



# Department of Resource Management

675 TEXAS STREET, SUITE 5500  
FAIRFIELD, CALIFORNIA 94533  
(707) 784-6765 Fax (707) 784-4805

OFFICIAL USE ONLY

# \_\_\_\_\_  
Rec'd by \_\_\_\_\_  
Date \_\_\_\_\_  
Amt pd. \_\_\_\_\_  
Rept# \_\_\_\_\_

## 2024 SPECIAL EVENT FOOD VENDOR APPLICATION

Applications or payments received less than 14 calendar days prior to the event will be assessed a **50% late fee**. Please allow ample time for review, as late applications may not receive approval to operate.

Name of Your Business \_\_\_\_\_ Phone \_\_\_\_\_

Business Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of First Event\* \_\_\_\_\_

Date(s) of First Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

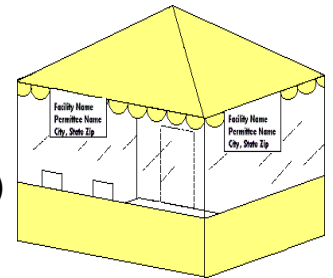
Event Organizer's Name \_\_\_\_\_ Event Organizer's Phone \_\_\_\_\_

**\*Please list names and dates of additional events below if applying for a seasonal permit.**

Event Name	Date(s)	Event Name	Date(s)	Event Name	Date(s)

### Fees / Late Fees (Valid July 2023-June 2024):

- \_\_\_\_\_ \$124.00 / **\$186.00** Food prep / sampling booth– 1 event
- \_\_\_\_\_ \$328.00 / **\$492.00** Food prep / sampling booth– Seasonal (Exp. 12/31/2024)
- \_\_\_\_\_ \$57.00 / **\$85.50** Prepackaged food booth (no sampling) – 1 Event
- \_\_\_\_\_ \$181.00 / **\$271.50** Prepackaged food booth (no sampling) – Seasonal (Exp. 12/31/2024)
- \_\_\_\_\_ \$168.00/ **\$252.00** Mobile Food Unit – 1 event
- \_\_\_\_\_ \$418.00/ **\$627.00** Mobile Food Unit – Seasonal (Exp. 12/31/2024)



\_\_\_\_\_ **No fee** Veteran's exempt booth (Exp. 12/31/2024)  
\*Status requires prior approval by this Division. Please allow for additional review time.

\_\_\_\_\_ **No fee** Non-profit food booth. **EIN (required):** \_\_\_\_\_  
\* 4 times per year not to exceed 72 hours each, additional events will be billed.

- I have read and understand the "Temporary Food Facility Operating Requirements" attached with this application.
- I understand it is my responsibility, **not** the event organizer, to submit a permit application to Solano County.
- I understand that incomplete or false information in this application may result in the application being denied.
- I understand regulations set forth in the California Retail Food Code (Cal Code) Chapter 11 and that failure to comply with these regulations may result in immediate closure.
- I understand that if unpackaged food is prepared, handled, or served that **an owner or person in charge (PIC) shall be present who can demonstrate adequate knowledge of food safety principles as they relate to the operation.** A copy of the current **Business License** is attached, if applicable.

Applications may be emailed with payment confirmation to [specialevents@solanocounty.com](mailto:specialevents@solanocounty.com).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Food Handling Plan

**Please answer all questions below. Incomplete information may result in your application being denied.**

1. Will food / beverage samples be offered? Yes \_\_\_\_\_ No \_\_\_\_\_ If “yes”, please include a brief description of sampling procedures below:

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2. Will food / beverages be prepared or stored in advance of the event? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A\_\_\_\_\_ If “yes”, indicate commissary or Cottage Food Operation below:

\_\_\_\_\_ Commissary. \*Include a signed commissary form (page 4 of this application).

\_\_\_\_\_ Cottage Food Operation (CFO). \*Cottage food facilities located outside of Solano County must be permitted as Class B in their respective County.

