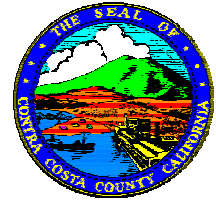




CONTRA COSTA
ENVIRONMENTAL HEALTH DIVISION
 2120 DIAMOND BOULEVARD, SUITE 200
 CONCORD, CA 94520
 (925) 692-2500 (925) 692-2502 FAX
 www.cocoeh.org



APPLICATION FOR TEMPORARY FOOD EVENT PERMIT

Failure to submit the application at least two (2) weeks before the event may result in additional fees or preventing the approval of the permit. Additional fees will be charged at the current hourly rate. Please see the current fee schedule. Payment to be received in one check.

Attach a list of all food booths and indicate locations of each booth on a site map. Also, for each food booth, attach a completed Temporary Food Facility Operator checklist that has been signed by the booth operator. A copy of the checklist must be posted in each food booth.

I. EVENT INFORMATION:

OWNER NAME / EVENT COORDINATOR:			
ADDRESS:			CITY / STATE / ZIP CODE:
DAY TIME PHONE #:	FAX #:	EMERGENCY PHONE #:	EMAIL ADDRESS:
DBA / NAME OF EVENT:			
SITE ADDRESS:			CITY/STATE/ZIP CODE:
FEDERAL TAX ID #:	NON-PROFIT TAX ID#	VETERAN'S EXEMPT (DD-214):	
TOTAL # OF FOOD BOOTHS:	# OF FOR-PROFIT BOOTHS:	# OF NON-PROFIT BOOTHS:	

II. UTILITIES: Attach a sketch or map of event layout and utilities

Is water supplied and available for each food booth? Yes No

Method of liquid waste disposal for food booths: _____

Is electricity supplied and available for each food booth? Yes No

Number of chemical toilets provided: _____

Sanitary garbage disposal company and number of dumpsters: _____

The event: indoors outdoors

Are approved handwashing stations available at each booth? Yes No

I understand that improperly handled food served to the public can cause illness. I further understand that to prevent foodborne illness, and to encourage the sanitary handling of food, temporary food facilities should be operated and equipped to comply with applicable requirements of the **California Health & Safety Code, Division 104, Part 7, California Retail Food Code**. I have been given a copy of the handout **Requirements for Temporary Food Facilities**.

Signature(s) of Event Coordinator(s): _____ Date: _____

FOR OFFICE USE ONLY					
FA #:	PR #	P/E: 1697 1698	DISTRICT #:	CENSUS TRACT #:	REHS:
AMOUNT DUE: \$		AMOUNT PAID: \$		RECEIPT #:	RECEIVED BY:
CHECK #:	CASH CREDIT CARD: <input type="checkbox"/> MC <input type="checkbox"/> VISA		DATE RECEIVED:	SUPERVISOR:	

REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

Event Coordinator Responsibilities

The event coordinator is responsible for completing the permit application, submitting all fees, and ensuring the *Temporary Food Facility Operator* sheets are complete. A copy of this handout must be given to each booth operator (including non-profits).

Permit Required

A permit to operate a temporary food facility is required before the event may open for business. It is the coordinator's responsibility to also contact any other agencies, such as Community Development, Fire Department, Planning Department or Building Department for approval.

Application Process

The event coordinator must submit a complete application packet, including the application, *Temporary Food Facility Operator Information* sheets (Pages 6-8), and any required fees at least 2 weeks before the event. **Failure to submit the application at least 2 weeks before the event may result in additional fees or prevent approval of the permit.**

Fees

A non-refundable application of \$35.00 is required for each event, along with a fee of \$97.00 for each for-profit booth. Non-profit booths must provide documentation confirming their non-profit status and non-profit tax I.D. number. Those individuals claiming veteran's fee exemption must submit a copy of their DD214 form. **Reinspection fees will be charged at an hourly rate of \$158.00 during normal business hours, and \$196.00 per hour during non-business hours, including weekends. The coordinator/permit holder of the event is responsible for all violations and/or penalty fees.**

Training and Pre-meeting Available

Environmental Health Staff are available for training and pre-meetings with booth operators and event coordinators. For information on scheduling a training session or pre-meeting, please contact the temporary event coordinator, Harpreet Bains at (925) 692-2526. For questions regarding certified farmer's markets, contact Ernesto Jacobo at (925) 692-2545.

