



Division of Environmental Health

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Temporary Food Facility Permit Application

Deadline for permit applications is ten (10) working days (not counting weekends or holidays) prior to the event.

Permits postmarked 10 days prior are acceptable – Double fee if late.

FEE REQUIRED WITH APPLICATION. No refunds. No transfers. No credits.

Applicant Group Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Name of Event: _____

Event Coordinator: _____ Phone: _____

Dates of Operation: _____ Hours of Operation: From: _____ am pm To: _____ am pm

Event Location: _____

Location(s) of food preparation: _____ Date(s) of prep: _____

I have been approved by the event coordinator to participate in this event. Veteran Exempt

Preferred method of permit delivery (choose one): E-Mail Mail Fax Call for Pickup

Please read the following statement and then sign and date below.

I AM FAMILIAR WITH OPERATIONAL REQUIREMENTS FOR TEMPORARY FOOD FACILITIES AND WILL COMPLY WITH ALL LEGAL REQUIREMENTS. I UNDERSTAND THAT ANY PERSON WHO OPERATES A FOOD FACILITY SHALL OBTAIN ALL NECESSARY PERMITS TO CONDUCT BUSINESS, INCLUDING BUT NOT LIMITED TO THIS PERMIT ISSUED BY HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH (DEH). I UNDERSTAND THAT FAILURE TO COMPLY WITH THE LEGAL REQUIREMENTS MAY CONSTITUTE A MISDEMEANOR UNDER SECTION 114395 OF THE CALIFORNIA HEALTH AND SAFETY CODE, PUNISHABLE BY A FINE OF NOT LESS THAN TWENTY-FIVE (\$25) OR MORE THAN ONE THOUSAND (\$1,000) DOLLARS OR BY IMPRISONMENT IN THE COUNTY JAIL FOR A TERM NOT EXCEEDING SIX MONTHS, OR BY BOTH FINE AND IMPRISONMENT.

Person-In-Charge Printed Name

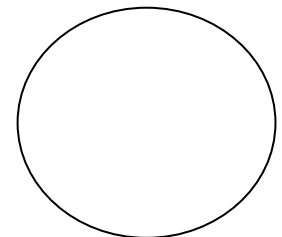
Telephone

Best time to call

Fax Number

Signature of Person-In-Charge

Date



(HCDEH STAMP)

When signed and stamped by DEH, this is a valid permit to operate a food facility only for the event, date(s), and menu listed. Permit must be displayed at event. Any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to, this permit issued by DEH and approval by the event coordinator to participate.

If paid by Credit Card: DEH Fee paid: \$ _____ Date paid: _____ Confirmation # _____

DEH Staff Use Only		# of days: _____	<input type="checkbox"/> Veteran Exempt – verified by: _____	O.P. Confirmed by _____
<input type="checkbox"/> PE 1601/2	<input type="checkbox"/> Late: PE 1603/4	<input type="checkbox"/> FM: PE 1607	Application Fee \$ _____	Received \$ _____
<input type="checkbox"/> Cash	Check # _____	Receipt # _____	IN # _____	
<input type="checkbox"/> Event Coordinator Approval Verified by DEH	TE # _____	BO # _____	FA # _____	
Approved: _____	_____	_____	OA: _____	_____
	Environmental Health Specialist	Signature Date	Permit sent date	Initials

For our review, the following supplemental information is required at the time of permit application. An inspector will call the person-in-charge to review the permit application.

- 1) **HOME-PREPARED FOODS ARE NOT ALLOWED** unless from a permitted/registered CFO.
- 2) Menu: Please list all food, beverages, condiments, and samples that will be offered at the event. Attach an additional page if necessary.