3. Will all food / beverages will be purchased on the day of the event and prepared in the booth? Yes \_\_\_ No \_\_\_ N/A\_\_\_\_\_ If “yes”, operator agrees to provide a receipt or invoice for proof of same day purchase on the day of the event.

**All food must come from an approved source, food prepared in a private residence will not be allowed for service or sale and will be impounded if not voluntarily discarded.**

**Complete chart below for all foods and beverages offered and/or prepared in temporary facility.**

FOOD/BEVERAGE	Sold prepackaged?	TIME in Transport	Hot/cold holding EQUIPMENT (during transport)	Cooking/reheating EQUIPMENT	Hot/cold holding EQUIPMENT (during event)

## Temporary Food Facility Equipment Plan

All temporary food facilities shall complete this page including those selling or serving prepackaged food.

**NOTE:** The only operations not requiring fully enclosed booths are those that sell prepackaged food items or food product from food compartments. Prepackaged foods must be sold in the original packaging with proper labels. Vendors that are distributing samples may be required to have a fully enclosed booth.

1. Thermometer provided to monitor the cooking/ holding temperatures of the food? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  2. Is your booth fully **enclosed** from floor to ceiling? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  3. Service **openings** are no larger than 216 square inches (18" X 12") and are at least 18" apart? Yes \_\_\_\_ No \_\_\_\_
  4. **Tarp** (smooth and cleanable material) on the ground? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
  5. **Signage:** Name of operator, business, city, state, and zip code are clearly visible to patrons? Yes \_\_\_\_ No \_\_\_\_
  6. Running **warm** water of at least 100°F at handwashing station? Yes \_\_\_\_ No \_\_\_\_
  7. Mobile unit has been certified by the State Dept. of Housing and Community Development? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_
- Insignia #(required)** \_\_\_\_\_ and **License Plate #(required)** \_\_\_\_\_

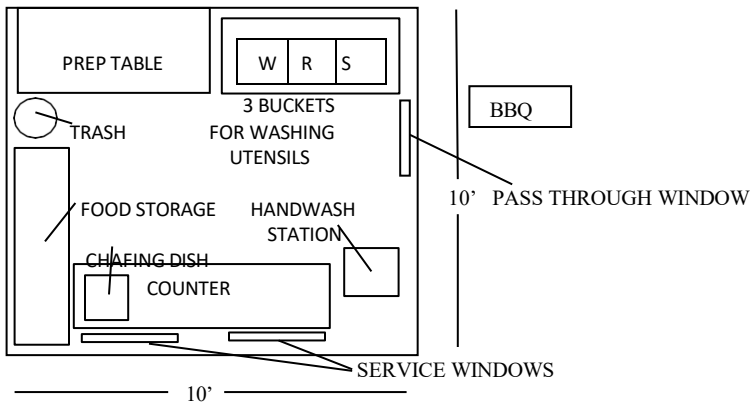
**DRAWING:**

In the space below, provide a drawing of your equipment layout. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below).

All cooking equipment shall have overhead protection. \*

\*If your booth exceeds 10' x 20' an additional permit will be required. State booth dimensions: \_\_\_\_\_' x \_\_\_\_\_'

**EXAMPLE:**



**NOTE:** Contact the local Fire Department for their requirements on cooking equipment. You may be required to have a fire extinguisher, certified flame-resistant materials and/or a portable fire suppression system in your booth/mobile unit.

**FLOOR PLAN**





Department of  
**Resource Management**

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## Temporary Food Facility Operating Requirements

Please read this guideline carefully. These requirements have been established to be consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. Food / beverage booths are required to comply with all of the requirements of this guideline. Failure to comply may result in closure of your booth, permit suspension and/or a directive to appear at a compliance conference.

### I. Temporary Food Booth Operating Requirements:

Temporary food facilities must operate in conjunction with a single, weekly, or monthly **community event**. A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events. A community event does not include a swap meet, flea market, seasonal sporting event, grand opening celebration, anniversary celebration, or similar function.

