COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530, FAX (760) 352-1309

APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT

Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Applications submitted after the 2 week deadline may be accepted along with the submittal of a late processing fee of $75. Each booth must complete a permit application.

BACKGROUND

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event.

A TFF permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The **original** permit must be posted in the booth at all times, photocopies will not be accepted. If a vendor will be operating at more than one event in Imperial County on the same day, each location must also be permitted separately. This applies to all TFF permit types, including single and multi-event.

REQUIREMENTS

Refer to the California Retail Food Code (CalCode), Chapter 11 (Health & Safety Code, Sections 114335 to 114363) for Temporary Food Facility requirements. **Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.**

NEW PERMITS

- Submit a complete "Application for Temporary Food Facility Permit" and applicable fees.
- Applications and fees for the 1-4 consecutive day permit must be submitted to the event organizer.
- Applications and fees for the 5-15 and 16-25 consecutive day permit must be submitted directly to this department.
- If approved, the "Temporary Food Facility Permit" will be issued by the Environmental Health or distributed through your Event Organizer.
- Applications for Multi-Event Permits (6-month) must include a Commissary Agreement Letter (attached) only for vendors who are selling or giving away unpacked food and/or processing food. The applicant must provide for each event a minimum of 20 gallons of potable water, container for collecting waste water and shall comply with the fully enclosed booth requirements. This only applies to vendors providing unpackaged foods and/or conducting food processing.
- Applications for Multi-Event Permits (12-month) must include a Commissary Agreement Letter (attached) and evidence of a Food Safety Certificate only for vendors who are selling or giving away unpacked food and/or processing food. Applicants must provide for each event a minimum of 20 gallons of potable water, container for collecting waste water and shall comply with the fully enclosed booth requirements. This only applies to vendors providing unpackaged foods and/or conducting food processing.
- The **original** permit must be posted in the booth when open for business.

EXISTING PERMIT HOLDERS

If you already have a valid 6-month or 12-month "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit at least 2 weeks prior to the day of the event. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.
- The **original** permit must be posted in the booth when open for business, photocopies will not be accepted.

NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

MOBILE FOOD FACILITY VENDORS

- Permitted mobile food facility vendors may operate at Temporary Events without additional permits if operating within mobile unit.
- **If a booth is set up and a mobile food facility vendor is operating within a booth instead of within the mobile unit, an additional Temporary Event Vendor Permit must be obtained. Complete this application.**
- Provide the Event Organizer with a photocopy of your valid permit two weeks prior to the event; keep original permit onsite when open for business. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.

QUESTIONS

If you have questions regarding Temporary Events, please contact the Division of Environmental Health at (760)336-8530, Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded. You may also visit our website at http://www.icphd.org/sub.php?menu_id=615 or www.icphd.org.

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APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT

TEMPORARY FOOD FACILITY OPERATOR INFORMATION

Name of temporary food facility:			
Mailing address:	City:	State:	Zip code:
Name of temporary food facility operator (person-in-charge):			Contact number: ( )
E-mail address of temporary food facility operator:			Fax number: ( )

TEMPORARY FOOD FACILITY CLASSIFICATION, PLEASE CHECK ONE:	☐ **1-4 consecutive day permit, $10.00** *(For-profit and Non-profit)*
☐ **5-15 consecutive day permit, $116.00** *(For-profit)*	☐ **5-15 consecutive day permit, $58.00** *(Non-profit – 501(c)(3) or equivalent)*
☐ **16-25 consecutive day permit, $154.00** *(For-profit)*	☐ **16-25 consecutive day permit, $77.00** *(Non-profit – 501(c)(3) or equivalent)*

EVENT INFORMATION FOR ABOVE CONSECUTIVE DAY PERMITS

Name of event: Imperial Market Days "Sweet Onion Festival"	Date(s) of the event: Saturday, April 30, 2016
Site address of event: Imperial Ave & Barioni Blvd, Imperial, CA 92251	
Event organizer: City of Imperial	
Event organizer contact person: Raquel Renteria	Contact number: (760) 355-3316
List the date(s) intended to operate at the event: Saturday, April 30, 2016	
Have you participated in events within the current calendar year? ☐ Yes ☐ No If yes, how many times?	

