



### COMMUNITY EVENT FOOD VENDORS:

Community events that include serving food to the public present challenges to both professional and volunteer food vendors. The goal of providing safe food is shared by everyone involved. While professional food vendors are usually familiar with regulatory requirements, volunteers may not be. Tulare County Environmental Health Department strives to work with the event organizer to help make all food vendors aware of food safety requirements and their responsibilities to make the event a success.

#### **Food vendors participating in community events are required to observe the following:**

1. All food must be prepared in an approved food facility such as a health permitted kitchen, or onsite in the temporary food booth. Food that has been stored or prepared in a private home **may not be sold, offered for sale, or given away** in a temporary food facility with the exception of an approved Cottage Food Facility.
2. The Food Vendor must indicate the type of food which will be prepared/served in the booth. The Food Vendor must also indicate any other locations of food preparation/storage.
3. **The completed form and fees must be returned to the Event Organizer. The organizer must submit all completed vendor applications and fees at least two (2) weeks prior to the event. (Make checks payable to TCEH).**
4. Read and follow the "Temporary Food Facility Guidelines".
5. Vendors sampling or preparing food shall complete the entire application.
6. ALL vendors shall prominently display a completed self-inspection checklist, indicating they are ready for inspection, on or before the ready for inspection time and date indicated on their application.

#### **Temporary Food Vendor Fees Effective July 1, 2020:**

- Temporary Food Single Event - Vendor - Low Risk \$30
- Temporary Food Single Event - Vendor - Moderate Risk \$61
- Temporary Food Single Event - Vendor - High Risk \$91
- Temporary Food Multi Event - Annual Vendor - Low Risk \$42
- Temporary Food Multi Event - Annual Vendor - Moderate Risk \$182
- Temporary Food Multi Event - Annual Vendor - High Risk \$342

**\*A chargeable re-inspection fee of 75% of the current health permit fee may be assessed if all booth requirements are not met at the indicated ready for inspection date and time (see next page).**

If you have any questions or need clarification on any item, please feel free to contact the event organizer or this office at (559) 624-7400.

\* U.S. military veterans who solely own the business and product being sold from a temporary event facility may be exempt from a health permit fee if they meet permit requirements, and are operating within their permitted conditions per the California Health & Safety Code. Veterans shall submit proof of an honorable discharge form DD214 along with the Affidavit for Veteran's Fee. (Beer, wine, and alcohol services are not allowed).

\*Veterans with annual permits remember to attach a copy of your health permit with the temporary event application.

# Temporary Event Permit Type Revision

## SINGLE EVENT VENDOR PERMIT

The following temporary event permit types have been revised to align with the FDA model. Single event vendor permits have been consolidated into permit types that are based on food risk and not based on number of days. This has led to a change in permit names, permit fees, and permit criteria.

<u>New Permit</u>	<u>Risk</u>	<u>Example</u>
TF Single Event Vendor, Low Risk \$30 PE 1918	Low Risk (prepackaged nonperishable food)	Prepackaged cookies, soda, beverages, chips, produce
TF Single Event Vendor, Moderate Risk \$61 PE 1919	Moderate Risk (preparation of nonperishable food)	Shaved Ice, Churros, popcorn, cotton candy, non-dairy beverages
TF Single Event Vendor, High Risk \$91 PE 1920	High Risk (any perishable food)	Burgers, tacos, bbq, pizza, hot dogs, fries

\*Legend: TFE = Temporary Food Event TF= Temporary Food



**HHSA**  
Public Health

**Environmental Health Services**  
WWW.TULARECOUNTYEH.ORG • (559) 624-7400

# COMMUNITY EVENT FOOD VENDOR APPLICATION FORM

EACH VENDOR IS TO RETURN THIS FULLY COMPLETED APPLICATION AND THE APPROPRIATE HEALTH PERMIT FEE OR PERMIT COPY TO THE EVENT ORGANIZER

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ to: \_\_\_\_\_

Food Sales Start Time: \_\_\_\_\_ Food Sales End Time: \_\_\_\_\_

**Ready for Inspection Date:** \_\_\_\_\_ **Ready for Inspection Time:** \_\_\_\_\_

Event Address/Location: \_\_\_\_\_ City: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**VENDOR PERMIT TYPE:** *(Complete Section A to apply for a permit; Existing permit holders complete Section B)*

## A. Indicate the Community Event Environmental Health Permit you are applying for:

- Single Event Vendor:  Low Risk (\$30)  Moderate Risk (\$61)  High Risk (\$91)
- Multiple Event Annual Vendor:  Low Risk (\$42)  Moderate Risk (\$182)  High Risk (\$342)
- Veteran's Fee Exemption *(complete Veterans exemption affidavit form – see enclosed, & attach DD214 form)*

## B. Existing permit holders: Identify your Tulare County Health Permit: (attach a copy of your health permit)

Business Name: \_\_\_\_\_ Facility #: FA \_\_\_\_\_ Permit Expiration Date : \_\_\_\_\_