Menu item(s)	Prepared in advance	Prepared at event	How served at event				Preparations methods at the event					List food equipment used at event (e.g. cold-holding and hot holding devices, rapid reheating equipment, etc.) and any additional preparation methods
			Pre-packaged	Hot	Cold	Cooked to order	Thaw	Cut/assemble/portion	Cook/bake/grill	BBQ/deep fry	Reheat/hot hold	
example: Hamburger		X				X				X		cooked to order on propane fueled BBQ
example: chili	X			X							X	Rethermalizer for reheating, hot held in crock pot

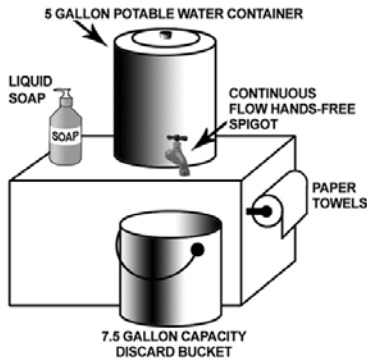
- 3) FOOD PREPARATION.
 - a) All food prep shall be conducted within the temporary food facility or other approved food facility.
 - b) Barbecues and grills used for outdoor cooking may be located adjacent to the food booth and shall be separated from public access by using ropes or other approved methods to prevent contamination of food and injury to the public.

4) FOOD SOURCES: Please list where you will obtain your food supplies:

5) FOOD STORAGE: Please explain how and where food will be stored **prior** to transport to temporary food facility:

- a) Potentially hazardous food must be stored at or below 41°F, or at or below 45°F for up to 12 hours if discarded after this period has elapsed.

6) HANDWASHING FACILITIES. **MUST** be provided in each food booth. Use of disposable gloves is not a substitute for handwashing. **LACK OF APPROPRIATE HANDWASH FACILITIES WILL RESULT IN IMMEDIATE CLOSURE.**

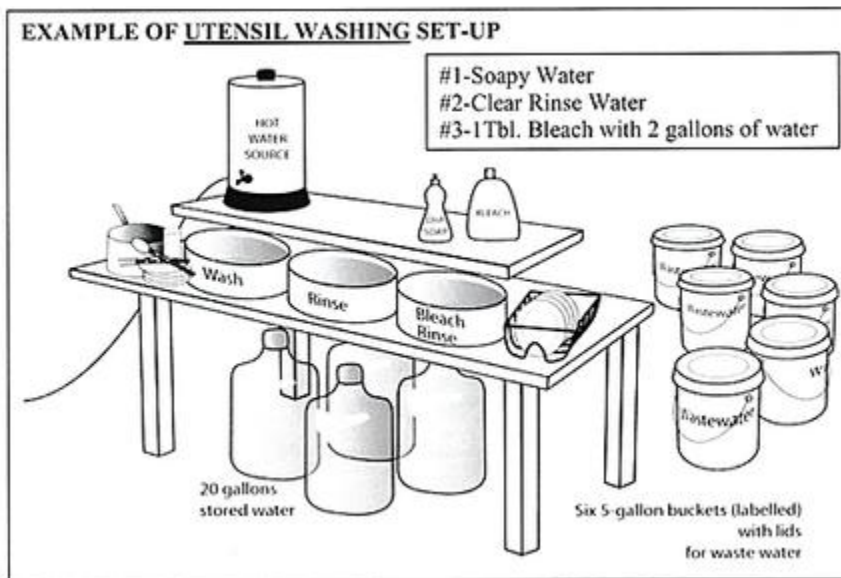


- a) If the booth operates for 3 days or less:
 - Provide water in a portable container that provides a continuous stream, leaving both hands free to allow vigorous rubbing, with soap and warm water, for 10-15 seconds.
 - Provide a catch basin to collect wastewater. Properly dispose of the wastewater (not on the ground).
 - Provide handwash soap and single-use sanitary towels.
- b) If the booth operates for more than 3 days, a full handwash sink is required with hot/cold water.
- c) Depending on the size/work flow of your booth, additional handwash facilities may be required.

Describe your handwash station:

7) UTENSIL WASHING PROCEDURES.

