



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.

Applicant (Organizer/Group) Name: _____

Complete Mailing Address: _____

Phone(s): _____ Name(s) of Contact Person(s): _____

Name of Event: _____

Date(s) of Event: _____ # of Days _____ From _____ am pm To _____ am pm

Event Location: _____ City: _____

Total Number of Food Vendors or Booths: _____ E-Mail Address: _____

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.

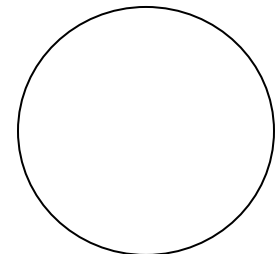
_____ Responsible Person's Printed Name

_____ Telephone

_____ Fax

_____ Signature of Responsible Person

_____ Date



(HCDEH 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: DEH fee paid \$ _____ Date paid: _____ Confirmation # _____

DEH Staff Use Only

TFF: PE 1605 FM: PE 1646 Application Permit Fee \$ _____ O.P. Confirmed by: _____

Received \$ _____ Cash Check # _____ Receipt # _____

TE # _____ PI # _____ IN # _____ FA # _____

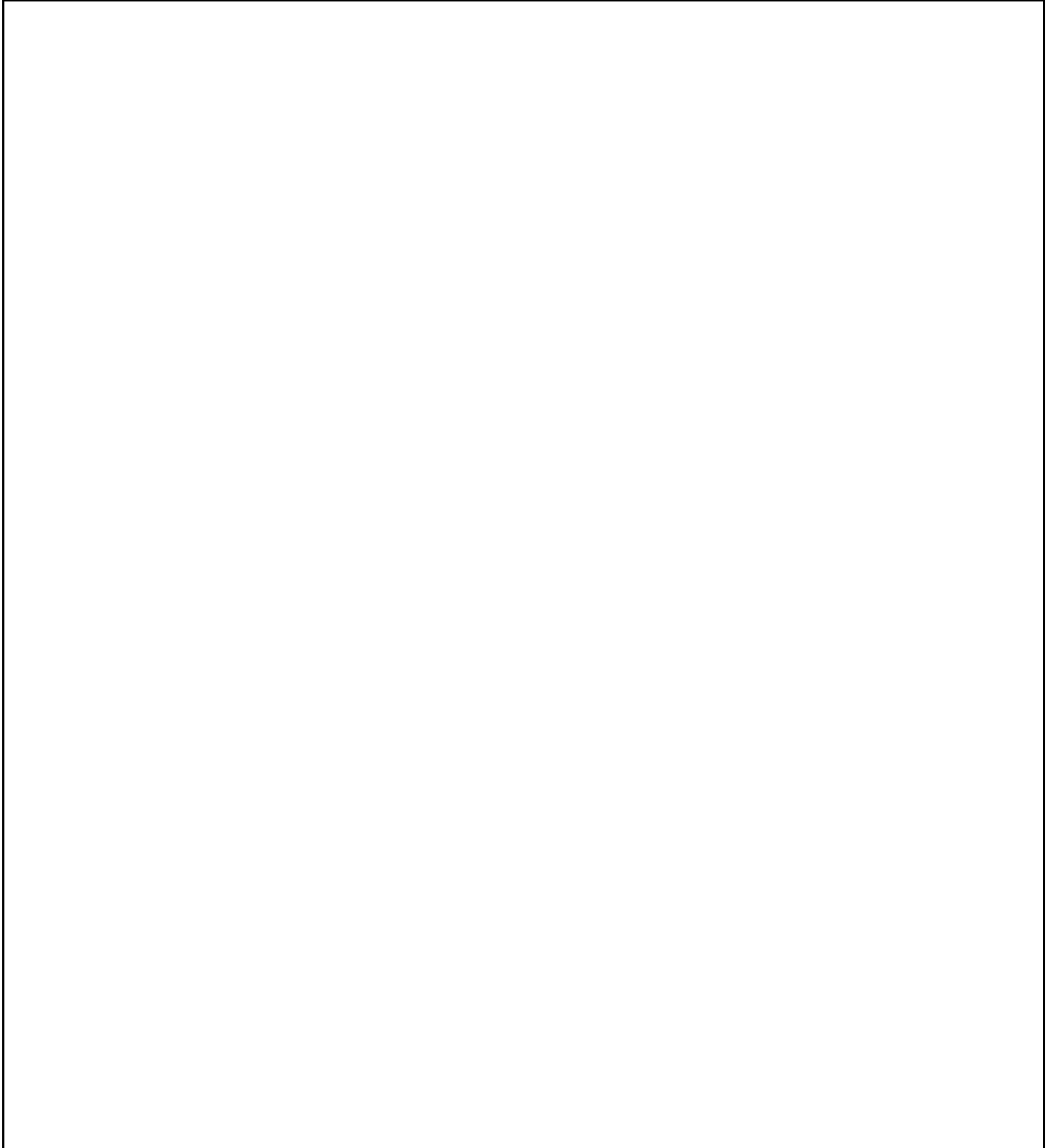
Approved: _____
 Environmental Health Specialist Date

OA: Permit sent date initials

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

1. A list of proposed food booth operators (see attached).
2. In the space below provide a site plan indicating 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 black border, intended for the applicant to draw a site plan. The box is currently blank.

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 to DEH. 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. Live animals, birds, and fowl may not be kept or allowed within 20 feet of any area 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 facilities, 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.