County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 505-6900 FAX (858) 505-6998

TEMPORARY FOOD FACILITY PERMIT
INSTRUCTIONS TO FOOD VENDORS

A Temporary Food Facility (TFF) permit is required for anyone that sells or provides food at a temporary event. This includes a bar serving cocktails with ice and/or fruit. The permit is only valid for one single food booth. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location and separate applications must be submitted. If a vendor will be operating at more than one event in San Diego County on the same day, each location must also be permitted separately. This requirement applies to all TFF permit types, including single event permits and multi-event permits.

NEW PERMIT APPLICANTS

- Submit a complete Application for Temporary Food Facility Permit and applicable fees at least 30 days prior to your event. If received less than 14 days prior to the event, late fees will apply.
- Applications can be emailed to fhdtempevents@sdcounty.ca.gov, mailed or submitted in person at the Department of Environmental Health (DEH) office located at 5500 Overland Ave. Suite 170. 1st Floor. San Diego, CA 92123
- If paying by check, make checks payable to **"County of San Diego."** To pay online, provide your email address on your application and note you would like an invoice emailed to you with payment instructions. Online payments can be made at www.dehpay.com once you are assigned a Record Number.
- Applications for Multi-Event Permits (Annual) must include a **Commissary Agreement Letter** (see Appendix B) and evidence of a **Food Safety Manager Certificate**.
- If approved, the "Temporary Food Facility Permit" will be issued by the Environmental Health Specialist on the day of the event.

ANNUAL TEMPORARY FOOD FACILITY PERMIT

- If you already have a valid annual TFF permit issued by this department, provide the Event Organizer with a photocopy of your permit. Keep original permit onsite when open for business.

NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required.
- Non-profit vendors are exempt from permit fees for two (2) events or booths per calendar year, though late fees will apply if the application is submitted less than 14 days prior to the event start.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

MOBILE FOOD FACILITY VENDORS

- Mobile food facility vendors, with valid San Diego County permits, may operate at Temporary Events without additional permits if operating within the mobile unit. Provide the Event Organizer with a photocopy of your valid permit. Keep original permit onsite when open for business.
- Mobile vendors permitted in other counties or states must apply for a TFF permit.
- 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 TFF Permit must be obtained.

QUESTIONS

If you have questions regarding Temporary Events, contact the Temporary Event Permit Coordinator at (858) 505-6809 or by email at fhdtempevents@sdcounty.ca.gov. Please also visit our Temporary Event Website at www.sdcountytempevents.org.

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APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

1. CONTACT INFORMATION:

a) **Name of Food Booth:** _____

b) **Name of Applicant:** _____

c) **Applicant Mailing Address (required):** _____
Street City State Zip

d) **Applicant Email Address (required):** _____

e) **Applicant Phone Number(required):** _____

f) **Person in Charge (if different from applicant):** _____

g) **Person in Charge Cell Phone (required):** _____

Alternate Phone: _____

h) **Person in Charge Email (required):** _____

2. EVENT INFORMATION:

a) **Name of Special Event:** _____
NOTE: If applying for an annual permit, please list your 1st event that you plan on participating in

b) **Location of Event:** _____

c) **Dates of Event:** _____

3. ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

a) **Photocopy of your Food Safety Manager Certificate**

b) **Commissary Letter of Agreement (see Appendix B)**

4. TYPE OF FOOD BOOTH (Please check one):

☐ **Pre-packaged Foods -** 100% pre-packaged foods. No open food preparation on site of event.

☐ **Demonstrator -** Portioning of food made and served **at an approved permanent food facility**.

☐ **Unpackaged Foods -** Open food and drink operations.

☐ **Out of County Mobile Food Facility -** Please provide a copy of your current health permit.

5. MENU (List all food items, including toppings beverages, and pre-packaged food items):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	

OFFSITE FOOD PREPARATION LOCATION:

Name of Site Used: _____

Health Permit Number: _____

Statements

Initial next to the statements below, indicating that you understand and will abide by them.