### II. Food Handling - Sanitary Requirements:

#### A. Food Preparation

1. All food handling and preparation shall take place within the enclosed food facility unless approval of a different preparation site has been obtained from the Environmental Health Division (e.g. restaurants, delicatessens, permitted church or school kitchens).
2. **Food prepared or stored at home is prohibited from use.** Except for approved food items prepared in a registered or permitted cottage food operation, food prepared at home will not be allowed for service or sale and will be impounded if not voluntarily discarded.
3. Open flame BBQs used for **open flame cooking only**, are allowed outside of the booth. No other equipment is allowed outside of the booth for cooking (e.g. grills, griddles, deep fat fryers). BBQs shall be separated from public access by using ropes or other approved methods to prevent contamination of food and injury to the public.
4. Deep fat fryers, grills, griddles, etc., may require separate screened areas in accordance with local fire codes.
5. Food preparation surfaces must be smooth, easily cleanable and nonabsorbent (sanitation certified cutting boards are required).

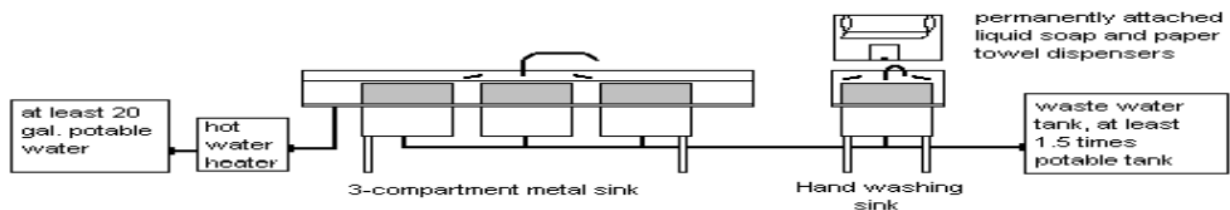
#### B. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. Provide a metal probe thermometer that is capable of registering 0°F -220°F to check temperatures.

1. **Cold Foods** – Maintain a temperature of 45°F or below for up to 12 hours in any 24-hour period. Foods that are held greater than 12 hours shall be maintained at 41°F or below. A refrigerator or an ice chest may be used to store potentially hazardous foods provided that ice is adequately supplied and distributed to ensure proper temperatures. Thermometers are required inside all refrigeration units. **Frozen food cannot serve as its own refrigerant.** At the end of the operating day, cold perishable food shall be placed in mechanical refrigeration units that maintain the food at or below 41°F or the food shall be destroyed in a manner approved by the local enforcement agency.
2. **Hot foods** - Maintain food temperatures of 135°F or above. At the end of the operating day, food that has been held at or above 135°F shall be **discarded**.
3. Food in transit must be protected from contamination and must meet the temperature requirements noted above.
4. Frozen food shall be defrosted in one of the following ways only:
  - (a) In a microwave
  - (b) Under running water for no more than two hours
  - (c) In a refrigeration unit
  - (d) As part of the cooking process.

**NOTE:** Sufficient equipment necessary to cook and maintain required temperatures for all perishable food shall be provided (e.g. steam tables, chafing dishes, refrigerators, coolers). The equipment shall be certified or classified for sanitation by an American National Standards Institute accredited program.

### C. Utensil Washing Facilities

The figure below illustrates a sample dishwashing/sanitizing and hand washing equipment set-up.



1. Booths with food preparation require a stainless-steel utensil-washing sink with at least three compartments with two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located **within** each temporary food facility. ***Subject to availability. For alternatives, see Appendix A.***
2. Shared utensil washing facilities provided by the event organizer may be allowed, however, the bucket system (shown in Appendix A) will still be required within each booth.
3. Cleaning cloths used to wipe counters, cutting boards, and other surfaces that may directly or indirectly contact food shall be held in a sanitizing solution when not in use, and may be used repeatedly. The proper concentration of the sanitizing solution shall be 100 ppm available chlorine (approximately one tablespoon bleach per gallon of water), or 200 ppm quaternary ammonium.

