



Environmental Health Division  
**860 N Bush Street**  
Ukiah, CA 95482  
Phone: (707) 234-6625

Date: July 12, 2012

To: **Community Event/Fair Organizers & Coordinators**

From: Environmental Health, Consumer Protection Program

Subject: **REVISED!** Community Event Requirements

Environmental Health has recently upgraded the process by which it accepts permit application and fee submittals for Community Events/Fairs and Temporary Food Vendor Permit Application(s). Please read below carefully for the changes/improvements to this process as well as your responsibilities as event/fair organizer or coordinator.

#### **Event requirements and oversight:**

Community events / fairs where there are for-profit temporary food facility vendors present are required to obtain a Community Event Permit. The Community Event Permit fees are as follows:

Community Event Application with < 15 Food Vendor Booths (submitted 30 days prior to event) = \$158.00  
Community Event Application with 15 or > Food Vendor Booths (submitted 30 days prior to event) = \$303.00

Community events that have only non-profit temporary food facility vendor booths present are still required to obtain a Community Event Permit. The permit fee will be waived for the food vendor(s) permits.

#### **NOTE:**

Community Event Permit Applications (*including site plan and food vendor list*) and fees must be submitted a minimum of one month (30 days) prior to the event start date; late and incomplete application submittals will be charged as follows:

Community Event Late Application with < 15 Food Vendor Booths = \$256.00  
Community Event Late Application with 15 or > Food Vendor Booths = \$384.00

*Non-profit community event applications submitted late will not be exempt from late fee assessment.*

Community Event Applications may be downloaded from, and fees paid online through on our website at:

<http://www.co.mendocino.ca.us/hhsa/chs/eh/consumerprotection.htm>

Additionally, temporary food vendor booklets and applications may now be downloaded from our website, and individual food vendor permit fees may be paid online.

**All temporary food vendor booths are required to obtain an operating permit for each food booth they will have from Environmental Health, regardless of whether the vendor is 'for profit', 'non-profit', 'veteran exempt', selling the food, or giving away free samples of prepared foods.**

Permit fees will be waived for non-profit and veteran exempt temporary food vendors with submission of official documentation showing their non-profit exempt or veteran exempt status.

Temporary Food Vendor Permit Applications are to be submitted by the individual food vendor, with the appropriate fee **or**, (if non-profit exempt or veteran exempt): the federal or state tax exemption letter showing the non-profit ID#, or a copy of the veteran exemption (DD214 Form), directly to Environmental Health no less than (5) business days prior to the event.

**NOTE:**

Environmental Health will not accept individual food vendor applications or fees from the event coordinator.

Environmental Health now accepts faxed or e-mailed temporary food permit applications; payment of the permit fee may also be made online through GovPay by clicking on the button to the right of the application form on our webpage and following the online instructions. The link to the temporary food vendor permit application is as follows:

[http://www.co.mendocino.ca.us/hhsa/pdf/chs\\_eh\\_cp\\_tempFoodVendorApp.pdf](http://www.co.mendocino.ca.us/hhsa/pdf/chs_eh_cp_tempFoodVendorApp.pdf)

Environmental Health will only inspect community events that are longer than one day and have (5) or more temporary food vendors present.

*Vendors are strongly advised to apply for their food booth permits early, thereby avoiding assessment of late penalties. **No money will be collected for permits in the field at the event**; vendors will be required to appear in the office in Ukiah or Fort Bragg to pay the permit fee or to go online immediately and make payment through the GovPay system if they have not submitted their applications prior to the event start.*

**Events which are exempt from oversight:**

Events at which 'for profit' entities participate and provide their goods and services to members and guests for the benefit of a non-profit organization and receive no monetary gain. These events cannot operate more than (3) days in any ninety day period.

'Non-profit' associations that provide food to their members and guests and not to the general public. These events cannot operate more than (3) days in any ninety day period.

**Community Event Organizer/Coordinator Responsibilities:**

As the community event organizer/coordinator, you are responsible to provide Environmental Health with your completed Community Event Permit Application (including site plan and food vendor list) a minimum of one month (30 days) prior to the event start date. Your completed application must include the following:

- ✓ Processing fee; (Late fee will be assessed if complete application including site plan and food vendor list is being submitted less than (1) month prior to the event)
- ✓ Site Map showing the proposed locations of the temporary food facilities, restrooms, and shared facilities such as sinks, sewer access, or dumpsters.
- ✓ Proposed Food Vendor list showing the vendor and contact names, complete mailing address, and phone number information; **Carnival Food Wagon Vendors must also be included on this list.**
- ✓ Total # of toilet room facilities available to the food vendors and to the public; at least one toilet facility must be provided within 200 feet of each temporary food facility and be equipped with toilet paper in the bathroom stalls, as well as hand washing facilities with hot and cold running water, pump soap dispenser with soap in it, and single-use paper towels or hot air blowers.

As the event organizer/coordinator, it is your responsibility to:

- 1. Distribute the temporary food guideline booklets with applications, or;**
- 2. To provide the web address information for the application, guidelines, and online payment of permit fee to each temporary food vendor who will be at your event, in a timely manner.**

Failure to distribute this information in a timely manner, may delay processing and issuing of permits as well as result in increased fees to the vendor for late application submittals. If you need booklets or the web address information again, please contact us.

If you have any questions, please contact Michele Clemons at 234-6625, Monday through Friday between the hours of 8:00 am and 5:00 pm.