



FD#: \_\_\_\_\_

ENVIRONMENTAL HEALTH DIVISION

860 N Bush St, Ukiah, CA 95482

Telephone: (707) 234-6625

**Community Event Application / Permit**  
(Statement of Adequacy for an Outdoor Festival)

Non-Profit Tax

ID#: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s) and Hours: \_\_\_\_\_

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

# of Food Vendor Booths: \_\_\_\_\_

Property Owner  
Name: \_\_\_\_\_

Estimated Maximum  
Attendance: \_\_\_\_\_

Coordinator's  
Business Name: \_\_\_\_\_

Coordinator's Contact  
Person: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

The following information must be submitted **a minimum of one month prior to the event date:**  
*(Faxed or Photocopies will not be accepted)*

☐ **Event On Time < 15 Food Vendor Booths = \$158** ☐ **Event On Time 15 or > Food Vendor Booths = \$303**

☐ **Event Late Fee < 15 Food Vendor Booths = \$256** ☐ **Event Late Fee 15 or > Food Vendor Booths = \$384**

☐ **Site Plan**

The site plan must show the proposed location of the temporary food facility vendors, the restrooms, and any shared facilities such as sinks, sewer access, or garbage dumpsters, and locations of drinking fountains.

☐ **Food Vendor List and Temporary Food Permit Applications**

Complete and submit the attached vendor list with this application. It is your responsibility to distribute the enclosed blue booklets which include the food vendor application and fees, to your food vendors.

☐ **Toilet Facilities**

1. At least one toilet facility is required to be provided for each 15 employees within 200 feet of each temporary food facility. Each toilet facility shall be provided with handwashing facilities with hot and cold running water, pump dispenser soap, and single-use sanitary towels.
2. A minimum of one toilet and one handwashing facility shall be available for each 100 patrons.

☐ **Water Supply**

List Water Source: \_\_\_\_\_

A potable water supply shall be provided.

A minimum of one drinking fountain shall be available for each 500 patrons.

☐ **Refuse Disposal**

Provide # and type of waste receptacles to be available at event.

A minimum of one 50 gallon garbage can shall be available for each 100 patrons per day.

As Event Coordinator, I certify that all of the information above has been provided and is correct and that I have read and understand the "Temporary Food Facility Requirements", and I understand that I am responsible for ensuring compliance with the California Retail food Code (Cal Code) by the temporary food vendors operating at this event.

Applicant  
Signature: \_\_\_\_\_

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

Applicant's  
Title: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Payment #: \_\_\_\_\_

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

Received By: \_\_\_\_\_

When approved by the Environmental Health Division, this  
application shall serve as your permit.

(For Official Use Only)

Approved By: \_\_\_\_\_

Environmental Health Specialist

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

## Community Event Food Vendor List

**Event Name:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**Event Coordinator:** It is your responsibility to provide the blue booklet containing the food permit application to each of the **food vendor booths** you expect to be operating at your event in a timely manner. If you run low, you should contact 234-6625 immediately for more. Please remember to advise the food vendors that their permit application and fee must be submitted to Environmental Health (5) business days prior to the event start date, in order to qualify for the reduced permit fee. Applications received less than (5) business days prior to the event, will be subject to a delinquent fee.

**Postmarks are acceptable. Faxed or Photocopied Applications will not be accepted.**

Vendor Business Name	Contact Person	Mailing Address	Phone #	PHF* /NPHF*

\*Booths serving Potentially Hazardous Foods (PHFs): Potentially hazardous foods are which are typically high in protein content, contain moisture, have neutral or slightly acidic pH levels, and have a history of foodborne illness outbreaks and a natural potential for contamination due to production and processing methods. Examples are:

Tofu or Soy Protein foods Cooked Rice, Beans or other heat-treated plant foods Sprouts and Raw Seeds	Meat; Beef, Pork, Lamb... Shell Eggs	Milk and Milk Products Bake or Boiled Potatoes Shellfish and Crustacea	Fish      Sliced Melons Garlic-in-Oil Mixtures Synthetic ingredients
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\*\*Booths serving Non-Potentially Hazardous Foods (NPHFs): Non-Potentially hazardous foods are as follows:

Cookies      Breads      Cakes      Potato Chips      Popcorn      Cotton Candy      Candy Bars      Etc...