



Community Services Department  
Environmental Health Division  
1130 Civic Center Boulevard, Suite A  
Yuba City, CA 95993  
(530) 822-7400

03/11

## **SPECIAL EVENT FOOD SALES INFORMATION APPLICATION FOR TEMPORARY FOOD PERMIT**

An application for temporary food permit **along with the permit fee** must be submitted two weeks prior to the event to:

**Sutter County Community Services  
Environmental Health Division  
1130 Civic Center Boulevard, Suite A  
Yuba City, CA 95993**

Applicants submitting information and/or permit fee less than two weeks prior to the event may not receive a permit to operate if there is not sufficient time to process the necessary information:

NAME OF EVENT: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

SPONSOR OF EVENT: \_\_\_\_\_

NAME OF GROUP, CLUB OR ORGANIZATION: \_\_\_\_\_

GROUP/CLUB/ORGANIZATION TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OPERATOR/CONTACT NAME: \_\_\_\_\_

TELEPHONE (DAY): \_\_\_\_\_ TELEPHONE (EVE): \_\_\_\_\_

NAME OF KITCHEN FACILITY FOR OFF-SITE PREP, IF ANY: \_\_\_\_\_

KITCHEN FACILITY ADDRESS: \_\_\_\_\_

PLEASE LIST ALL FOODS & DRINKS TO BE SERVED

FOOD ITEM(S)	COOKING PROCEDURES (DEEP FRY, GRILL, BBQ)	HOLDING HOT OR COLD

DESCRIBE:

Cold holding equipment: \_\_\_\_\_

Cooking equipment: \_\_\_\_\_

Hot holding equipment: \_\_\_\_\_

Reheating equipment: \_\_\_\_\_

If food is transported to the food service site, what is length of time in transport? \_\_\_\_\_

How is temperature maintained? \_\_\_\_\_

If event is two or more days, where will the food be stored? \_\_\_\_\_

**\*\*\*\* NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED \*\*\*\***

I hereby make an application for a permit to conduct a temporary food facility (booth) in accordance with the laws, ordinances and regulations that are now or may hereafter be enforced by the State of California, or under jurisdiction of Sutter County Environmental Health pertaining to the above business.

I have read and understand the "Temporary Food Facility Food Booth Requirements and Procedures" handout and will comply with them.

***According to Business and Professions Code Section 16102 every soldier, sailor or marine of the United States who has received an honorable discharge or a release from active duty under honorable conditions from such service may hawk, peddle and vend any goods, wares or merchandise owned by him without payment of any license fee, or tax. If such Business and Professions Code Section 16102 applies to you please attach your honorable discharge certificate (form DD214) as proof.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by R.E.H.S.

\_\_\_\_\_  
Date

*Approval of this application represents your permit to operate as a temporary food facility.*

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Copy given to applicant     Copy needs to be mailed to applicant     Mailed by \_\_\_\_\_

Receipt #:	Check #:    Amount:	Date:	Received By:
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# TEMPORARY FOOD FACILITY

## FOOD BOOTH REQUIREMENTS AND PROCEDURES

MARCH 2003

The California Health & Safety Code requires that all food facilities at temporary events such as fairs, carnivals, civic celebrations, etc., be under permit with the local environmental health department. Private or non-profit organizations, which sell, or give food to the public, must meet the requirements for temporary food facilities or retail food vehicles. Submit attached food sales information sheet **two weeks prior to the event for timely processing**. Informational sheets are available at the Sutter County Community Services Department, Environmental Health Division, 1130 Civic Center Boulevard, Suite A, Yuba City, CA 95993.

### COMMUNITY EVENT PERMIT REQUIREMENT

In addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization that is in control of any community event at which one or more temporary food facilities operates. This permit shall specify all the areas and facilities at the event site to be utilized by the temporary food facilities and the responsibilities of the person or organization issued the permit, including ensuring compliance with the temporary food facilities food booth requirements and procedures by operating at the event. Effective January 1, 2000, the person or organization in control of the event shall submit a permit application and a site plan to Environmental Health at least two weeks prior to the event. The site plan should show the proposed locations of the temporary food facilities, restrooms, and shared utensil washing, hand washing and janitorial facilities.

