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<b>Number:</b>	FOOD Policy 2026-02	Effective Date: 01/01/2026
<b>Applies To:</b>	Permanent Food Service Establishments	Supersedes: N/A
<b>Approved:</b>	Eric Evans, RS, Asst. EH Director	Next Review: 10/01/2026

## A. Purpose

The purpose of this policy is to establish risk-based permit categories for temporary food service establishments. Permit classifications are consolidated into three categories: Fee-exempt Menu, Limited Menu, and Complex Menu. The placement within categories is consistent with the FDA's process-based risk model and the Washington State Retail Food Code.

## B. Policy Statement

It is the policy of the Kitsap Public Health District (Health District) to protect public health by minimizing the risk of foodborne illness and ensuring compliance with applicable local ordinances and state food safety regulations.

## C. Guiding Principles and Definitions

### 1. Process Approach

A method for grouping food service operations based on the type of food-handling activities conducted and the level of food safety risk associated with those activities.

### 2. Flow of Food

The food preparation steps between the establishment receiving the food and selling it to the customer.

### 3. Time/Temperature Control for Safety (TCS) Foods

Foods that require time or temperature controls to limit the growth of pathogenic microorganisms.

#### **4. Permit Posting**

Regardless of permit category, the Temporary Food Vendor shall post their Temporary Food Permit in a location visible to the public. Failure to post a permit may result in additional inspections and related fees.

### **D. Implementing Procedures**

#### **1. Permit Menu Types**

Temporary Event food service establishments shall be classified into permit categories based on the food processes conducted.

##### **a. Fee-Exempt Menu Permit**

A temporary food event vendor menu shall be classified as Fee-Exempt Menu when low-risk foods meet the requirements of [WAC 246-215-08305](#). Only the foods listed may be included in the Fee-Exempt Menu Permit:

- Non-TCS fruit and vegetable samples
- Popcorn made from commercially packaged ingredients
- Dried herbs and spices from an approved facility
- Crushed-ice drinks made only with non-TCS ingredients (self-contained machines only)
- Corn on the cob
- Whole roasted peppers
- Roasted nuts (including candy-coated)
- Chocolate-dipped prepackaged ice cream bars
- Chocolate-dipped bananas (prepared in an approved facility)
- Cotton candy

The Fee-Exempt Menu Permit shall be applied for annually and expires at the end of each calendar year. Any menu changes will require re-application.

##### **b. Limited Menu Permit**

A temporary food event vendor menu shall be classified as Limited Menu when food handling activities do not exceed the following processes:

1. Preparation and service of cold-held foods (excluding any raw animal proteins).
2. Heating for immediate service of commercially prepared, fully cooked foods.
3. Hot holding of commercially prepared, fully cooked foods.

Inspections will occur at the discretion of the Health District.

c. Complex Menu Permit

A temporary food event vendor menu shall be classified as Complex Menu where food handling activities include one or more of the following processes:

1. Hot holding of TCS foods
2. Raw animal proteins for immediate consumption
3. Cooking raw animal proteins to destroy pathogens
4. Cooling of TCS foods

An inspection will occur for the first event of the year for each Complex Menu Permit vendor. If the vendor participates at other events during the year, which requires a separate permit for each event, an inspection may be waived based on previous inspections and menu.

**E. Permit Duration**

a. Single Event Permits

Required for food service at a single event. A single event can run 1-21 consecutive days. Examples include County fairs, parades, or cultural festivals.

b. Recurring Event Permits

Required for food service at events lasting between 1-3 days a week on a repeating schedule. Examples are school sports season concession stands, flea markets/community markets. Permits expire at the end of the recurring event, or 1 year from issuance.

c. Farmers' Market

Required when the Recurring Event meets the definition of a Farmers' Market in [WAC 246-780-010](#). Each Farmers' Market a vendor participates in will require its own permit. Food vendors who wish to participate in multiple Farmers' Markets (not at the same time) may obtain a 50% discount for each additional permit purchased through the same application.

**F. Permit Application & Eligibility**

- a. Permits should be submitted at least 14 days prior to the start of an event.
- b. Permit applications received between 13 and 3 business days prior to the event will be assessed a 25% late fee.
- c. Permit applications submitted less than 2 business days prior to the event will not be accepted.
- d. Any vendor identified operating at an event without a permit will be required to shut down and stop operation. There are no exceptions to this requirement. Any vendor identified operating after the first notification of permit requirements may be issued a civil infraction.

**G. References**

Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments; U.S. Department of Health and Human Services, Food & Drug Administration, Center for Food Safety and Applied Nutrition [2006]

**H. Policy Review History**

- Initial Approval 12/2025