Sanitation Requirements

Temporary food facilities must comply with the following standards.

Food Sources

- All food must be from approved commercial sources.
- No home-prepared foods or foods from unlicensed food facilities are allowed.**
- Shipping tags must be kept on-site for all shellfish (i.e., oysters, clams, mussels, scallops).
- Provide approved labels for all prepackaged food items.

Food Preparation

- Foods must be prepared inside an approved food booth or inside a permitted commercial food facility. If food is prepared off-site, provide a copy of the facility's local health permit.
- The only cooking allowed outside the booth is an open-air barbecue where the food is in direct contact with the heat source. All other cooking equipment must be located inside the booth.

- The Fire Department may have additional requirements regarding the use of cooking equipment. This may include specific requirements for a more substantial fireproof booth, fire extinguishers, disposal of barbeque coals, propane usage, listing of equipment (e.g., UL), and prohibition against the use of some types of cooking equipment.
- Any equipment other than open-air barbeque that is not allowed inside the booth by order of the Fire Department cannot be used at the event.**

Temperature Control of Potentially Hazardous Foods

- Potentially hazardous foods must be kept at/or below 45° F or at/or above 135°F. These foods include meats, seafood, poultry, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melons, tofu, eggs, and sprouts. At the end of the day, hot and cold potentially hazardous foods must be discarded.
- Hot foods must be held in approved hot-holding units (e.g., steam table, hot plate, etc.).
- Potentially hazardous foods must be transported at/or below 45° F or at/or above 135° F in an approved container capable of maintaining these temperatures. Frozen food must be transported frozen with no signs of thawing.
- Before placing hot foods in a steam table or other type of holding unit, they must be first heated to at least 165° F.
- An accurate food service thermometer must be provided if the booth is handling potentially hazardous foods. The device must be accurate to ± 2° F and sanitized prior to use.

Cooking Temperatures

- Minimum internal cooking temperatures are as follows:
 - Poultry, stuffed foods, Reheated foods 165° F (for at least 15 seconds)
 - Ground beef, pork 155° F (for at least 15 seconds)
 - Eggs and fish 145° F (for at least 15 seconds)
 - Vegetables for hot holding 135°F

Food Preparation Handwashing Station

The handwash station must be operational prior to beginning food handling operations.

- Provide a 5-gallon warm water reservoir with a hands-free spigot that drains into a 5-gallon waste bucket. **Temperature of the water must be at least 100°F**
- For some operations or events, a more substantial handwashing station may be required, including a sink supplied with hot water. **Event coordinators shall consider these sinks for larger high-risk operations.**
- Provide single service soap (e.g., pump style dispenser) and paper towels.

Prepackaged Food Handwashing Station

- Provide a 5-gallon water reservoir with a hands-free spigot that drains into a 5-gallon waste bucket.

Utensil Washing (for booths using utensils)

- Provide three 5 gallon buckets (or equivalent): **First bucket: clean water and detergent. Second bucket: clean rinse water. Third bucket: bleach and clean water (1 tablespoon bleach per 1 gallon water).** For some operations or events a more substantial utensil washing station will be required.

- Provide sanitizer test strips for the sanitizer used (e.g., chlorine, quaternary ammonia).
- Utensils include knives, tongs, scoops, forks, pots, cutting boards, **probe thermometers**, etc.
- Utensils must be cleaned and sanitized throughout the day
- Utensils handling potentially hazardous foods must be cleaned and sanitized at least once every 4 hours.

Booths (for operators handling unpackaged foods, including ice)