**FEES MUST BE PAID TWO WEEKS PRIOR TO THE EVENT. VIOLATION OF HEALTH CODES OR PERMIT CONDITIONS MAY RESULT IN LEGAL ACTION OR CLOSURE UNTIL CORRECTIONS ARE MADE.**

#### 1. FOOD HANDLING - SANITATION REQUIREMENTS

##### **A. Food Preparation:**

1. All food handling and preparation shall take place within a food facility (booth) unless approval of a different preparation site (e.g., retail markets, restaurants, food wholesalers).
2. **FOOD PREPARED OR STORED AT HOME IS PROHIBITED.** Food, water, ice and beverages must come from approved sources (e.g. retail markets, restaurants, food wholesalers).
3. BBQ operations (cooking only) may be allowed adjacent to the food facility.
4. Food preparation surfaces, equipment and utensils must be in good condition, smooth, non-absorbent and easily cleanable, (commercial cutting boards are recommended).
5. Employees preparing, handling and serving food must wear clean clothing and shall keep their hands clean at all times. All employees are to be in good health. Do not allow anyone with a skin infection or cold handle food.
6. Smoking and the use of tobacco is prohibited inside food facilities.
7. No animals are permitted inside food facilities.
8. Deep fat fryers, grills, etc., may require separate screened areas in accordance with local fire codes.

## **B. TEMPERATURE CONTROL:**

Adequate temperature control shall be provided for all potentially hazardous (perishable) foods. Provide metal probe thermometer to check temperatures.

1. **Cold foods:** Maintain food temperature at 45 degrees F or below for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that has been held at or below 45 degrees F shall be placed in refrigerator units that maintain the food at or below 41 degrees F or the food shall be destroyed.
2. **Hot Foods:** Maintain food temperature at 140 degrees F or above.
3. Food in transit must be protected from contamination and must meet the temperature requirements above.

**NOTE:** This will require sufficient equipment necessary to cook and maintain required temperatures for all potentially hazardous perishable food, (e.g. steam tables, chafing dishes, refrigerators, & coolers).

## **C. UTENSIL WASHING AND HAND WASHING FACILITY:**

1. If event lasts three days or less, food facilities (booths) with food preparation require two five-gallon, clean, insulated containers with spigots for the cleaning of equipment, utensils, hands and for general cleaning purposes. Provide wastewater receptacles. One container must be filled with a warm soapy water solution. The other must have a warm bleach and water solution (use one-tablespoon of household bleach per gallon of water). These containers must be labeled as to contents. Provide soap dispenser and paper towels within the facility (booth).
2. If event lasts four or more days, a two-compartment sink meeting National Sanitation Foundation (NSF) Standards and handsink are required. The sinks must be supplied with hot and cold running water under pressure from an approved source. The sinks must drain into an approved sewage disposal system.

## **D. WASTE WATER:**

1. Water and other liquid waste, including wastes from ice bins and beverage-dispensing units must be contained in or drained into a leak proof container.
2. Liquid wastes must be disposed of through an approved sewage system or holding tank and must not be discharged onto the ground.

## **E. FOOD HANDLERS:**

Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissues when handling food.

## **F. TOILET FACILITIES:**

1. Approved toilet facilities must be located within 200 feet of all temporary food facilities.
2. Handwashing units equipped with soap and towel dispensers must be located within or adjacent to the toilets.

## G. STORAGE/SERVICE:

All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination, and shall be stored six (6) inches off the floor on shelves, racks or pallets. Do not store food products next to toxic substances.

## H. GARBAGE AND REFUSE:

1. Garbage and refuse must be stored in leak-proof, fly-proof containers and emptied as necessary. It is recommended that the containers be lined with plastic garbage bags.
2. Arrangements for cleanup and final disposal for all solid waste must be approved by the Environmental Health Division.

## 2. FOOD BOOTHS

Temporary food facilities, except as provided below, booths must be entirely enclosed with four (4) complete sides, a top and a cleanable floor (pavement is acceptable).

A. Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.

B. Rigid walls at least three (3) feet in height constructed of plywood, canvas or similar materials are required. The remaining wall surfaces and ceiling must be entirely enclosed, except for customer service windows. Materials such as plywood, visqueen or fine fly screening shall be used to complete the enclosure.

1. Doors and food service openings shall be equipped with tight-fitting, self-closures to minimize the entrance of insects.
2. Food operations that have adjoining BBQ facilities should have a pass through window or door at the rear or side of the booth.
3. The name and address of the business, organization or owner of the food facility must be displayed on the front of the booth in at least three (3) inch high letters.

**NOTE:** The only operations not requiring enclosed booths are those which sell beverages from approved dispensers or food items prepackaged by a wholesaler or at an approved off-site kitchen. **These items must be sold in the original packaging.**

***Construction materials such as plywood, canvas, plastic and fine-mesh fly screening may be used. Rental booths constructed as noted above, may be used when approved by this Department.***

***These requirements have been established consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.***

***The enforcement officer may establish additional structural and/or operational requirements as necessary to ensure that food/beverage sold or given away to the public is of safe and sanitary quality.***

***Note: Please see Article 11 & 12 (Mobile Food Facilities and Mobile Food Preparation Units); California Uniform Retail Food Facilities Law for requirements for vehicular food sales.***