



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, 2017:

- Temporary Food Event 1-2 days - \$62
- Temporary Food Event 3-25 days - \$91
- Temporary Food Event - Annual Single Vendor - \$342
- Temporary Food Event Prepackaged/Food Sampling (1-2 days) - \$20
- Temporary Food Event Prepackaged/Food Sampling (3-25 days) - \$31
- Temporary Food Event Prepackaged/Food Sampling - Annual Single Vendor - \$42

***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.

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: (one time vendors complete part A, annual permit vendors complete part B)

A. Indicate the Single Event (one-time only) Temporary Health Permit you are applying for:

- ☐ Single Event Vendor Food Prep 1-2 days (\$62) ☐ Single Event Vendor Food Prep 3-25 days (\$91)
☐ Single Event Vendor Prepackaged 1-2 days (\$20) ☐ Single Event Vendor Prepackaged 3-25 days (\$31)
☐ Veteran Exemption (complete Veterans exemption affidavit form – see enclosed, & attach DD214 form)

B. Annual Permit Vendors: Identify your Tulare County Health Permit: (please attach a copy of your health permit)

Business Name: _____ Facility #: FA _____ Permit Expiration Date : _____
☐ Tulare County Mobile Food Permit - Indicate Cart # or License Plate #: _____
☐ Tulare County Catering Permit ☐ Annual Single Vendor ☐ Annual Prepackaged/Food Sampling Permit

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.

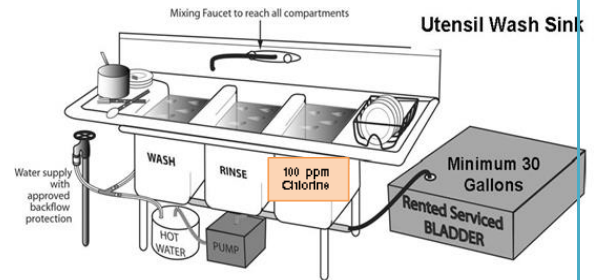
Warewashing Sink Water Source and Sewage Disposal (Check all that apply):

☐ 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.

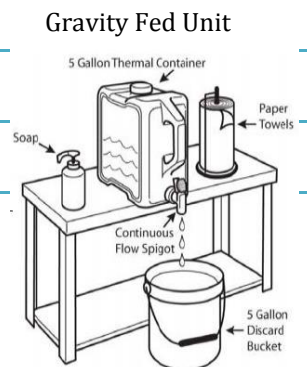
Handwashing sink provided inside food booth by (check only one):

☐ 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



HHSA
Public Health

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

VETERAN'S FEE EXEMPTION REQUEST FORM

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every United States Veteran, who has received an honorable discharge or a release from active duty under honorable conditions, to hawk, peddle, sell any goods, or merchandise owned by him, (except spirituous, malt, vinous or other intoxicating liquor), without payment of any license, tax or fee to vend the merchandise.

This affidavit is to be filed with the Tulare County Environmental Health Services Division in conjunction with the application for a Health Permit to sell or give away food to the public.

Business Name: _____

Business Location: _____

Mailing Address: _____ City: _____

Business Owner (Veteran): _____ Phone #: _____

Owner Address: _____ City: _____

Business Description: Describe kinds of food and beverages sold, and type of facility sold from:

Are you selling or giving away any ***alcoholic beverages**? ☐ Yes ☐ No ***Veterans fee exemption does not allow serving/ selling beer, wine, or liquor.**

Were you honorably discharged/released from the US Services? ☐ Yes ☐ No

Are you the sole owner of the goods being vended? ☐ Yes ☐ No

Verification of Owner Veteran Identity:

Drivers License No.	State	Expiration Date	Birth Date
_____	_____	____/____/____	____/____/____
Service Branch:	Army Navy USMC USAF USCG		

Service Documentation: **Attach a copy of Veterans Honorable Discharge Form (DD214).**

☐ **Check here if you would like to obtain an annual health permit. By doing this we keep your Veteran affidavit and DD214 on file so you do not have to resubmit for every event that you attend. Please note that a vendor application is always required to be submitted with a copy of the annual health permit.**

I DECLARE UNDER PENALTY OF PERJURY, BY THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Veteran Signature