**D. Hand Washing Facilities** - Hand washing facilities, separate from the utensil-washing sink, shall be provided for food preparation and sampling booths. The hand washing facilities shall be located **within** each temporary food facility. The hand washing facility shall be equipped with at least **5 gallons** of warm (of at least 100 °F but not greater than 108°F) running water delivered through a spigot that allows both hands to be free for lathering. Hand washing cleanser and single-use sanitary towels shall be provided in dispensers at each hand washing facility. Hand soap may be provided in a pump- style bottle. Liquid dish detergent is not acceptable for hand washing purposes. *See Appendix A.*

**E. Water**

1. An adequate supply of potable hot and cold water shall be provided for utensil washing, hand washing, and janitorial purposes. Hot water of at least 120°F must be supplied. The potable water supply shall be from an approved source and be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.
2. In addition to the water needed for handwashing, at least **25 gallons** of potable warm water shall be provided per temporary food facility per day of operation for utensil washing and food preparation.
3. The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials (not garden hoses) and handled in a sanitary manner.

**F. Wastewater**

1. Ice melt and other liquid wastes, including waste from beverage dispensing units, must be contained in or drained into an approved leakproof container.
2. Liquid waste must be disposed of into an approved sewage system or holding tank and **shall not** be discharged onto the ground or into a storm drain. The event organizer shall provide you with a location for liquid waste disposal.

**G. Food Handlers**

1. Food handlers must be in good health. Permit holder shall require food employees to report illnesses as required.
2. Food handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination and especially after visiting the restroom.
3. Clean aprons or outer garments must be worn, and hair must be restrained.
4. Sanitary food handling techniques must be used at all times. Food handlers shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils (deli tissue, tongs, disposable gloves, etc.) to avoid doing so.
5. Facilities that prepare, handle or serve unpackaged food shall have an owner or person in charge present who can demonstrate adequate knowledge of food safety principles as they relate to their specific operation.

**H. Ice** - Ice used for cooling cannot be used for consumption. Ice used for consumption must be protected from

contamination.

**I. Condiments** – Self-service condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

**J. Toilet Facilities**

1. At least one toilet facility for each 15 booth employees shall be provided with 200 feet of each temporary food facility.
2. Each toilet facility shall be provided with approved hand washing facilities. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility.

**K. Smoking** - Smoking is prohibited in food booths.

**L. Storage/Service**

1. All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least six inches off the floor.
2. During periods of non-operation, food shall be stored in one of the following methods:
  - (a) Within a fully enclosed food booth
  - (b) In lockable food storage compartment meeting that is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
  - (c) Within a permitted food facility or other facility approved by this Department
3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

**M. Garbage and Refuse**

1. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.
2. The Environmental Health Division must approve arrangements for cleanup and final disposal of all solid waste.

**N. Animals** - Live animals, birds, or fowl are not permitted within 20 feet of temporary food facilities.

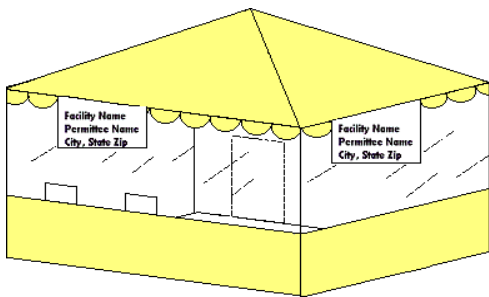
**O. Lighting** - Adequate shatterproof lighting shall be provided.