- a) Three-compartment sink method: (**NOTE – each basin must be large enough to accommodate largest utensil**)
 - a. Wash basin filled with warm, soapy water.
 - b. Rinse basin filled with warm, clean water.
 - c. Sanitize basin filled with water and sanitizing agent.
 - i. 100 ppm available chlorine solution for at least 30 seconds.
 - ii. 200 ppm quaternary ammonium solution for at least 1 minute.
- b) Provide appropriate test strips to monitor sanitizer concentration.



Describe how you will clean and sanitize utensils:

- 8) TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS (PHFs): How will you provide hot and cold food temperature control during transport and in the booth?
- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 41°F or below. **PHFs may be held at 45°F for up to 12 hours in any 24-hour period, but if held above 41°F must be discarded at end of the day.**

Describe temp control during transport:

Describe temp control in the booth:

- b) Rapid reheating/cooking devices (i.e., oven, BBQ, grill, microwave) must be capable of reheating food to 165°F rapidly. **Steam tables, heat lamps, and crock pots cannot be used as rapid-reheating units.**

Describe:

- c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 135°F.

Describe:

- d) A metal stem-probe food thermometer must be available for checking internal food temperatures.

- e) **Hot held food must be discarded at the end of the day.**

- 9) FOOD SAFETY KNOWLEDGE. A person-in-charge **must** be able to demonstrate adequate knowledge of food safety principles as they relate to the specific food facility operation.

- 10) How/where will you dispose of your GARBAGE?

- 11) What will be the source of your POTABLE WATER?

- 12) How/where will you dispose of your WASTE WATER?

- 13) Describe the restroom facilities

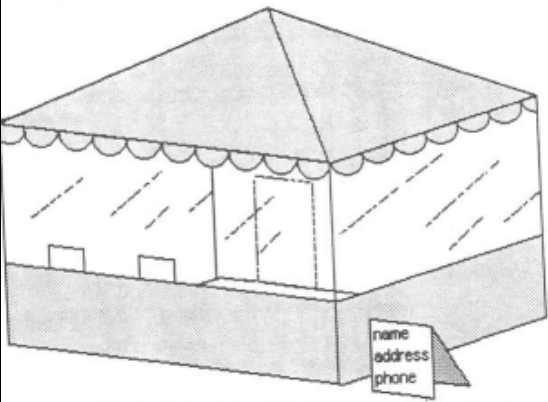
Ex: Permanent Facilities, B&B, etc.

- 14) Where are the restrooms located?

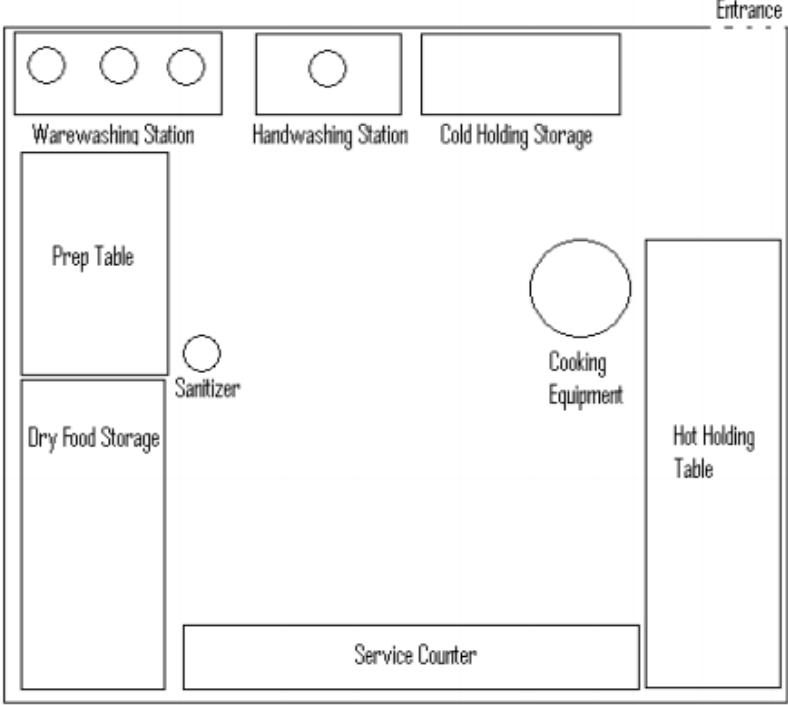
At least one toilet facility for each 15 employees shall be provided within 200 feet of each food facility. Each toilet facility shall be provided with approved handwashing facilities.