- A fully enclosed, fly-proof booth must be provided unless the booth is selling/handling only individually prepackaged foods that have been packaged in an approved, fully enclosed commercial facility. **Food compartments are not a substitute for an enclosed booth.**
- The booth must be large enough to accommodate all operations including storage, food preparation, handwashing, cooking, and utensil washing. Many vendors will require a double booth (or larger).
- Pass-thru windows must be provided. The maximum size of a pass-through window is not to exceed 200 square inches (e.g., 10" x 20").
- Pass-through windows and doors must be equipped with tight-fitting flaps or doors.
- Booths using adjoining barbeque facilities must be equipped with a pass-thru window between the barbecue and the booth.
- Booths operating on grass or dirt must use plywood or other approved material for floor surfaces.
- The name of the facility, city, state, zip code and name of the operator must be legible and clearly visible to patrons.
- The Fire Department may have additional requirements such as the following:**
 - **An exit door (not a flap) must be provided at least 24" wide. Exits must be kept clear and unobstructed.**
 - **Booth (including flooring and decorative materials) must be constructed of materials that are fire-resistant.**
 - **Some cooking equipment (e.g., for example deep fryers) may require a separate and/or more substantial booth.**
 - **Open-flame devices must be kept away from combustibles inside the booth. Cooking equipment must be kept at least 18" from the interior booth walls and other combustibles.**
 - **Outdoor barbeques must be kept at least 36" from the booth and other combustibles.**
 - **Generators are not to be refueled while running. Refueling is to be done only when the unit has cooled down.**
 - **Cooking areas are to be protected and secure from public access.**
 - **Even if you not cooking in your booth, proximity to other booths may require that your booth meet these requirements.**

Wastewater Disposal

- Water and liquid wastes (including waste from ice bins and beverage units) must drain into a leak-proof container.
- Wastes must be disposed of into an approved sewer system or holding tank.
- Wastes must not be drained to the ground surface or into a storm sewer.

Food Handlers

- Food handlers must be in good health and wear hair restraints.

- Food handlers must wash their hands prior to the start of food preparation, after smoking, when switching from one food type to another, before putting on gloves, after using the restroom, and whenever hands may have become contaminated.
- Clean garments must be worn.
- Whenever practical, food handlers must use tongs, gloves, or single-service wax paper for serving ready-to-eat foods.
- Smoking is prohibited inside or around the booths.

Condiments and Customer Utensils

- Condiments and customer utensils must be protected from contamination
- Condiments and customer utensils must be in individual packages, served from inside the booth, or provided from approved dispensers.

Toilet Facilities

- Approved toilet facilities must be located within 200 feet of each booth.
- There must be at least one toilet facility for each 15 employees.
- Handwashing facilities equipped with soap and paper towels must be located within or immediately adjacent to toilets. Handwashing in permanent facilities must be supplied with hot and cold running water. **Handwashing for toilets is required in addition to the handwashing station required in the booths.**

Equipment

- All equipment must be easy to clean and in good repair. Food-contact surfaces must be commercial-grade, made of non-toxic components, and comply with applicable NSF standards.
- The Fire Department may have additional requirements such as the following:**
 - **Cooking equipment must also be approved for use by the local fire department.**
 - **Only approved fuels are to be used. The use of kerosene or gasoline is prohibited.**
 - **All fueling or refueling must be done outside of the booths and only when the appliance is shut off and cooled down.**
 - **When sterno is used, a metal or non-combustible barrier must be provided to protect the table-top or surface from flame impingement.**
 - **Open-flame devices may require a special permit.**
 - **Propane cylinders are prohibited inside the booth. Cylinders must be kept upright, be of approved size, and provided with approved hoses and fittings. Shut-off valves must always be accessible.**
 - **Electrical appliances, cords, and accessories must be in good repair and UL listed. Household type extension cords are prohibited. All extension cords must be rated for the intended use. Camp stoves are prohibited.**

Storage

- Food and utensils must be stored inside the booth at least 6" above the ground.
- Food and utensils must be stored inside the booth.

Garbage

- Garbage must be stored in leak-proof and fly-proof containers, and serviced as needed.

Animals

- Live animals are prohibited inside the booth.

TEMPORARY FOOD FACILITY OPERATOR INFORMATION

(To be completed by each food booth operator)

All food and beverage booth operators must complete and return this form to the event coordinator prior to submission of the event application packet. A copy of this completed form must be kept in the booth at all times.

NAME OF EVENT:	
LOCATION:	
DATE(S):	TIME(S):
NAME OF BOOTH, ORGANIZATION OR COMPANY:	
MAILING ADDRESS OF BOOTH OPERATOR:	EMAIL ADDRESS OF BOOTH OPERATOR:
CONTACT PERSON:	PHONE # OF BOOTH OPERATOR:

List all foods to be sold or given away (including beverages, condiments and ice):

List source(s) of all food prepared off-site:

List types of cooking equipment to be used (e.g., barbeques, fryers, griddles, etc.):

Food Booth Operator Checklist

All food must be from an approved source or facility.