MULTI-EVENT PERMITS (PLEASE CHECK ONE)

☐ **6-month permit, $217.00** *(For-profit - unpackaged foods and/or food processing)*	☐ **6-month permit, $130.00** (*For-profit – commercially prepackaged foods and/or whole produce)*
☐ **6-month permit, $108.00** *(Non-profit – 501(c)(3) or equivalent - unpackaged foods and/or food processing)*	☐ **6-month permit, $65.00** *(Non-profit – 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)*
☐ **12-month permit, $434.00** *(For-profit - unpackaged foods and/or food processing)*	☐ **12-month permit, $261.00** *(For-profit – commercially prepackaged foods and/or whole produce)*
☐ **12-month permit, $165.00** *(Non-profit – 501(c)(3) or equivalent - unpackaged foods and/or food processing)*	☐ **12-month permit, $130.00** *(Non-profit – 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)*

☐ **Veteran's Fee Exemption**
Attach copy of honorable discharge form or other evidence of honorable release from US Armed Services

☐ **Non-profit Charitable Organization (*If Nonprofit, provide IRS Exempt Registration #_____)**

Name and address of non-profit organization:_____
A copy of the 501(c)(3) letter must be included with application. Is the letter included? ☐ Yes ☐ No

☐ **All proceeds will be donated to a non-profit organization**
Name of non-profit organization:_____

Name of person-in-charge of non-profit organization:_____ Contact number: _____

***Late Fee -** *Submittal processing fee of $75.00 plus permit fee if submitted less than 2weeks prior to event start date.*

Are you submitting your application less than 14 days prior to event start date? ☐ Yes ☐ No If yes, please include a $75.00 late fee to the total amount due.	**Total Amount Due**	_____

TEMPORARY FOOD FACILITY PROPOSED OPERATION

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods.

_____

_____

_____

_____

Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased (food must be purchased from an approved source)?
***Please retain receipts of purchase during the event*.**

_____

_____

_____

Where are foods going to be prepared, handled, or served? Check applicable box(s):

☐ Foods and/or beverages will be prepared/served within the temporary food facility.

☐ Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility

Name of commercial facility:_____

*** Complete form titled **Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event or Commissary Letter/HQ letter of Agreement** and submit it with application if temporary food facility operators will prepare/serve/handle foods at a permitted commercial kitchen.*

☐ Baked goods, such as cookies, cakes, cupcakes will be prepared at home *(only non-profit organizations).*

☐ No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages.

If non-prepackaged foods will be handled, please check the type of hand-washing facility to be provided:

☐ A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.

☐ A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.

☐ A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container for wastewater holding.

If food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:

☐ A stainless steel, three-compartment sink with two (2) drainboards.

☐ Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).

☐ Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:

Cold Holding Equipment:

☐ Ice chests ☐ Freezers ☐ Refrigerated trucks ☐ Other approved equipment: _____

Hot Holding Equipment:

☐ Grills/Barbecues ☐ Portable electrical stoves ☐ Gas propane operated equipment

☐ Chafing dishes ☐ Electric slow cookers ☐ Steaming table

☐ Heat lights ☐ Other approved equipment: _____

How will wastewater generated from food operation be collected and disposed of?

☐ Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.

☐ Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises**.**

***Disposing wastewater on the ground is prohibited.*

How will garbage generated from food handling will be collected and disposed?

_____

_____

_____

What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?

_____

_____

_____

TEMPORARY FOOD FACILITY SET UP DESCRIPTION

If non-prepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling non-prepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window to dispense food from of approximately 1ft x 1 ft.

Check the materials to be utilized to construct the food booth:

☐ Canvas ☐ Fine mesh screening ☐ Plastic ☐ Wood ☐ Other approved material: _____

Check the type of flooring to be provided:

☒ Concrete ☐ Smooth wood ☒ Asphalt

☐ Clean tarps ☐ Foam floors ☐ Other approved flooring:_____

Sketch a floor plan below or attach a floor plan indicating the proposed layout of the cold/hot holding equipment, food preparation tables, food/potable water storage, utensil washing/extra clean utensil storage, trash receptacles, wastewater holding containers, and hand-washing facilities. An example of a floor plan is located on page 4.