- Mobile Food Facility Permit - Indicate Cart/License Plate #: \_\_\_\_\_
- Catering Permit  Multiple Event Annual Vendor:  Low Risk  Moderate Risk  High Risk

## C. Food Operation Type: (Check all that apply)

- Pre-packaged food (**no sampling**)  Pre-packaged (**with sampling**)  Food Demonstration  Food Preparation
- Food booth operator is registered with IRS as a non-profit 501 (c) 1-10, or 19 organization  
(non-profit vendors do not require booth screen enclosure, and can use 3 warewash tubs in lieu of a warewash sink)

## PREPACKAGED VENDORS ONLY

**NOTE: Prepackaged food vendors are only required to complete the first page of this application**  
**Samplers must complete the handwash sink requirements since they are handling open food.**

- All temporary food facilities shall provide a sign with the facility name, operator name, city, state, and zip.
- Pre-packaged food booths require overhead protection made of wood, canvas, or other to protect from elements.
- Pre-packaged food/beverages shall be kept 6 inches off the floor at all times.
- At the end of the operating day, all Potentially Hazardous Foods that are held at 45 °F **shall be destroyed**.
- At the end of the operating day, all potentially hazardous foods held at or above 135 °F **shall be destroyed**.
- List the items you will be selling/serving: \_\_\_\_\_
- I understand that if I process or can prepackaged foods I will need to submit a copy of a California Cottage Food Permit, a Processed Food Registration or Cannery License from the California Department of Public Health with this application.

**By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(OFFICE USE ONLY) Payment Type:** \_\_\_\_\_ **FA:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **OA Initials:** \_\_\_\_\_ **Paid Amount:** \_\_\_\_\_

## POTABLE WATER

Water source is from (check one):  A Permitted Water System (example: City Water),  Bottled Water,  CA State Licensed Water Vending Machine,  CA State licensed Water Hauler, or a  Private Non Ag Well (Must provide Bacteriological, Nitrate, & Nitrite testing results and meet Safe Drinking Water Standards)

## MENU

Food preparation shall be done either in an enclosed Temporary Food Booth or at a permitted food kitchen

List food items to be served: (tacos, tamales, shaved ice, nachos, hot dogs, pizza, bbq, popcorn, lemonade, coffee, etc.)	Mark if food item is fully or partially prepared at an offsite permitted kitchen:	Identify types of preparation at offsite permitted kitchen: (baking, cooking, marinating, slicing, preparing)	Identify types of preparation at booth: (example: assembly, slicing, cooking, dispensing)	Describe how food will be transported to the event within 30 minutes (ice chest with ice, refrigerator, chafing dish, insulated warmers)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

- Check here if preparing ALL food inside the food booth on the day of the event and skip to next page.
- Check here if storing and/or preparing any food at a commercial kitchen and fill out the Kitchen Authorization below.  
*\*Homemade foods are not allowed, except for prepackaged non perishable foods from a permitted Cottage Food Kitchen.*

## COMMERCIAL KITCHEN AUTHORIZATION

Complete this section if you are going to prepare food ahead of time at an Environmental Health permitted kitchen.  
 No food shall be prepared at home. Permitted Cottage Food is allowed.

The food vendor listed on this form has permission to use the commercial kitchen named below for preparing and storing food on the following dates:

Business Name Of Kitchen:		Address Of Kitchen:	
City:	State:	Zip:	Phone:
Facility ID:		Type of Permit:	Permit Expiration Date:
Owner Signature:		Print Name:	Date:

If the commercial kitchen in which food preparation will take place is located outside of Tulare County, the Local Environmental Health Department must sign below authorizing use of the commercial kitchen, and verifying a current permit.

Signed by:	Print Name:	Date:
------------	-------------	-------

Environmental Health Specialist

County of:

Note: Complete the remainder portion of application in lieu of site plan.

### HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining hot food hot, or cold food cold during the event dates. Check all that apply.

- I will keep food cold in an ice chest at 45°F for up to 12 hours in a day and then throw away.
- I will keep food cold in a refrigerator at 41°F and may use the food for next day service.
- Not Applicable - I will not be working with foods that require cold temperature control.

I will keep cooked food hot at 135 °F or hotter at all times by using: (Do not use ice chest to keep foods hot)

- Steam Table or Chafing Dish with canned fuel (sterno)
- Hot skillet, griddle, or barbecue
- Crock pot or roaster
- Rice cooker
- Hot dog roller
- Other (please specify): \_\_\_\_\_

**\*At the end of the operating day, all hot foods must be thrown away. Cooling for future re-heating is not allowed at community events.**

**\* Do not use ice chests to keep foods hot, must use a warming device that is able to keep temperatures hot.**

### THERMOMETERS REQUIRED

- A health department approved probe thermometer will be provided to monitor potentially hazardous food temperatures.
- An approved refrigerator style thermometer will be provided for all cold holding equipment (refrigerators, freezers, & ice chests)

### FOOD PROTECTION

Identify methods to protect food from contamination. Check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sneeze Guards                    | <input type="checkbox"/> Hinged Chafing Dishes                       | <input type="checkbox"/> Serving Tongs |
| <input type="checkbox"/> Serving/ Sampling Plate with Lid | <input type="checkbox"/> Prepared and Stored away from the customers | <input type="checkbox"/> N/A           |
| <input type="checkbox"/> Food Compartments                | <input type="checkbox"/> Other (Specify): _____                      |  |

### FOOD BOOTH CONSTRUCTION

See Temporary Food Facility Guidelines available online or at our office for a full description of requirements.

