOD	THAW	CUT/ASSEMBLE	COOK	COOL	COLD HOLDING	REHEAT	HOT HOLDING	PORTION/PKG
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: ☐ Check # _____ ☐ Credit Card ☐ Cash Payment Amount: _____ Date Rec'd: _____
Initials: _____ Permit #: _____ Comments: _____

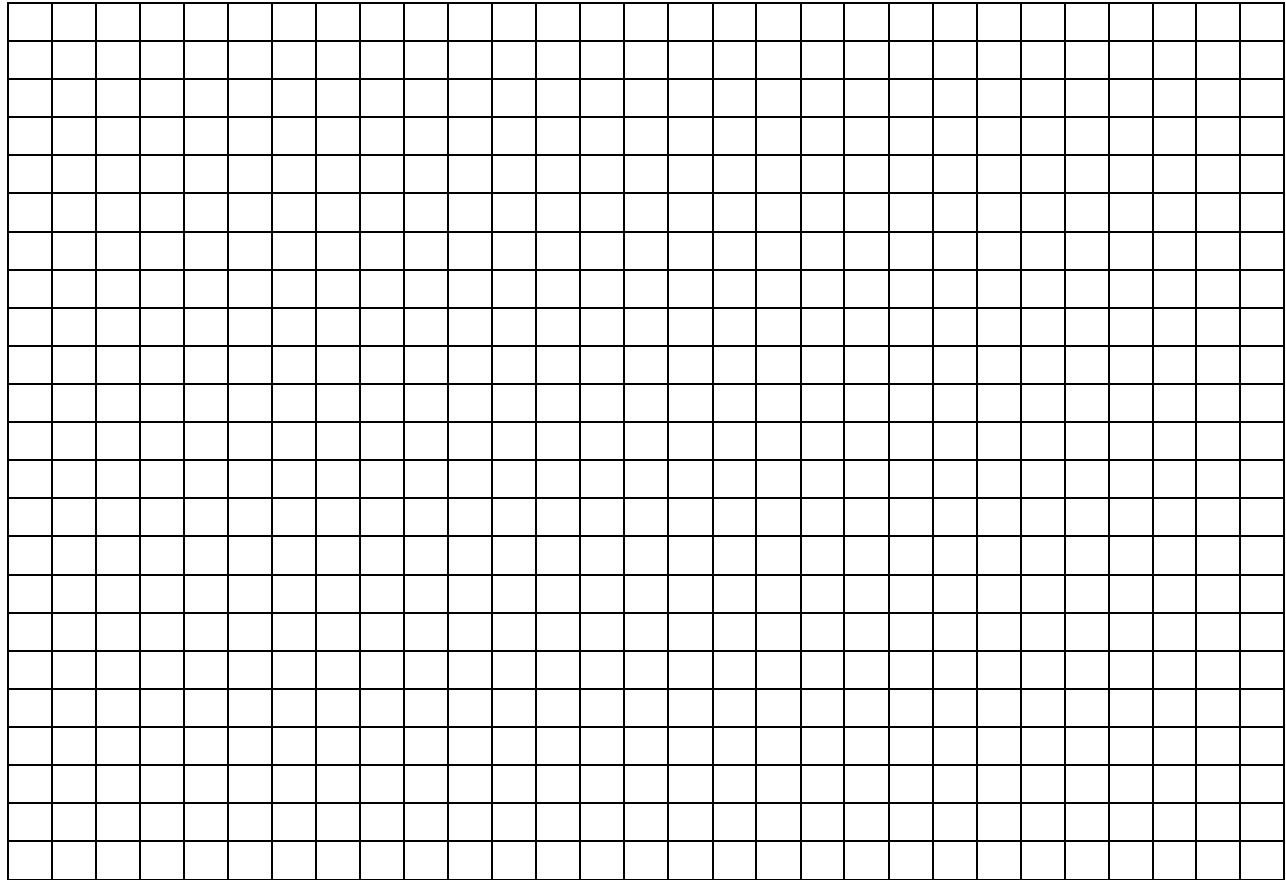
Booth/Organization Name: _____

Booth Sketch:

A. In the drafting square below, 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: _____



Use above sketch area for your booth sketch.

DEPARTMENT COMMENTS:

Permit Number _____

Approved By _____

Date _____

Copy to Applicant:

☐ Hand delivered

☐ Date mailed: _____

☐ Emailed