



**Division of Environmental Health**

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**TEMPORARY FOOD FACILITY COORDINATOR PERMIT APPLICATION**

**Fee Required with Application**

This application and site map must be submitted at least thirty (30) days prior to the event.  
 No refunds. No transfers. No credits.

**EVENT INFORMATION**

<b>Applicant Name:</b> (Organizer / Group)	
<b>Mailing Address:</b> Street _____	City & Zip _____
<b>Name(s) of Contact Person(s):</b>	<b>Phone(s):</b>
<b>E-mail Address:</b>	<b>Total # of Food Vendors / Booths:</b>

**Date(s) of Event:** \_\_\_\_\_ **# of days:** \_\_\_\_\_ **Start time:** \_\_\_\_\_  AM  PM **End time:** \_\_\_\_\_  AM  PM

**Event Location:** Street \_\_\_\_\_ City & Zip \_\_\_\_\_

**Preferred Method of Permit Delivery:** (choose one)  E-mail  Mail  Fax  Call for Pickup

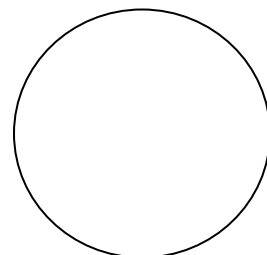
**PLEASE READ THE STATEMENT BELOW, THEN SIGN AND DATE**

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 dollars (\$1,000) or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

**Responsible Person's Printed Name:** \_\_\_\_\_

**Signature of Responsible Person:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_



(DEH STAMP)

When signed and stamped by DEH, this permit is valid only for the date(s), location, and event listed above. 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.

If paid by Credit Card\*: Date and amount paid

Confirmation #:

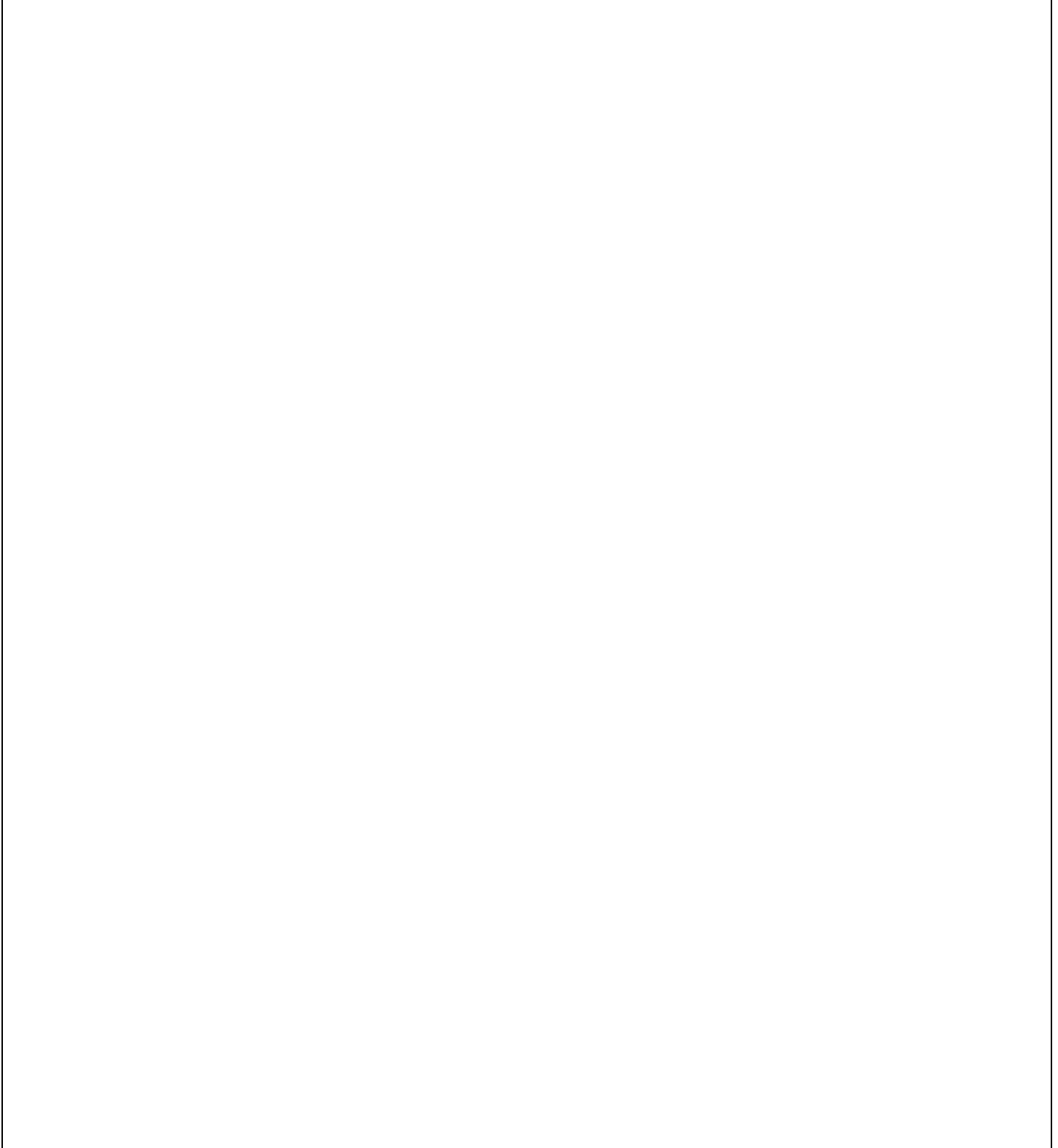
\*\*Please fill out the information requested above if paid by credit card and attach a copy of the confirmation sheet with this application.