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 Imperial County Division of Environmental Health.

_____ _____

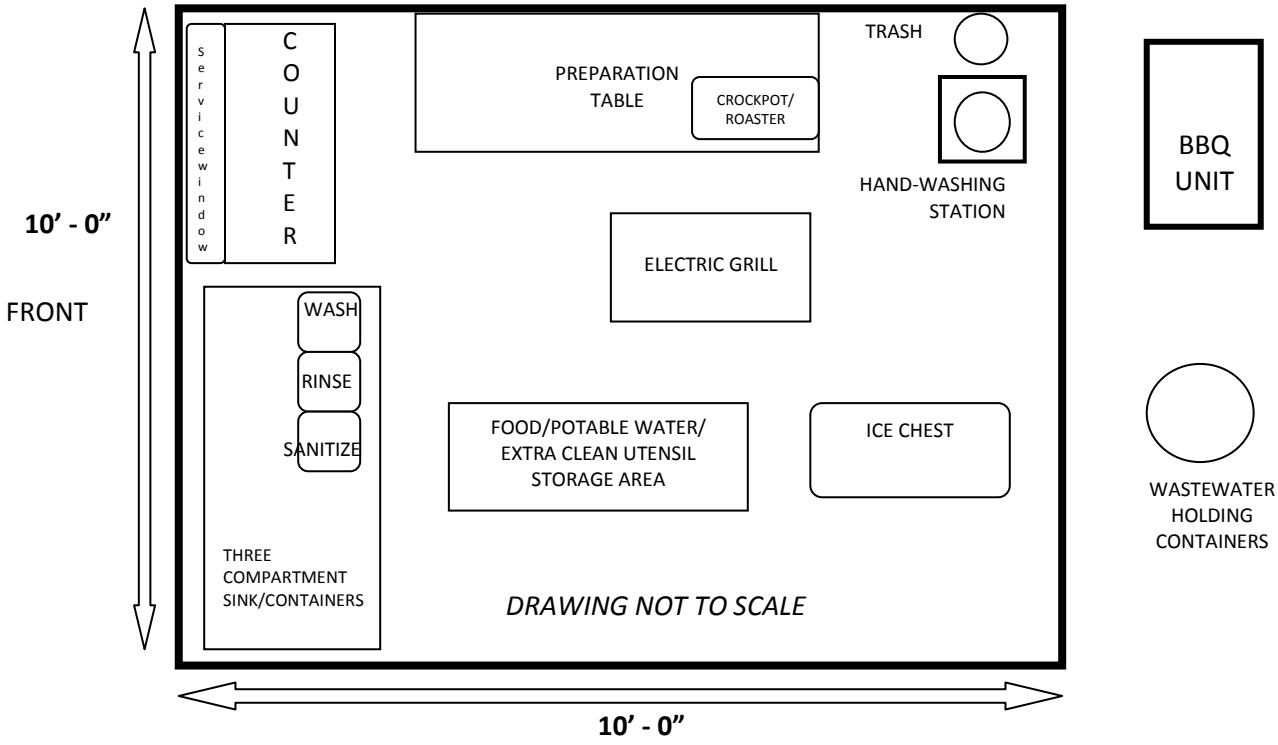
Print Name of Applicant for Temporary Food Facility Permit — Date

