



Environmental Health Division

FD#: _____

Temporary Food Facility Application and Permit

For All Food Vendors Operating a Food Booth at a Community Event or Fair.

Non-Profit Tax ID#: _____

NOTE: Application and fee shall be submitted a minimum of (5) business days prior to the event.
Applications may be paid for online. If paid online, please fax or e-mail the application.

This application shall serve as the official permit and is required to be posted in a prominent place within your facility after the application has been reviewed and approved, and your facility has been inspected by the health inspector.

Permit Types and Fees: (Please read carefully, then check the appropriate box and submit the complete information required)

- ☐ **Non-potentially hazardous food permit:** **\$47.00** If application and fee are received (5) business days prior to the event.
 \$84.00 If application and fee are received less than (5) business days prior to the event.

Non-potentially hazardous foods: Fruit pies, dry goods, cereals, dehydrated foods, baked goods, cookies, chips, popcorn, candy, soda pop.

- ☐ **Potentially hazardous food permit:** **\$64.00** If application and fee are received (5) business days prior to the event.
 \$113.00 If application and fee are received less than (5) business days prior to the event.

Potentially hazardous foods contain: Tofu or other Soy protein, Beef, Pork, Lamb, Milk products, Cooked rice, beans, sprouts, raw seeds, shell eggs, sliced melons, poultry, fish, potatoes, garlic-in-oil mixtures, shellfish or Crustacea.

- ☐ **Veteran's Food Permit:** **DD214** Fee Exempt: A copy of DD214 must accompany application (5) business days prior to event.
- ☐ **Non-Profit Food Permit:** **Tax ID** Fee Exempt: Tax ID# must accompany application (5) business days prior to event.

PLEASE PRINT! All information requested must be completed; if something does not apply to your operation, mark "NA" in the space provided.

Food Concession Name: _____ Contact Person: _____

Contact Person Phone: _____ Mailing Address: _____

Name of Event: _____ Event Coordinator: _____

Event Dates: _____ Hours of Operation: _____

Event Location: _____ Water Source: _____

Food / Beverages to be provided: _____

Offsite food preparation required: ☐ Yes ☐ No If you checked 'Yes', give location: _____

Please note: You may **NOT** prepare or store any food at home; all preparation shall take place either in a licensed facility or in your booth at the event.

Utensil Washing Station Available: Yes ☐ No ☐ **Hand Washing Station:** Yes ☐ No ☐

Cooking Equipment in booth: _____

How will hot food be kept hot: _____

How will cold food be kept cold: _____

Read the following statement, and then sign and date below: In applying for this permit, I have read and am familiar with the operational requirements found in the Guidelines for Operating a Temporary Food booth at a Fair or Community Event, and I agree to comply with all legal requirements.

Signature: _____ Date: _____ Telephone #: _____

(DO NOT WRITE BELOW - FOR EH OFFICE USE ONLY)

Date: _____

Payment #: _____

Amount Received: _____

Received By: _____

This application shall serve as your permit and shall be displayed in a prominent place in your booth for the duration of the event.

Approved By: _____

Issue Date: _____

Phone #: (707) 234-6625

860 N. Bush Street, Ukiah CA 95482

Fax #: (707) 463-4038

BOOTH CONSTRUCTION:

- ☐ Construction materials such as plywood, canvas, plastic, and mesh screening may be used. All booth seams shall be tight and secured to prevent insect intrusion and minimize airborne contamination.
- ☐ The booth shall be fully enclosed with four (4) complete sides, a top, and a cleanable floor. (Smooth pavement is acceptable as flooring.)
- ☐ Booths operating on grass or dirt must use plywood, tarp, or similar material for floor surfaces.
- ☐ Doors and food service openings (and all tent seams) shall be equipped with tight-fitting closures and remain in the closed position when not actively in use to minimize the entrance of insects.
- ☐ The name, address and telephone number of the food vendor shall be displayed for patrons. This information must be legible and in a color which contrasts with the background.

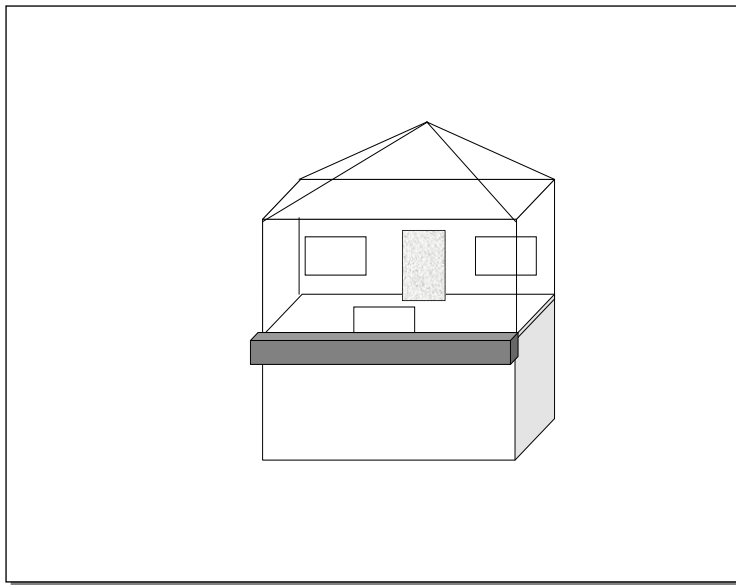
Name must be in 3" high lettering

Address and Phone # must be in 1" high lettering

» Following is a list of equipment you shall have on-site at or in your booth:

1. Water supply
2. Trash Receptacle
3. Table
4. Handwashing station set up with water, pump dispenser soap and paper towels
5. Thermometers for measuring hot and cold temperatures
6. Utensil washing station set up with (3) compartments for wash, rinse, and sanitize

*** Operations which are not required to have a fully enclosed booth include those which sell beverages from approved dispensers and prepackaged food items from an approved source. These items must be sold in the original packaging and shall be labeled accordingly. ***



Clear Plastic or Light-colored Screening is recommended for maximum visibility.

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 for the public. We appreciate your cooperation and look forward to working with you.