_____	**1**	All potentially hazardous cold foods shall be held at or below 45°F at all times, including transportation. All potentially hazardous hot foods shall be held at 135°F or higher at all times.
_____	**2**	Rapid reheating/cooking devices (e.g., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units.
_____	**3**	Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
_____	**4**	**I have and will use a probe** thermometer for checking internal food temperatures.
_____	**5**	**A handwashing station with warm water (100-108°F),** dispensed soap, and paper towels is required to be set up for use prior to beginning any food preparation and must be maintained supplied throughout the event.
_____	**6**	All foodhandlers have been trained in food safety. For annual vendors: I have completed the Food Safety Manager course and submitted a copy of my certificate with this application.
_____	**7**	All booths must have overhead protection and be able to provide a full enclosure for their booth in the event of inclement weather, to protect from vermin, or as required by the Department of Environmental Health during inspection.
_____	**8**	I will provide smooth and easily cleanable floor if booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
_____	**9**	Application must be returned at least 14 days prior to event or a late fee will be assessed.

Print Name: _____ Title: _____

FEES:

100% Prepackaged Foods

$128 - Single Event Permit (1-4 days) Fee_____

$332 - Annual Permit (Multi-event/Yearly) Fee_____

Demonstrator (Portioning of food made and served at an approved permanent food facility)

$128 - Single Event Permit (1-4 days) Fee_____

$332 - Annual Permit (Multi-event/Yearly) Fee_____

Unpackaged Foods, Out of County Mobile

$224 - Single Event Permit (1-4 days) Fee_____

$645 - Annual Permit (Multi-event/Yearly) Fee_____

Non-profit Vendor (eligible for two fee exempt permits per year) Fee_____

IRS 501 © 3 Number: _____
A copy of your 501 © 3 letter must be attached to this application.

Late Fee
$159 - Applies if application is submitted less than 14 days prior to event. Fee_____

Total Amount Due _____

PAYMENT METHOD: ☐ **Online** ☐ **Pay in Person**

All fees are due with the submission of your application.
To pay online, request an invoice and payment instructions will be emailed to you.
You will not be permitted to operate if payment has not been received prior to the event date.

We do not offer prorated billing.
Credits or refunds cannot be issued after your application has been processed, even if you do not participate in an event.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

X _____

Applicant/Organizer Signature Date

FOOD VENDOR REQUIREMENTS

Please be aware that Temporary Food Facilities (TFF) must meet all applicable requirements in the California Retail Food Code for Temporary Events (Chapter 11) and all food safety requirements (Chapters 1 through 8, and 13). A summary of these requirements is provided below.

IDENTIFICATION OF OPERATOR (CRFC 114337)

- The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons.
- The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted.
- Letters and numbers for the city, state, and ZIP Code, may not be less than one inch in height.

APPROVED SOURCE (CRFC 114339)

Foods stored, handled or prepared at home are prohibited within a TFF unless the product is non-potentially hazardous and approved to be prepared at a registered or permitted Cottage Food Operation (CFO). All foods must be purchased from an approved source and prepared in a permitted food facility. For Nonprofits, non-perishable bakery items are exempted from this restriction (H&SC 114339, 114332.3). Additionally, nonprofit charitable organizations are allowed to offer **only** non-potentially hazardous beverages and baked goods for fundraising purposes at Community Events.

FOOD PREPARATION AT COMMUNITY EVENTS (CRFC 114341)

- All food preparation must be conducted within the TFF or other approved facility.
- BBQs, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.
- Barbecues are allowed for cooking foods only. Any further processing (slicing, portioning, serving etc.) must be done from inside the booth enclosure.
- **Contact fire and building departments** for other restrictions on types of cooking equipment allowed inside booth.

HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (CRFC 114343)

Potentially hazardous foods (PHF), perishable foods, consist of animal products including milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cream pies, etc.

- Perishable food must be held cold at 41°F or less, or hot at 135°F or above.
- Perishable food may be held at 45°F for up to 12 hours in any 24-hour period during operating hours of the TFF, and then discarded at the end of the operating day.
- Perishable food held hot held at 135°F or above must be discarded at the end of the operating day.

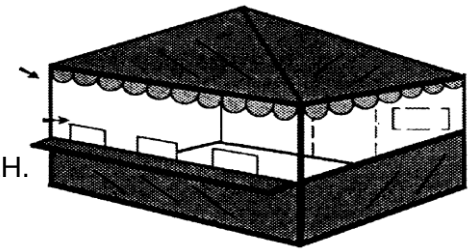
BOOTH DESIGN

- **Floors** (CRFC 114347)
    - TFFs handling open foods must provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair (plywood or tarp).

- **Ceilings** (CRFC 114349)
    - All TFFs must be equipped with overhead protection for food storage, food preparation, and warewashing areas.
    - Overhead protection must be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.

