

# HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH TEMPORARY FOOD FACILITY PERMIT APPLICATION

For operating a food booth at a community event

**DEADLINE FOR PERMIT APPLICATIONS IS TEN (10) WORKING DAYS PRIOR TO THE EVENT**  
**PERMITS POSTMARKED 10 DAYS PRIOR ARE ACCEPTABLE - DOUBLE FEE IF LATE**

No refunds. No transfers. No credits.

Please print. Complete all information. Incomplete or Faxed applications will be returned.

Applicant Group Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Sponsor: \_\_\_\_\_

Date(s) and hours of operation: \_\_\_\_\_

Event Location: \_\_\_\_\_

Food(s) and/or beverage(s) to be offered: \_\_\_\_\_

\_\_\_\_\_

Location(s) and date(s) of preparation: \_\_\_\_\_

\_\_\_\_\_

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 HCDEH. 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

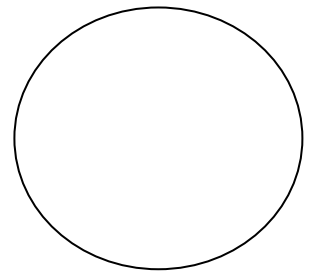
\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Best time to call

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature of Person-In-Charge

\_\_\_\_\_  
Date



(HCDEH STAMP)

(Do not write below)

Please Return To: \_\_\_\_\_ Facility # \_\_\_\_\_

Division of Environmental Health  
100 H Street, Suite 100  
Eureka, CA 95501 (707) 445-6215

rec'd \$ \_\_\_\_\_ date \_\_\_\_\_ recpt # \_\_\_\_\_

\_\_\_\_\_  
Environmental Health Specialist Date

When signed and stamped by HCDEH, this is a valid permit to operate a food facility only for the event, date(s), and menu listed above. 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 HCDEH.

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

1) **HOME-PREPARED FOODS ARE NOT ALLOWED.**

2) **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.

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

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4) **HANDWASHING FACILITIES.** Must be provided in each food booth.

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

Describe your handwash station:

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5) **UTENSIL WASHING PROCEDURES.**

Describe the sink and method you will use for cleaning and sanitizing utensils:

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- a) Three-compartment method, including 2 drainboards (one for storage of dirty utensils, and one for drying when clean) must be utilized.
- b) Provide a test kit to monitor sanitizer concentration.
- c) Wash with heated water.
- d) Other methods may be used if approved by this department.

6) **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 degrees F or below. During operating hours, PHF may be held at 45 F for up to 12 hours in any 24-hour period. Otherwise, PHF must be held at 41 F. At the end of the operating day, PHF that is held at 45 F, and any leftover hot foods, shall be discarded and not re-served.

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 degrees F rapidly. Steam tables, heat lamps, and crock pots are not designed as rapid-reheating units.

Describe: \_\_\_\_\_

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

Describe: \_\_\_\_\_

- d) A food temperature sensing device shall be readily available in each food booth for checking internal food temperatures. A metal stem-probe food thermometer is recommended.

- 7) 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.
- 8) How will you dispose of your GARBAGE? \_\_\_\_\_
- 9) What will be the source of your POTABLE WATER? \_\_\_\_\_
- 10) How will you dispose of your WASTE WATER? \_\_\_\_\_
- 11) Describe the restroom facilities: \_\_\_\_\_
- 12) 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.**

- 13) 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.

# TEMPORARY FOOD FACILITY POLICY

A Temporary Food Facility, sometimes called a “Special Event Food Booth,” is a food facility that operates out of temporary facilities approved by the Division of Environmental Health (DEH) for a period of time not to exceed 25 days 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, Reggae Rising, 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.

The California Retail Food Code (CalCode) regulates Temporary Food Facilities, and specifies operational standards. HCDEH has prepared a free informational brochure that describes the requirements for construction and operation of a food booth. Complete copies of CalCode may be purchased from HCDEH for \$5.00.

Operators of Temporary Food Facilities must obtain a permit to operate issued by HCDEH. 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.

HCDEH does not require permits for food booths that offer only commercially pre-packaged foods that are not potentially hazardous, or dispense only beverages that are not potentially hazardous. 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, must be approved by HCDEH. Mixed drinks (i.e. bar service) and/or serving ice does require a permit.

Applications for Temporary Food Facility permits must be received at HCDEH by 5:00 p.m. no later than ten (10) working days before the beginning of the event. HCDEH “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 may be contacted by an inspector and interviewed on the information provided including safe food-handling practices. A permit when signed and stamped by HCDEH is valid only for the date(s), location, 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 HCDEH.

If you would like to apply for a permit, receive a brochure, or if you need more information on Temporary Food Facilities, please call HCDEH at 707-445-6215.