* FOR OFFICE USE ONLY *		O.P confirmed by:
<b>Amount Paid</b> <input type="checkbox"/> TFF: PE1605 <input type="checkbox"/> FM: PE1646 \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check #: .....	<b>Receipt number:</b> _____ <b>FA#:</b> _____	<b>TE #:</b> _____ <b>PI #:</b> _____ <b>IN #:</b> _____
<b>EHS Signature:</b> _____ <b>Date:</b> _____		<b>OA permit sent date:</b> _____ <b>Initials:</b> _____

The following supplemental information is required at the time of permit application for our review:

1. A list of proposed booth operators (page 3).
2. Provide a site plan, using the space below, to indicate the proposed locations of the food booths, restrooms, refuse containers, potable water supply faucets, wastewater disposal facilities, and all shared warewashing and handwashing facilities.

**SITE PLAN**

A large, empty rectangular box with a thin black border, intended for the user to draw a site plan. The box is currently blank.

## PROPOSED LIST OF FOOD BOOTH OPERATORS

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Booth Name	Contact Person's Info. (Name & Phone)	Menu	Confirmed?	Office Use Only
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
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			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## TEMPORARY FOOD FACILITY COORDINATOR AND COMMUNITY EVENTS

A community event means an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by DEH.

The Temporary Food Coordinator is responsible for ensuring compliance with California Retail Food Code (CalCode) requirements by the operators of Temporary Food Facilities (food booths) serving or offering food at the event.

### As the coordinator for the event, you must:

1. **Obtain a Temporary Food Facility Coordinator permit application** from DEH if you are having more than one food booth at the event. You can return this by mail or in person to DEH, no less than 30 days prior to the event, along with a site map and payment. Late applications may not leave us adequate time to review and approve the coordinator and temporary food facility applications in time for the event.
2. **Provide a Site Map.** This map shows the proposed locations of the temporary food facilities, restrooms, refuse containers, potable water supply faucets, wastewater disposal facilities, and all shared utensil washing, handwashing, and janitorial facilities.
3. **Ensure no live animals, birds, and fowl are kept or allowed within 20 feet** of where food is stored or held for sale. All reasonable efforts shall be taken to exclude wild animals, birds, and fowl from the temporary food facility. This does not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.
4. **At least one toilet facility for each 15 employees shall be provided** within 200 feet of each temporary food facility. Each toilet facility shall be provided with handwashing facilities equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility.
5. Unless provided by individual booth operators, **adequate janitorial facilities shall be** provided for the cleaning of the temporary food facility, restrooms, and all shared utensil washing and handwashing facilities. Janitorial facilities shall be provided with hot and cold running water from a mixing valve.
6. **Adequate lighting shall be provided**, where applicable.
7. Unless provided by individual booth operators, **an adequate supply of heated water shall be provided** for utensil washing, handwashing, and janitorial purposes, and shall be protected with a backflow or back-siphonage protection device. One three-compartment utensil wash station, if located adjacently, may be used by up to four booths.
8. **Personal effects are to be stored in a separate area** from food and utensils storage to prevent possible contamination.
9. **Liquid waste shall be held and disposed of** in a manner approved by the enforcement agency. Provide receptacles for the disposal of grey water generated by the food vendors.
10. Please read and **be familiar with the requirements** in the *Operating a Temporary Food Facility Booth* booklet.
11. Any person who operates a temporary food facility and the event coordinator shall **obtain all necessary permits** to conduct business, including but not limited to a permit issued by DEH.

The event coordinator and DEH desire to have a safe event with appropriate food-handling practices. The event coordinator can assist by ensuring that all food booth operators are provided with permit applications and information, each food operator submits a permit application with adequate time for review and approval prior to the event, all food booth operators are familiar with the food safety requirements, and all food booth operators at the event have received a valid permit from DEH.

If you would like to apply for a Temporary Food Facility Coordinator Permit, or if you need more information on Temporary Food Facilities, please call DEH at (707) 445-6215.