15) Describe the booth construction: Sketch a site plan below or attach a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing facilities.

Example of a Fully Enclosed Food Booth



Example of a Site Plan



The site plan diagram illustrates the layout of a food booth. At the top right, an "Entrance" is indicated. Along the top wall, from left to right, are a "Warewashing Station" (represented by three circles), a "Handwashing Station" (represented by one circle), and a "Cold Holding Storage" unit. On the left wall, there is a "Prep Table" above a "Dry Food Storage" area. A "Sanitizer" station is located in the center of the booth. On the right wall, there is a "Cooking Equipment" area and a "Hot Holding Table". A "Service Counter" is positioned along the bottom wall.

Your TFF booth construction and Site Plan:

Blank area for drawing the booth construction and site plan.

TEMPORARY FOOD FACILITY POLICY

A Temporary Food Facility, sometimes called a “Food Booth,” is a food facility that operates out of temporary facilities approved by the DEH for a period of time not to exceed 25 days in a 90 day period in conjunction with a single, weekly, or monthly community event.

A "community event" means an event of civic, political, public, or educational nature to which the public is invited, including state and county fairs, city festivals, and circuses. Examples include Redwood Acres Fair, Fourth of July Festivals, North Country Fair, Apple Harvest Festival, and other large-scale events. Non-profit organizations that offer food to members and guests at occasional events not associated with a community event (pancake breakfasts, church dinners, ice cream socials, and other fund-raisers) are not considered community events. Community events with more than one booth are required to obtain a Temporary Food Facility Coordinator permit, and each booth operator must be approved by the coordinator in order to participate.

The California Retail Food Code (CalCode) regulates Temporary Food Facilities, and specifies operational standards. DEH has a free informational brochure that describes the requirements for construction and operation of a food booth.

Operators of Temporary Food Facilities must obtain a permit to operate issued by DEH. In accordance with Section 16102 of the Business and Professions Code, Veterans can apply for a Veteran Exempt Permit if they do not serve alcohol.

DEH does not require permits for food booths that offer only commercially pre-packaged foods that are not potentially hazardous, dispense only beverages that are not potentially hazardous, or permitted Cottage Food Operations (CFO) vending only their approved products in its approved CFO packaging. Examples include canned beverages, packaged snacks (chips, crackers, nuts, etc.), and candy bars. In order to qualify, food items must be offered in the original manufacturer’s packaging, to be opened only by the consumer. Beer and other non-potentially hazardous beverages dispensed from a bulk dispensing unit will be considered and approved by DEH on a case by case basis. Mixed drinks (i.e. bar service) and/or serving ice does require a permit.

Applications for Temporary Food Facility permits must be received at DEH by 5:00 p.m. no later than ten (10) working days before the beginning of the event. DEH “working days” do not include Saturdays, Sundays, or holidays. (For example, if an event occurs on Saturday, the deadline is 5:00 p.m. Friday two weeks prior). Applications received or postmarked after the deadline will be accepted, provided the application is accompanied by twice the regular permit fee.

The person in charge of the food booth will be contacted by an inspector and interviewed on the information provided including safe food-handling practices. A permit when signed and stamped by DEH is valid only for the date(s), location, operation described, and event listed on the application. This permit must be displayed at the event. Any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to, this permit issued by DEH. A person in charge must be present at the Temporary Food Facility at all times.

If you need more information on Temporary Food Facilities, please call DEH at 707-445-6215.