- **Sides** (CRFC 114349)
    - TFFs handling open foods must enclose the food facility with 16 mesh per square inch screens and limit display and handling of open foods in food compartments.
    - TFF's approved for limited food preparation are not required to have sides if flying insects, vermin, birds, and other pests are absent due to the location of the facility or other limiting conditions.
    - Doors and food service openings should **close tightly** to prevent insects and rodents from entering the food preparation area. Food service windows not to exceed 216 sq. inches and should be covered when not in use.
    - Food operations that have adjoining BBQ (barbecue) units should have a pass through window or door at rear or side of booth.

TYPICAL BOOTH DESIGN



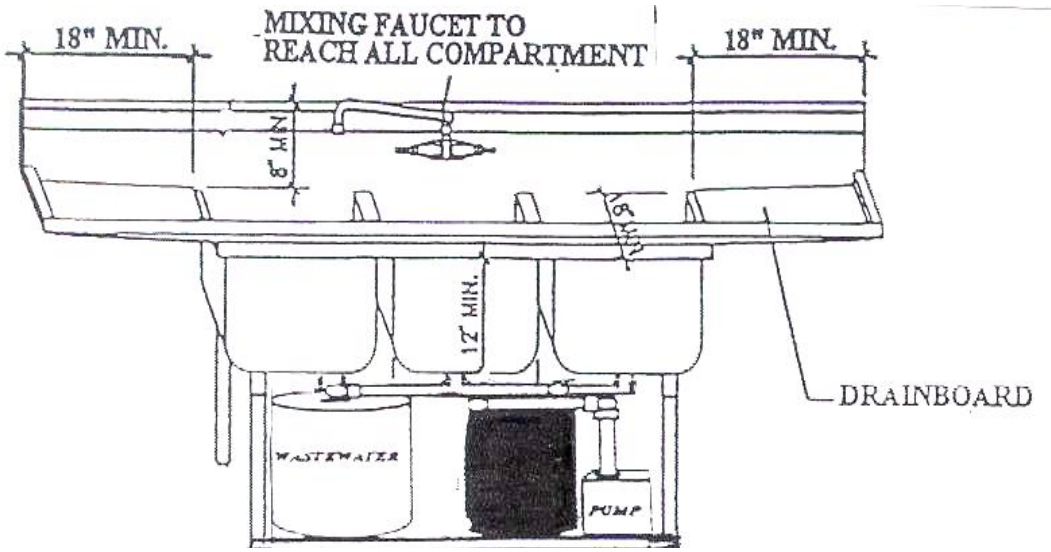
- Clear PLASTIC or light colored screening on sides and 12"x18" food service openings.
- Construction materials, such as plywood, canvas, plastic, and fine mesh screening may be used if approved by DEH.

WAREWASHING FACILITIES

- Booths that prepare open foods must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes (this is typically provided by the Organizer of the event). The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (H&SC 114097 to 114099.2).

- A warewashing sink must be centrally located and may be shared by no more than four TFF's that handle open foods or based on the number and types of utensils used, DEH may allow up to eight temporary food facilities to share a warewashing sink when easily accessible and located within 100 feet.

- A single centralized approved 3-compartment sink may be acceptable by the Department of Environmental Health (DEH) for events operating less than 4 hours if adequate spare utensils are available for each vendor.



MINIMUM COMPARTMENT SIZE 18" X 18" X 12" D

CONSUMER UTENSILS (CRFC 114353)

- Provide only single-use utensils for customer use.

EQUIPMENT (CRFC 114354)

- All food and utensil related equipment must be approved by DEH.
- Provide adequate cold and hot holding equipment to ensure proper temperatures are maintained during transportation to the event, storage, and during operation at the event. You must have enough space to properly store all food items.
- Equipment must be situated in a manner to prevent food contamination.

ICE (CRFC 114355)

- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

STORAGE OF FOOD, UTENSILS AND RELATED ITEMS (CRFC 114356)

- Store all foods and utensils at least 6 inches off the ground (CRFC 114047).
- During periods of operation, supplies and Non-Potentially Hazardous Foods, <u>in unopened containers</u> may be stored adjacent to the TFF or in unopened containers in an approved nearby temporary storage unit. (An "unopened container" means a factory sealed container that has not been previously opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.)
- When not in operation, food must be stored within a fully enclosed TFF, within a permanent food facility or other location approved by DEH, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, rodents and other vermin, and temperature abuse.