- If working in a fully enclosed building that meets the food booth requirements (skip to next page)
- If working from a Tulare County permitted mobile unit such as a cart, trailer, or truck (skip to next page)
- If working inside a food fully enclosed food trailer or truck that meets the food booth requirements (skip to next page)

All food booths that handle non-prepackaged food require:

- **Floors** constructed of concrete, asphalt, tight wood, or other cleanable material in good repair.
- **Overhead protection** made of wood, canvas, or other to protect food preparation, food storage, and warewashing areas from rain, dust, bird/insect droppings and other contaminants.
- **Full Enclosure** of the booth with 16 mesh per square inch screens, and pass-thru windows (216 square inches in size).
  - (Does not apply for non-profit vendors if inclement weather, insects, vermin, and birds are absent. If conditions change, vendor must be prepared to enclose booth).
- **Limiting display and handling** of nonprepackaged food in food compartments.

Floor Material: \_\_\_\_\_

Wall Material: \_\_\_\_\_

Ceiling Material: \_\_\_\_\_

Size of Pass-Thru Window: \_\_\_\_\_

**\*All temporary food booths shall provide a sign with the facility name (in 3 inch size letters), and operator name, city, state, and zip (in 1 inch size letters).**

## WAREWASH SINK REQUIREMENTS

A 3 Compartment Sink is Required if operating for more than 4 hours.

**Please Indicate what warewash sink you will use during the event if operating more than 4 hours. Warewashing sink is (check only one):**

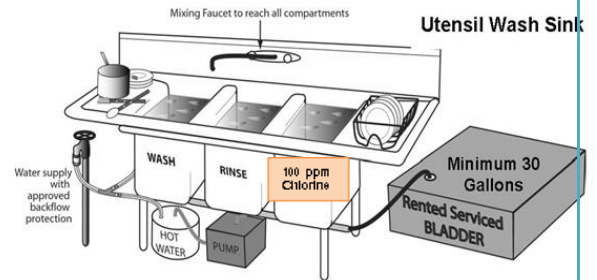
- I am a Non-Profit vendor and I will provide the minimum required 3 tub warewash setup to wash, rinse, and sanitize utensils.
- Provided by event organizer
- Providing my own warewash sink
- I will be sharing the sink with the 3 following vendors below:  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Located inside restaurant and food booth is within 200 feet of restaurant. Restaurant Name: \_\_\_\_\_

Warewash sink is not Required – booth operates less than 4 hours per day & provides extra utensils that are clean and sanitized.

**Warewashing Sink Water Source and Sewage Disposal (Check all that apply):**

- Water is supplied by a food grade hose with back flow protection device
- Water supplied by self contained tank. Tank Size in Gallons: \_\_\_\_\_
- Waste water will drain into a tank. Tank Size in Gallons: \_\_\_\_\_
- Waste water will be drained into onsite sewer/septic system



## HANDWASH SINK REQUIREMENTS

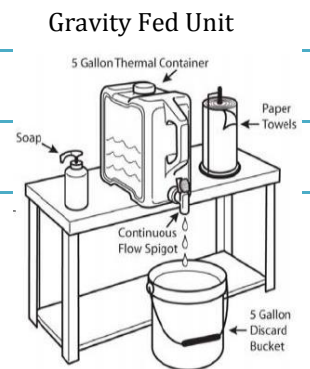
Required if sampling, preparing food, and serving beverages.

**Handwashing sink provided inside food booth by (check only one):**

- Event Organizer
- Food Booth Operator
- Not required (serving prepackaged food only-No sampling)

**Type of Handwashing sink (check only one):**

- Gravity Fed 5 Gallon Unit with hands free dispensing, warm water, hand soap, paper towels, and an approved Waste water bucket – **Is only allowed if event is 3 days or less**
- Permanently Plumbed or Self Contained Portable Sink – **required if event is 4 days or longer**



## CLEANING AND REFUSE DISPOSAL

**If using multi use utensils (knives, scoops, spatulas, etc.) inside the booth for food preparation mark the appropriate box:**

- I will clean the utensils every 4 hours in a warewash sink if food service is more than 4 hours

-OR-

- Food service is less than 4 hours. I will bring extra utensils and replace as needed.

I agree to the following:

- I will clean food contact surfaces at least every 4 hours
- I will clean the booth structure as often as needed
- Refuse will be disposed of as often as needed, and at the end of the event at the organizer's designated location.

**By signing this form I agree to comply with the above noted requirements, that the fees are nonrefundable and nontransferable, and certify to the best of my knowledge the statements made herein are true and correct.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form is available at [www.tularecountyeh.org](http://www.tularecountyeh.org)