

# Temporary Food Establishments (TFEs) Permitting Requirements

In order to serve or distribute food to the public in Spokane County, the person in charge of food service must first obtain approval or a permit to operate issued by Spokane Regional Health District. See chart below for permitting options.

**A TFE operates at one location with a set menu: (a) for up to 21 consecutive days in association with a single event; or (b) up to 3 days a week in association with a recurring organized event, such as a farmers market.**

**Examples of events that may require a permit or approval:** customer appreciation day, pancake or spaghetti fundraiser, sampling foods, food booth at an event or market. **Not sure? Call 324-1560, ext. 2**

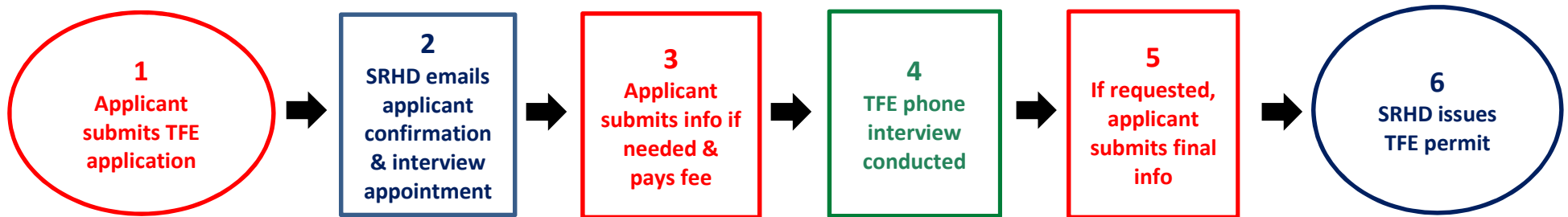
Category	Description of Food Service Category	Steps to Obtain a Permit/Approval
<b>Exempt from Rules and Permit</b>	Foods offered are limited to exempt foods, e.g. bagged chips, candy, bottled pop. A complete list can be found at: <a href="https://srhd.org/media/documents/ExemptfromRulesJune20161.pdf">https://srhd.org/media/documents/ExemptfromRulesJune20161.pdf</a>	<b>No permit is required.</b> You are not required to contact the Food Safety program. Food safety tips can be found at: <a href="https://srhd.org/programs-and-services/consumer-food-safety-at-home">https://srhd.org/programs-and-services/consumer-food-safety-at-home</a>
<b>Exempt from Permit with SRHD Approval</b>	Foods offered are limited to a preset list of food items, e.g. popcorn, cotton candy. A complete list can be found at: <a href="https://srhd.org/programs-and-services/temporary-food-establishment-permits/exemptions">https://srhd.org/programs-and-services/temporary-food-establishment-permits/exemptions</a>	<b>An “Exempt from Permit with Local Approval” application and \$25.00 application fee are required.</b> The application can be found at: <a href="https://srhd.org/media/documents/Exempt-From-Permit.pdf">https://srhd.org/media/documents/Exempt-From-Permit.pdf</a>
<b>A permit is required for a TFE.</b> See below for Level 1, 2 or 3 TFE permit options. The TFE application for permit can be found at: <a href="https://srhd.org/media/documents/TFEApplication.docx">https://srhd.org/media/documents/TFEApplication.docx</a>		
<b>Level 1 TFE</b> (*fee range \$100-160)	Menu items are limited to those on the list at: <a href="https://srhd.org/media/documents/TFELevel1MenuList.pdf">https://srhd.org/media/documents/TFELevel1MenuList.pdf</a>	<b>A permit is required.</b> <ul style="list-style-type: none"> <li>Submit a TFE application at least 14 days prior to first date of operation to avoid late fee charge</li> <li>Pay permit fee</li> <li>Complete an interview with Food Program staff.</li> <li>An inspection may be required</li> </ul> <p><b>There is no annual Level 3 TFE permit option. A Level 3 permit is required for each event or location, e.g. a separate permit is required for each farmers market location or temporary event.</b></p>
<b>Level 2 TFE</b> (*fee range \$200-400)	Serves a limited number of menu items that require minimal food preparation. Menu items for a Level 2 would include cooked vegetables and pre-cooked meats.	
<b>Level 3 TFE</b> (*fee range \$300-480)	Menu items that do not qualify for a Level 1 or Level 2 TFE permit. Cooking or handling of any raw animal protein for service at a TFE falls under Level 3. Operations with a large number of menu items or complex food preparation steps would also be Level 3.	

\*Fee range is valid for 2018-2019

# Temporary Food Establishments (TFEs) Permitting Flow Chart

**Key:**

- Permit applicant is responsible for red steps when applying for a TFE
- Blue steps are Spokane Regional Health District (SRHD) responsibility
- Green steps are completed together



There are several steps that must be completed before SRHD can issue your TFE permit. They must be all be completed, *even if you've held a TFE permit before*. Submitting complete information and responding quickly to requests for additional information will ensure the process is most efficient for everyone. Permitting steps:

- 1- **Submit your application at least 14 days prior to the event.** Applications must be complete in order to prevent delays and keep costs down. They may be submitted by email ([foodsafetyprogram@srhd.org](mailto:foodsafetyprogram@srhd.org)), fax (509) 324-3603 or in person (see address below). The applications can be completed on your computer, saved and emailed – you can save time in the future by updating a previous application.
- 2- Within three business days, **SRHD will send you an email** notifying you of your permit fee, any additional information the inspector requires to complete review of your application, and a date/time that an inspector will call you for your TFE phone interview to discuss your proposed menu, booth set-up and food preparation steps. The date/time (either morning or afternoon) scheduled will be based on the availability you listed on your application. *It is your responsibility to ensure you have accurately listed your availability on the application.*
- 3- **Submit any additional information requested by the inspector. Pay the permit fee indicated on the email.** *The additional information must be submitted and the permit fee paid before the interview takes place.*
- 4- **Discuss your operation during the scheduled phone interview.** If you fail to keep the interview appointment, it is your responsibility to reschedule. *SRHD cannot guarantee that we will have time to complete your application and issue your permit if you miss your scheduled interview.*
- 5- **Submit any modifications if required by the inspector** during the interview.
- 6- **SRHD will issue your permit** – it may be mailed or hand-delivered at the event. That may be discussed during the phone interview.

If you have any questions regarding TFE requirements, visit our Temporary Food Establishment web page at <https://srhd.org/programs-and-services/temporary-food-establishment-permits>.