Lewis & Clark Public Health

Temporary Permit Application

APPLICATIONS MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS BEFORE THE START DATE OF YOUR EVENT!

1. Incomplete or late applications may not be reviewed—answer **all** questions with as much detail as possible (create a verbal image of what you will do).
2. Food safety training is required—you must submit a food handler's certificate (if all items are precooked) or a Certified Protection Manager certificate (if handling raw meat such as hamburgers).
3. Source of water—you must indicate the source of water. Water from a public water system such as city water or a restaurant or other public establishment is preferred. If using a private Well, you must submit water test results for coliforms and nitrate.
4. Make payment. After your application is submitted, we will send you an invoice requesting payment.

Submit this application to

Email your completed application to phlicest@lccountymt.gov or mail to:

<div align="center">

Lewis & Clark Public Health
ATTN: Licensed Establishment Admin
1930 9th Ave
Helena, MT 59601

</div>

If you wish to discuss your plan with a sanitarian, contact us ahead of time to make an appointment. Leave a message at 406-457-8919 and we will return your call or email us at PHLicEst@lccountymt.gov.

Payment

Lewis & Clark Public Health will send you an invoice when we are ready to take payment for your application. You must submit an application before payment can be received.

Attachments

- ☐ Food Safety Training Documentation
- ☐ Floor Plan
- ☐ Menu

Jan 2026

Temporary Permit Information

Date of Submission: _____

Temporary Food Establishment Name: _____

Applicant Name: _____

Applicant Phone Number:_____

Applicant Address:_____

Applicant Email:_____

Event's Physical Location: _____

Event Name: _____

Event Date(s): _____

Hours food will be served:_____

Number of people served: _____

Facility where food is prepared (name, location): _____

Will food be prepackaged? ☐ No ☐ Yes

When food will be prepared: _____

Date and time you'll be set up and ready for inspection: _____

☐ Check if using the same menu and set up as previously approved by our department. Submit this page only. Food safety training must still be valid. Note previous permit number: _____

_____

I understand and will take responsibility for the proper methods of food preparation, handling, storage and service standards at this event. **At least one person on site must have food safety training or be a certified food protection manager.**

_____   _____

Signature   **Date**

_____

For Nonprofit organizations: I, the applicant, certify that the above-named organization is a nonprofit organization.

_____   _____

Signature   **Date**

Jan 2026

Answer the following in as much detail as possible:

1. List **all** food and beverage items to be prepared and/or served on your menu. (NOTE: Any changes to the menu must be submitted to and approved by Lewis & Clark Public Health at least **10 business days** prior to the event.)

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2. Mark training completed: **Attach certificate(s) to this application. At least one person must have certification in food safety.**

   ☐ Food handler certification (such as ServSafe, State Food Safety, etc.)

   ☐ Certified Food Protection Manager (This requires more extensive training)

3. Describe where foods, beverages, and ice will be **obtained/purchased** (Costco, Walmart, etc.). Pre-cooked meats must be used for temporary events except in certain situations where the raw meat storage, handling, and cooking area can be completely separate from other areas (raw animal products require a certified food protection manager).

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4. Describe what food safety training **all** workers have who will be working at the event.

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5. If you intend to use raw animal products (including eggs), submit a plan to control cross contamination. May only mark N/A if not using raw animal products.

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6. Food must be maintained frozen, below 41° F or above 135° F during transport to the Temporary Food Establishment. Describe (be specific) how frozen, cold, and hot foods will be transported. May only be marked N/A if nothing requires refrigeration or heating.

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7. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed. It must NOT be disposed of on the ground!

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8. Describe how foods will be kept hot or cold, including information on equipment. Thermometers must be provided in holding units so that temperatures may be monitored. Proper holding temperatures must be always maintained, including overnight at multiple day events. Ice is only appropriate for holding at very short-length events. May only be marked N/A if nothing requires refrigeration or heating.

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9. Describe how foods will be **cooked or heated,** including information on what equipment will be used. Potentially hazardous foods must be prepared on site or in a commercial kitchen. If planning on using a commercial kitchen, please provide location and contact name. May only be marked N/A if nothing requires heating.

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10. Describe how, where, and what cold foods will be **prepared**. A minimum amount of food handling is required at temporary events.

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11. Describe how foods will be **protected** from contaminants during holding, display, and serving (ie. Squeeze bottles, individual packets, prepackaging, covered containers). Indicate the number of workers who will be present to serve and prepare food. Food handlers and workers who handle customer transactions must be separated so that there is no mixing of tasks.

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12. Describe what will be done with **leftovers** at the end of each day. Temporary facilities will not be allowed to cool and reuse potentially hazardous foods.

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13. Identify the source of the potable water supply and describe how water will be stored and distributed at the Temporary Food Event. If a non-public water supply is to be used, provide the results of the most recent water tests (within last 30 days).

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14. Describe the **handwashing** facilities. Any food preparation requires handwashing. **If offering open samples, please set up a hand wash station.** A hand wash station with warm running water, soap, and paper towels is required. Wastewater must be disposed of into an approved system. A temporary handwash station can be developed as indicated.
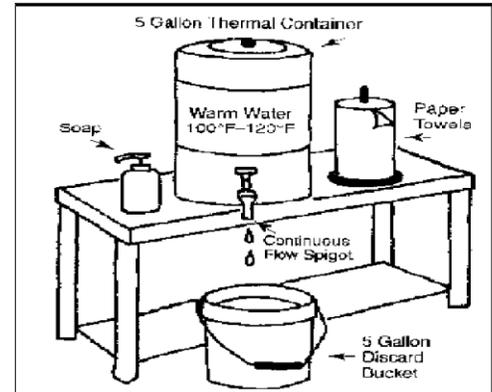

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Water source: _____

Size of container:_____

Gallons of backup water storage:_____

15. How will food temperatures be monitored during the event? A probe thermometer that measures from 0° to 220°is required to take temperatures. List kind and number of thermometers to be used. Temperatures must be taken as often as possible to verify food safety. Please describe how often temperatures will be taken on and on which items. May only be marked N/A if nothing requires refrigeration or heating.

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16. Describe how utensils are to be **cleaned and sanitized**. Utensils used with potentially hazardous foods that are not held in the food must be washed, rinsed, sanitized, and air dried every four hours or they must be changed out with clean utensils within the same time period. If no facilities are available on site, describe the location of back-up utensil storage.

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17. Describe the number and types of garbage disposal containers at the temporary food establishment as well as at the event site:

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18. Describe how electricity will be provided to the Temporary Food Establishment:

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Submit a drawing of the temporary facility **setup**, including the location of equipment that will be available. Describe the floors, walls and ceiling surfaces, and lighting within the Temporary Food Establishment that will be provided to keep foods protected. Show where cooking and cold holding equipment will go, service windows, prep counters, etc.