HANDWASHING FACILITIES (CRFC 114358)

- Handwashing facilities must be provided in each food booth and must include the following:
  - A minimum five (5) gallon insulated container with a spigot that provides a continuous stream of warm water that leaves both hands free for vigorous rubbing.
  - Warm water at a **temperature of 100°F**
  - A catch basin to collect wastewater, and properly dispose of all wastewater.
  - Soap in a pump and single-use sanitary towels.

TOILET FACILITIES (CRFC 114359)

- There must be at least one toilet facility per 15 employees within 200 feet of the TFF.
- Toilet facility must have approved handwashing facilities.

CLEANING & SERVICING (CRFC 114361)

- A TFF in operation for more than one day, must be adequately cleaned and serviced in a method approved by DEH.

ENFORCEMENT OFFICER DISCRETION (CRFC 114363)

The Environmental Health Specialist may establish additional structural or operational requirements, or both, as necessary to ensure that foods are prepared and maintained safe.

CONDIMENTS (CRFC 114077)

Condiment containers (ketchup, mustard, onions, and relish) shall be in a protective container. Allowable containers include: a pump style, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.

FOOD HANDLING & DEMONSTRATION OF KNOWLEDGE

- A Food Handler is a person who prepares, handles, packages, serves or stores food or handles utensils, or assists another person in any of these tasks. Owners and operators of TFFs that prepare, handle, or serve non-prepackaged food must ensure that their Food Handlers demonstrate adequate knowledge of food safety principles. This can be accomplished by either of the following:
    1. Employing a food handler who has a current food handler certificate or food handler test within the last three years **or**
    2. Have an owner or a PERSON IN CHARGE who can demonstrate that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation and the food handler is able to demonstrate adequate knowledge of food safety principles related to the operation of the temporary food facility.
- If a temporary food facility operator has passed the approved and accredited food safety certification examination specified in H & SC 113947.2 and 113947.3 the temporary food facility may apply for an annual temporary food facility permit rather than having to obtain a temporary event permit for each temporary event the facility participates in.
- Safe food handling methods **must be followed at all times.**
- Avoid unnecessary direct handling of food, and use utensils whenever possible.
- **Eating is not allowed inside** a food preparation booth. A food employee may drink from a closed BEVERAGE container if the container is handled to prevent contamination of the employee's hands, the container, open food, and food contact surfaces (H&SC 113977).
- Smoking is prohibited in food booths.

WATER SUPPLY AND WASTE DISPOSAL

- An approved toilet facility must be within 200 feet of the booth.
- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have hot and cold running water.
- At least 20 gallons of clean potable water shall be available per food booth per day of operation. Potable water supply shall be protected with a backflow protection device.
- The liquid waste must drain to sewer or by means approved by DEH and the local utility department. No wastewater may be discharged to ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 50% greater than the potable water tank.
- There must be sufficient trash and garbage containers for each booth and for the public eating areas. The containers must be rodent and fly-proof and be kept clean.

APPENDIX B

COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

THIS LETTER MUST BE RENEWED ANNUALLY

Sections 114295, 114339, and 114341 of the California Retail Food Code require that all Mobile Food Facilities and Annual Temporary Food Facilities operate in conjunction with a commissary, mobile support unit or other facility approved by the local regulatory agency.

I) THIS SECTION TO BE COMPLETED BY THE FOOD FACILITY OWNER

Facility Name: _____

Facility Mailing Address: _____ City: _____ Zip: _____
Street No. Street Name

Permit Owner Name: _____ Phone: (____) _____

Fax: _____ EMail: _____

II) THIS SECTION TO BE COMPLETED BY THE COMMISSARY/HEADQUARTERS OWNER

The above food facility has my permission to use my health regulated business (listed below) FOR THE PURPOSES OF ESTABLISHING A COMMISSARY FOR THEIR TEMPORARY EVENT FOOD BUSINESS. This permission includes the use of the premises for the following: *(Check all that apply)*

- ☐ Food Preparation
- ☐ Food Storage
- ☐ Warewashing Facilities
- ☐ Vehicle/Cart Washing Area
- ☐ Fresh Water Supply
- ☐ Wastewater Disposal
- ☐ Trash Disposal
- ☐ Vehicle/Cart Storage Area
- ☐ Chemical/Supply Storage
- ☐ Ice Production
- ☐ Used Cooking Oil Disposal

Commissary/HQ

Facility Name: _____ Health Permit Number: _____

Address: _____ City: _____ Zip: _____
Street No. Street Name

Permit Owner Name: _____ Signature: _____ Phone: _____
Print

Email address: _____ Date: _____