1. I am preparing foods which are homemade. ___ Yes ___ No
2. I am preparing all foods on-site. ___ Yes ___ No
3. I am preparing all foods in an approved commercial facility. ___ Yes ___ No
 Name of commercial facility: _____
4. I will provide an accurate probe thermometer to measure the hot and cold holding of potentially hazardous foods during all times of booth operation. ___ Yes ___ No

I am providing the following minimum handwashing facilities:

- 5. Water supply dispenser (5-10 gallons) with hands free spigot. Yes No
(Any booth with open food or food preparation will be required to have water temperature of 100°F for handwashing. Prepackaged food/beverage booths do not need 100°F water for handwashing)
- 6. One separate tub (bucket or basin) for the collection of rinse/waste water. Yes No
- 7. Pump-style soap container (or squeeze type). Yes No
- 8. Paper towels and trash receptacle. Yes No

I am providing the following items within my booth for the sanitary cleaning of food preparation utensils:

- 9. Three (3) deep tubs (basin 6 – 8 inches minimum); one with detergent & water, the second with clean rinse water and the third with sanitizing solution (Example: 1-tablespoon bleach per one gallon of water). Yes No

I am protecting the unpackaged food and food preparation areas from insects, dust, and the public by the following method:

- 10. A booth with walls and ceiling constructed either of wood, canvas, plastic, or similar material with fine mesh fly screening, completely enclosing open food areas. Yes No
- 11. A booth with cleanable flooring (concrete, asphalt, clean tarps and smooth wood are acceptable). Yes No
- 12. Overhead protection and approved floor cover because I am only selling prepackaged food/beverages only Yes No

I have read the handout on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handout.

Completed by: _____
Signature of booth operator

Date: _____

Please print name: _____

Return the original copy of this completed checklist to the event coordinator.

Event Coordinator Information

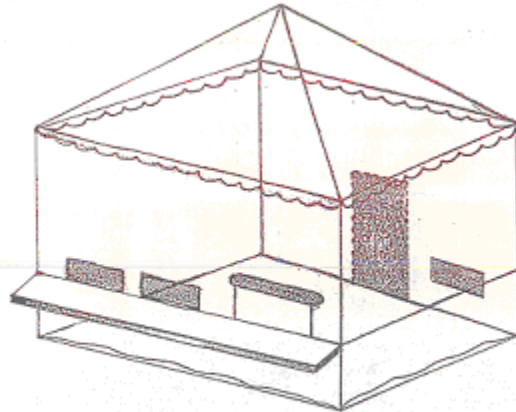
NAME OF EVENT:		
LOCATION OF EVENT:		
DATE(S) OF EVENT:	TIME OF EVENT:	# OF FOOD / BEVERAGE BOOTHS:

Primary Event Coordinator Information

NAME	
ADDRESS:	
CONTACT PHONE #:	EMAIL ADDRESS:

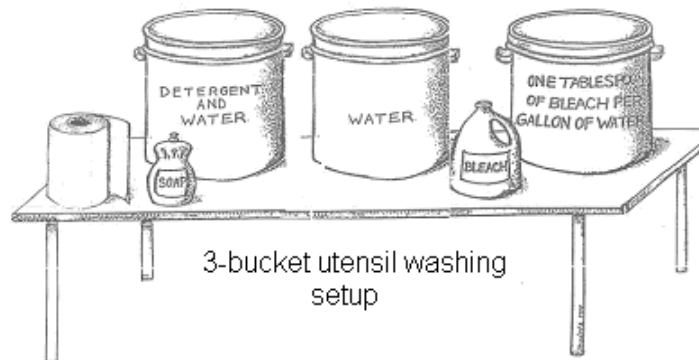
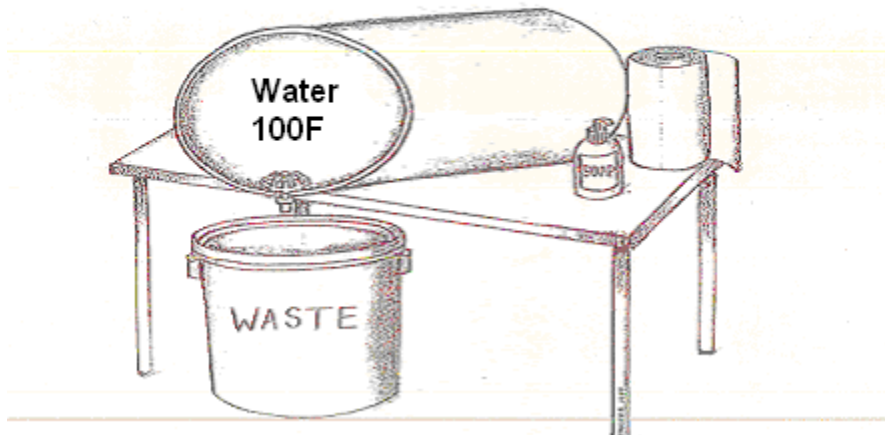
Secondary Event Coordinator Information (if applicable)

