



# Monongalia County Health Department

Public Health Environmental Health Services  
453 Van Voorhis Road Morgantown, WV 26505  
Phone (304) 598-5131 Fax (304) 598-5122



## Application for a Temporary Food Establishment (TFE) Permit

TFE Name/Operator: \_\_\_\_\_ Non-profit organization?  Yes  No  
Name of Event: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_

**Operation Type:** PHF = Potentially Hazardous Foods – foods that require temperature control for safety  
 No PHF Menu features no PHF's or only pre-packaged PHF's sold.  
 Limited Menu features 1 or 2 PHF's. On-site preparation or off-site preparation and transport. All raw meats and seafood in ready-to-cook form. Same day preparation only (no cooking and cooling on-site.)  
 Full Menu features several PHF's. Includes on-site preparation of raw meats, seafood, produce, and fruits. Includes next day preparation.

**TFE Type:**  
 Tent  Mobile Food Unit  Permanent Structure  Other \_\_\_\_\_  
**Water and Sewer:**  
Water Source: \_\_\_\_\_ Wastewater Disposal: \_\_\_\_\_  
**How will you (if applicable):**  
Hold PHF's at 41F or below or 135F or above: \_\_\_\_\_  
Maintain above temperatures during transport: \_\_\_\_\_  
Wash and sanitize utensils: \_\_\_\_\_  
Set up your hand washing station: \_\_\_\_\_  
**Remember to bring: Gloves, Hair Restraints, and Sanitizer**

Menu		Employee Log	
Food	Source	Name	Duties

I hereby certify that this application is true and complete to the best of my knowledge. I agree to inform the Health Department if there are any changes to the menu, equipment, or set-up listed in this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant Name and Address \_\_\_\_\_

**Health Department Use Only**  
Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  Approved  Denied  
Permit #: \_\_\_\_\_ Comments: \_\_\_\_\_