



Title: Out of Jurisdiction Caterer & Mobile Units	Page 1 of 2
Number: FLE Policy 2022-01	Effective Date: 12/12/2022
Applies To: Caterers and mobile unit operations permitted in other WA counties and operate in Kitsap County	Supersedes: N/A
Approved: John Kiess, RS, EH Director	Next Review: 12/01/24

A. Purpose

The purpose of this policy is to provide operators of catering and mobile unit businesses that hold an annual operating permit outside Kitsap County with a permitting policy and procedure to operate in Kitsap. The business must operate in the manner approved by the primary permitting authority.

B. Policy Statement

It is the policy of the Kitsap Public Health District (Health District) to minimize the public’s exposure to foodborne illness by ensuring local ordinance and state law requirements are being met.

C. Definitions

For the purposes of administration and enforcement of this policy and procedure, the definitions found in Chapter 246-215 Washington Administrative Code apply.

D. Implementing Procedures

1. Additional permitting is not required when the business is operating at a private event (a non-public event), such as a wedding or birthday party, if the business is operating in the manner approved by the primary permitting authority.
2. An out-of-county caterer or mobile unit cannot setup and operate at a site that serves the general public, such as in front of tavern or other public space, unless a permanent or temporary Food Service Establishment Permit issued by the Kitsap Public Health District is obtained.
 - a. The Health District may not approve the same operating procedures, menu, and agreements as they are approved in a different county.
 - b. When applying for a permanent Food Service Establishment Permit and if a commissary kitchen is used, an approved commissary kitchen located in Kitsap County will need to be obtained. An exception may be made if the operator also owns a brick-and-mortar food establishment in a different county that the Health District deems adequate for the menu and processes they would like to implement in Kitsap County.

3. A Temporary Food Establishment Permit must be obtained when the business is operating at an approved public event, such as a farmers market or fair.
4. Businesses must comply with operating requirements from other Kitsap County agencies, including, but not limited to, building departments and the fire marshal's office.
5. Enforcement actions that may be administered include:
 - a. Food safety concerns or complaints about the establishment that are reported to the Health District will be forwarded to the applicable permitting authority.
 - b. Food safety concerns witnessed by Health District staff can be corrected directly with the operator.
 - c. The Health District can prohibit businesses from operating in Kitsap County if issues which negatively impact public health arise.
 - d. The Health District can require a business to comply with administrative enforcement if it is beneficial to public health, such as an office conference or obtaining an operating permit in Kitsap County.

E. References

- KPHB Ordinance 2022-02, *Food Service Regulations*
- Chapter 246-215 Washington Administrative Code, *Washington State Retail Food Code*

F. Policy Review History

Initial Approval	2022
KFAC Review	2022