NAME	
ADDRESS:	
CONTACT PHONE #:	EMAIL ADDRESS:



Fully Enclosed Booth with
Pass-Through Windows

Handwash Setup



3-bucket utensil washing
setup



**Contra Costa County
Community Development Department
Application for Temporary Event**
651 Pine St., 2nd Flr. N. Wing
Martinez, CA 94553
925-335-1210

Today's date _____

Application No. _____

Applicant Name _____ Address _____ City, State, ZIP _____ Phone _____	Non-Profit Organization that the event benefits (if applicable) Name _____ Address _____ City, State, ZIP _____ Phone _____ Contact person at the Organization: _____ <i>Please provide proof of non-profit status with your application.</i>
--	--

Date and estimated starting and ending time of the event (include the time required to prepare and clean up the venue):

(A complete application for a temporary event must be submitted at least 45 days before the proposed event*.)

Location of Event (full address):

(If the event is being held on property other than the applicant's we need a letter from the owner of the property giving authorization to hold the event on their property.)

Type of Event (e.g. concert, arts and crafts show, carnival, garden party)

Event will be held: indoors () outdoors () both ()

Estimated total number of people at the event (during the entire event): _____
(Including all attendees, caterers and all other persons who are at the event)

Is there going to be amplified sound? _____ between what hours? _____

Describe type of sound (e.g. music, announcing, machinery, etc.):

How will guests get to the event (e.g. car, shuttle, mini bus) _____

Where will they park? _____

Number of events that have been held at this venue in the past 24 months: _____

Will there be time required to ready the location for the event, or restore the location after the event? _____

If yes, please indicate how and when: _____

Will there be any food served or sold at the event and, if applicable, the time and manner in which caterers and catering trucks will be used: _____

Important Note: Health permits are required for all temporary food events. The application fee for a temporary food event permit is \$35 per facility. The temporary food event permit must be submitted to the Environmental Health Department two weeks prior to the event. For an application form, call Environmental Health at 925-692-2500.

Will there be any beverages, including alcoholic beverages, served or sold at the event? And whether any such sales will be wholesale or retail: _____

Provisions made for first aid and sanitary facilities: _____

Provisions made for event monitors and security responsible for traffic control, crowd control, fire watch, general security, and evacuation of occupants: _____

Is the event requiring construction of any structure (s) that need a building permit? _____

****For a full reading of the Temporary Events Ordinance go to the County web site at www.co.contra-costa.ca.us under County Code, Title 8, Zoning, Chapter 82-44 Temporary Events.***

Please attach a site plan on an 11" x 17" sheet of paper showing the location of property lines, sidewalks, streets and improvements of the property, clearly labeled. On the plans also show where the event will be held on the property and where any parking, seating, stages or equipment will be located for the event (e.g. seats, sound equipment, sanitary facilities). If there is additional information that you wish to include with this application please include it on a separate sheet.

Initial Deposit

Initial Deposit	\$150.00	
Notification Fee	\$30.00	S-052
Notification Fee	\$30.00	S-052
Total Initial Deposit	\$210.00	(Please submit this amount with your application)

Acknowledgement of Guidelines

I certify that the foregoing is true and correct to the best of my knowledge. I understand that this application is subject to time and material costs and that if the review of this application exceeds the initial deposit, applicants will be required to submit additional deposits up to \$2500.00.

Signature _____

Print Name _____ Date _____

(Rev. 1/2008)