



Application for Temporary Food Service Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety & Sanitation Program



PURPOSE (check one) 1 Day Event 2-3 Day Event 4-7 Day Event 8-28 Day Event

Check if this event occurs multiple times in a year. If so, please list dates:

FEE (check one) \$35.00 for 1 Day Event¹ \$65.00 for 2-3 Day Event¹ \$90.00 for 4-7 Day Event¹ \$120.00 for 8-28 Day Event²

Non-Profit/Fee Exempt Attach a copy of the letter from the IRS stating your status as 501(c) (3).³ School Fundraiser/Fee Exempt

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.

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: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash Payment Amount: _____	Date Rec'd: _____
Initials: _____ Permit #: _____	Comments: _____

