

Temporary events that offer foods require approval by the Snohomish County Health Department (SCHD). Food vendors operating at a temporary event are required to obtain a temporary food establishment permit. Temporary events include, but are not limited to fairs, festivals, markets, tasting events, BBQ competitions, and large sporting events. When vendors are selling food, there are requirements that the event coordinator must meet to ensure they are protecting their guests from foodborne illness among other safety hazards.

Temporary Event Coordinator Responsibilities and Notification Requirements

The temporary event coordinator is responsible for the following:

- Serving as a liaison between SCHD inspectors and food vendors to ensure compliance to all applicable regulations.
- Verifying that all food vendors have a valid temporary food establishment or mobile food unit permit issued by SCHD prior to beginning operation at a temporary event.
- Ensuring that all required facilities at a temporary event are properly maintained to prevent a public health nuisance from occurring.

Event coordinators are required to notify the Snohomish County Health Department (SCHD) of a temporary event where food will be sold or given away. A [Coordinator Checklist for a Temporary Food Event](#) should be submitted at least 30 days prior to the event.

The following temporary event details must be provided to allow proper permitting and inspection of food vendors:

- Name of event.
- Date(s) of event with planned hours of operation (including setup).
- Location of event (valid physical address).
- Name(s), phone number, and e-mails of event coordinator(s) / responsible individuals.
- A contact list for all food vendors who have been approved to participate in the event.

The completed checklist may be turned in by e-mailing food.safety@snoco.org OR Delivering it in-person to SCHD at 3020 Rucker Ave. Everett, WA 98201.

Temporary Event Location Requirements

The following event location details must be provided to allow proper permitting of food vendors:

- Will access to toilet facilities w/ adjacent handwashing stations be provided for food workers and the public?
- Will access to potable water be provided to food vendors?
- Will access to electricity be provided to food vendors?
- Will solid waste and wastewater disposal services be provided?
- Will access to produce or ware washing facilities be provided to food vendors?
- Will access to refrigeration be provided to food vendors?
- Will secure on-site overnight storage be provided for food vendors?
- Will any animal exhibits be present near food vendors?

The following event details must be provided to allow proper access for inspection of food vendors and facilities:

- A map containing layout of food booths, toilet facilities, and other applicable facilities (animal exhibits, ware washing, refrigerated storage, potable water sources, wastewater disposal, etc.).
- If applicable, parking passes, parking maps, security credentials, etc. must be provided to allow inspector(s) access for inspection.

Temporary Event Inspection Compliance

- Immediate Corrective Action
 - Food vendors are required to take immediate corrective action for violations in the following foodborne illness risk factor categories observed during inspection:
 - Employee health & hygiene
 - Preventing contamination by hands
 - Approved source, wholesome, not adulterated
 - Protection from cross contamination
 - TCS food time and temperature control
- Re-inspection
 - A re-inspection will be conducted to verify continued compliance throughout an event for any food vendor with a foodborne illness risk factor violation

Temporary Event Permit Exemptions

The following operations at a temporary event may require a review to verify an approved exemption exists:

- A mobile food unit with a valid permit from Snohomish County Health Department that is operating the approved unit with the approved menu.
 - Additional mobile food units (different vehicle, cart, etc.), expanded operations (outside of approved unit), and expanded menus require a temporary food establishment permit.
 - Mobile food units visiting from other counties must obtain a temporary food establishment permit.
- A food vendor with an approved exemption issued by Snohomish County Health Department, who are serving foods that are specifically identified as exempt from permit under [WAC 246-215-08305](#).
- A food vendor that does not meet the definition of a Food Establishment according to WA Retail Food Code.

Temporary Event Permit Compliance

A food vendor may have their permit suspended and be required to cease operations for the following:

- Failure to immediately correct a foodborne illness risk factor violation.
- Operating under conditions considered and imminent health hazard including but not limited to lack of electrical, lack of water, improper wastewater discharge, misuse of poisonous or toxic materials, a gross insanitary condition, and any circumstance that may endanger public health.

A food vendor will be required to immediately stop operations if found operating without a valid temporary food permit.

Temporary Event Facility Requirements

1. Solid Waste Disposal

An approved on-site solid waste disposal method must be provided by the event coordinator. The minimum requirements are:

- Suitable amount of waste containers to capture solid waste.
- Collection of solid waste by an approved solid waste disposal company.



2. Wastewater Disposal

An approved on-site wastewater disposal or collection method must be provided by the event coordinator. The minimum requirement is:

- Plumbed facilities connected to a sanitary sewer OR
- Approved wastewater tanks collected by an approved wastewater disposal company



3. Toilet Facilities

Approved on-site toilet facilities w/ adjacent hand washing stations must be provided by the event coordinator. The minimum requirement is:

- Plumbed facilities connected to a sanitary sewer OR
- Approved portable toilets collected by an approved wastewater disposal company.



4. Potable Water Source (If Applicable)

An on-site potable water source must be used by a food vendor or event coordinator if an approved commissary kitchen or bottled water is not in use by a food vendor. The minimum requirement is:

- Potable water connection with appropriate backflow prevention.



5. Ware Washing Sink (If Applicable)

A ware washing sink must be provided by a food vendor or event coordinator for any temporary event that operates two consecutive days or more. The minimum requirements are:

- A three-compartment sink with two integral drain boards.
- Adjacent hand wash sink.



6. Food Preparation Sink (If Applicable)

A food preparation sink must be provided by a food vendor or event coordinator if any raw produce is prepared (cut, chopped, etc.) on site. The minimum requirements are:

- A protected sink designated for produce washing only.
- Adjacent hand wash sink.



7. Plan for Cleanup of Vomit and Diarrhea Events

If a vomit or diarrhea event occurs at your temporary event where food is being handled and served, any food booths affected should immediately close and discard open foods that may have been contaminated. Food Workers who are exhibiting signs of illness or who have been exposed directly should be sent home.

- Event Coordination staff should follow a Vomit & Diarrhea Clean Up Plan to close the area to the public until it has been cleaned and disinfected [ref AMC Toolkit Vomit and Diarrhea Clean-up Plan].
- Food Booths should close if located in or around an affected area. Food Service should only resume after approval from SCHED has been received [ref Imminent Health Hazards Handout].

Additional Resources

[Coordinator Checklist for a Temporary Food Event](#)

[Temporary Food Booth Requirements \(For Operators\)](#)

[Spanish Temporary Food Booth Requirements \(For Operators\)](#)

[Application for Temporary Food Establishment Permit](#)

[Spanish Application for Temporary Food Establishment Permit](#)

[Application for Exemption from Permit](#)

[Spanish Application for Exemption from Permit](#)

[AMC Toolkit Vomit and Diarrhea Clean-up Plan](#)

[Imminent Health Hazards Handout](#)

[Animal Exhibit Guide](#)