_____ _____

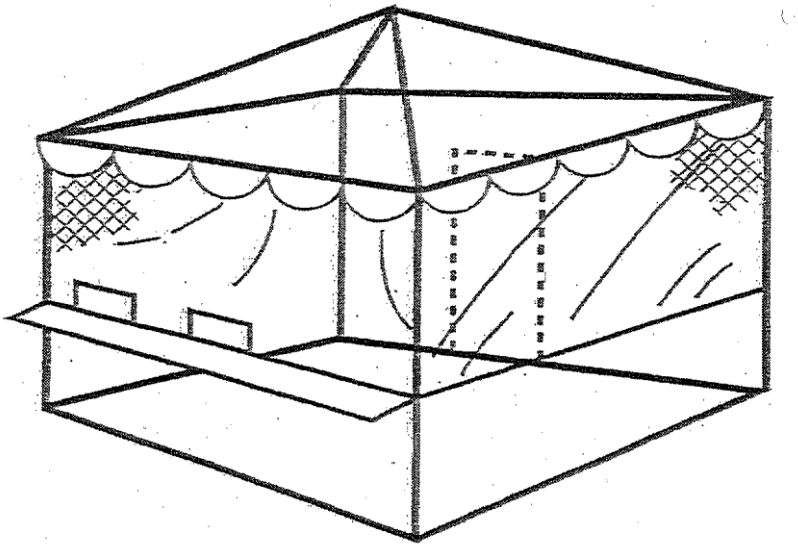
Signature of Applicant for Temporary Food Facility Permit — Title

FOR OFFICE USE	APPLICATION: ☐APPROVED ☐REJECTED BY: DATE:		FA #	INVOICE #
DATE	AMOUNT	PAID: ☐ CASH ☐ CHECK ☐ CREDIT CARD	CHECK/TRANS#	RECEIVED BY

TEMPORARY FOOD FACILITY FLOOR PLAN EXAMPLE



If non-prepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling non-prepackaged food, a fully enclosed booth shall be required. A fully enclosed booth will be required for multi-event permit vendors who are selling or giving away unpacked food and/or processing food. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window to dispense food from not greater than 1ft x 1 ft.



To obtain detailed information about existing requirements and standards for temporary food facilities, please refer to the Operators Guide.

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FOOD FACILITY AUTHORIZATION TO USE AN APPROVED KITCHEN FOR A TEMPORARY FOOD EVENT

All food, beverages, and condiments provided to the public at community events shall be prepared within a food booth or an approved kitchen facility. Approved kitchen facilities are commercial kitchens that have an annual permit issued by Environmental Health; such kitchens are designed and equipped for retail food preparation. If your organization is preparing foods before the event at approved kitchen facility, please complete the following and submit it in conjunction with the **APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT** two (2) weeks before the event.

Home-prepared foods or foods prepared at non-approved kitchen facilities are not allowed. If your organization does not have an approved kitchen facility, but has a kitchen and will like to have it approved, please contact our office for further information.

COMMUNITY EVENT AND TEMPORARY FOOD FACILITY INFORMATION

Name of community event: Imperial Market Days "Sweet Onion Festival"	**Date (s):** Saturday, April 30, 2016
Name of food booth:	
Name of food booth operator (person-in-charge):	
Contact phone number:	**E-mail address:**

APPROVED KITCHEN FACILITY AND OPERATOR INFORMATION

Approved kitchen facility name:	
Site address of approved kitchen facility:	**Phone number:**
Name of kitchen facility operator:	**Position:**

THE FOLLOWING IS TO BE COMPLETED BY THE APPROVED KITCHEN FACILTY OPERATOR OFFERING USE OF KITCHEN FACILITY:

I hereby allow the above listed operator to use my kitchen facility for preparation and storage of foods, and sanitation of equipment. The kitchen may be used on the following dates and times:

DATE (S):	**TIME (S):**

_____
Print Name of Kitchen Facility Operator

_____ _____
Signature of Kitchen Facility Operator Date

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COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

Temporary Food Facility applications for Multi-Event Permits (6-month and 12-month) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate only for vendors who are selling or giving away unpacked food and/or processing food.

Applicant Information

Permit Name: _____

Permit Owner: _____

Permit Mailing Address: _____

Phone #: Fax #: _____

Permit #: F - _____

COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

This section be completed by the Commissary /HQ and renewed annually

Commissary/Headquarters Name: _____

Owner Name: _____

Address : _____

Phone #: Fax #: _____

Commissary Permit #: _____

Mr./Ms. _____has my permission to use my health regulated business located at _____for the purpose of establishing a Commissary/Headquarters for their temporary food facility operation. This permission includes the use of the premises for food preparation that is not conducted at the event, and the storage of food and equipment.

_____
Print Name

_____ _____
Signature Date