Date

EHS Specialist

Date

Approved: ☐

Denied: ☐

Reason

Sample Handwash and Warewash Layouts

*Temporary Handwash Station approved for events that are 3 consecutive days or less

Hand and Utensil Washing Guidelines for Temporary Event

EXAMPLE OF HAND WASHING SET-UP

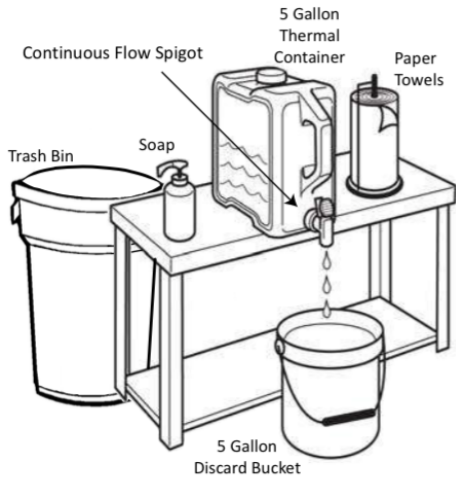
WASH HANDS:

Before:

- Starting work
- Handling Ready to Eat (RTE) food

After:

- Using restroom
- Sneezing
- Coughing
- Touching raw food
- Touching face or hair
- Eating or drinking
- Emptying garbage
- Smoking
- Any chance of contamination



*Self Contained Portable sink or Permanently Plumbed Sink required for events that are 4 or more consecutive days

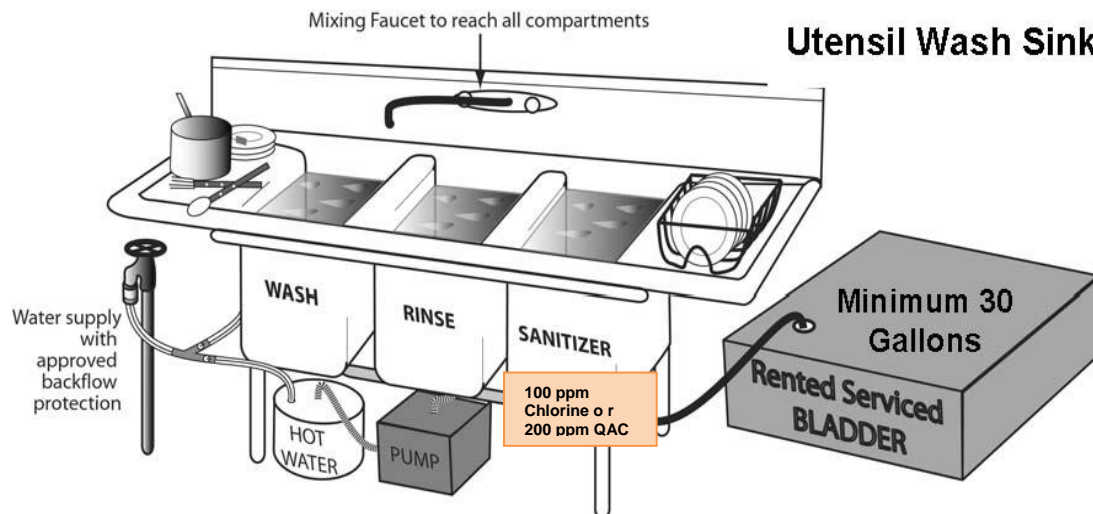
- Self contained unit must provide warm and cold water, have self contained tanks, and have soap and single use paper towels available



*Warewash sink accessible within 100 feet for vendors that need to clean utensils every four hours. Can share with up to 4 full prep vendors, or 8 limited prep vendors.

-Not required if operating 4 hours or less and providing extra utensils.

-Non profits may use 3 bucket system.





Community Event Food Vendor Self-Inspection Checklist For Booths

All items must be completed prior to serving food to the public.

*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.