**P. Open-Air BBQ Facilities** - Open-Air BBQ facilities may be operated in conjunction with a permitted, fully enclosed temporary food facility. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for cooking foods, warming foods or maintaining food temperatures in pots, skillets or other containers. All other food preparation and storage and equipment storage shall be kept inside the **fully enclosed** booth. **NOTE: Flat grills, gas powered heating/warming units, or electrical grills are not allowed for use outside the booth.**



**III. Food Booths:** The booth must be **entirely** enclosed with four complete sides, a top, and a cleanable floor (See \*NOTE below).

1. Booths that handle unpackaged food must use a waterproof cleanable tarp or similar material for floor surfaces.
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment or when necessary for ventilation purposes.
3. Food service openings shall not be greater than 216 sq. in. (12"x18") and be equipped with tight-fitting closures to minimize the entrance of insects.
4. Food operations that have adjoining BBQ facilities shall have a pass-through window at the rear or side of booth.
5. **All food and equipment shall be stored inside the fully enclosed booth** with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. When open flame or heat producing equipment is used, fire/heat retardant materials (screening) shall be used.



**\*NOTE:** The only operations not requiring fully 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. Food preparation such as blending, cutting, popping, combining ingredients, or mixing requires a fully enclosed booth. Vendors that distribute samples may be required to have a fully enclosed booth.

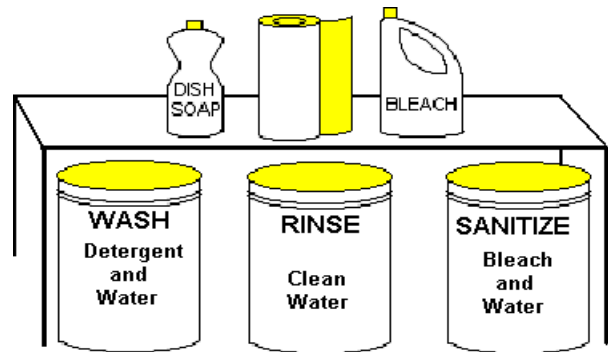
6. Signage that includes the **facility name, operator name, city, state, and zip code** of the business shall be legible and clearly visible to patrons. The facility name shall be in letters at least 3 inches high and shall be of a color contrasting with the temporary food facility. Letters and numbers for the city, state, zip code and the name of the permittee shall not be less than 1 inch in height.

## APPENDIX A

The following sections correspond to sections C, D, E, and F of this Guideline. With prior approval by this Department, the following alternatives may be allowed for temporary food booths if required equipment is not available.

### C. Utensil Washing Setup:

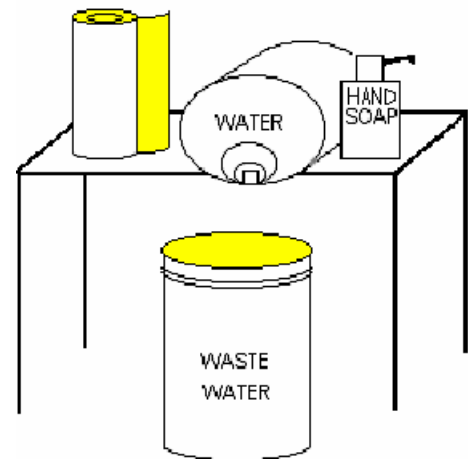
Booths with food preparation require three clean five-gallon containers for cleaning of equipment and utensils. A fourth may be required for general cleaning purposes. One container shall contain soapy water (**wash**), the second clean water (**rinse**), and third a bleach/water solution (**sanitize**) with one tablespoon of household bleach per gallon of water.



### D. Hand washing facilities:

Provide a minimum five-gallon container with **warm water** (at least 100°F), a dispensing valve (spigot), which will leave hands free for washing. Provide a waste-water container, hand soap, and paper towels in dispensers.

**Additional Facilities:** Additional and separate facilities may be required for the washing of food, fruits, and vegetables with potable water prior to preparation.



**E. Wiping Cloths/Towels:** All in-use wiping cloths shall be held in sanitizing solution between uses.

**F. Water:** A minimum of 20 gallons (30 gallons for facilities preparing food and washing utensils) of potable warm water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.