Initial below when completed ↓

<p>1. <input type="checkbox"/> Events 3 days or less: Temporary Hand-wash station provided.</p> <p>✓ 5 gallon container of 100°F warm water with a spigot which can be turned on and off without having to hold it on.</p> <p>✓ Liquid soap in a pump dispenser</p> <p>✓ Single use paper towels & bin for towel waste</p> <p>✓ Bucket to catch the dirty water & dispose in sewer</p>	<p><input type="checkbox"/> Events 4 days or more: Self-contained or permanently plumbed handwash station is provided with soap and paper towel dispenser.</p> <p><input type="checkbox"/> No handwash station required if serving prepackaged food/beverages only</p>	<p>1. _____</p>
<p>2. <input type="checkbox"/> Warewash sink provided with approved potable water source:</p> <p>✓ 1 compartment with soapy water to use for washing</p> <p>✓ 1 compartment with plain water to use for rinsing</p> <p>✓ 1 compartment with bleach and water to use for sanitizing</p> <p>Note: 1 Tablespoon of bleach should be used for each gallon of water</p>	<p><input type="checkbox"/> No warewash sink required if serving prepackaged food</p> <p><input type="checkbox"/> No warewash sink required if food service will be less than 4 hours, and replacement utensils available.</p>	<p>2. _____</p>
<p>3. <input type="checkbox"/> Cloth towels intended for sanitizing will be stored in a sanitizing solution.</p> <p>100 parts per million (ppm) chlorine (or 1 Tbsp. Bleach per 1 gal. of water) of sanitizing solution provided.</p> <p>QAC may be used with 200 ppm concentration. Provide sanitizer test strips to measure strength of sanitizer.</p>		<p>3. _____</p>
<p>4. If conducting food preparation, tasks are delegated to different workers to minimize cross contamination of food:</p> <p><input type="checkbox"/> Employee who will only touch the raw meat, fish or poultry</p> <p><input type="checkbox"/> Employee who will only touch ready to eat (RTE) foods</p> <p><input type="checkbox"/> Employees who only handle/touch the money</p> <p><input type="checkbox"/> Employees will wash hands in between touching raw and ready to eat foods</p> <p><input type="checkbox"/> NA – only serving prepackaged food</p>		<p>4. _____</p>
<p>5. <input type="checkbox"/> All food preparation is done inside the booth or at a Environmental Health Permitted Food Facility Kitchen.</p>		<p>5. _____</p>
<p>6. <input type="checkbox"/> If there is a barbecue, it can be used outside of the booth, but all food once cooked must be placed back inside the booth for preparation and service to the customer.</p> <p>(Note: Barbecue should be roped off to prevent public access and have overhead protection from trees, birds, etc).</p>		<p>6. _____</p>
<p>7. <input type="checkbox"/> Approved thermometers are available in the booth to measure food for hot and cold holding temperatures.</p>		<p>7. _____</p>
<p>8. <input type="checkbox"/> All cold foods are well refrigerated/well iced and are maintained at or below 41 degrees F, OR</p> <p><input type="checkbox"/> All cold foods are well iced and are maintained at 45 degrees F up to 12 hours, and discarded at end of day.</p>		<p>8. _____</p>
<p>9. All hot foods are:</p> <p><input type="checkbox"/> Served directly to the customer, OR</p> <p><input type="checkbox"/> Held at or above 135 degrees F, AND Discarded at the end of each day.</p>		<p>9. _____</p>
<p>10. Self-service condiments are: <input type="checkbox"/> Kept hot or cold if not shelf stable AND are protected by placing them</p> <p><input type="checkbox"/> In containers with a hinged lid, OR <input type="checkbox"/> In squeeze bottles, container with pump, OR <input type="checkbox"/> In individual packets.</p>		<p>10. _____</p>
<p>11. <input type="checkbox"/> Open food is protected from contamination by sneeze guards, containers with lids, or out of consumer reach.</p>		<p>11. _____</p>
<p>12. <input type="checkbox"/> Trash containers are available inside the booth, and is removed as often as needed.</p>		<p>12. _____</p>
<p>13. <input type="checkbox"/> Completed self-inspection checklist is prominently displayed in public view.</p>		<p>13. _____</p>

By signing this form I declare that I have met the above noted California Standards for a Temporary Food Facility, and certify to the best of my knowledge the statements made herein are true and correct.

Print Name of person in charge: _____ Date: _____

Signature: _____ Phone: _____