



CONTRA COSTA
ENVIRONMENTAL HEALTH DIVISION
2120 DIAMOND BOULEVARD, SUITE 100
CONCORD, CA 94520
(925) 608-5500 (925) 608-5502 FAX
www.cchealth.org/eh/



REQUIREMENTS AND DIRECTIONS FOR TEMPORARY FOOD FACILITIES

GENERAL INFORMATION

This handout describes permit requirements, California Retail Food Code (Cal Code) requirements and Event Coordinator responsibilities. This handout is not a substitute for Cal Code, where discrepancies in the verbiage between this handout and Cal Code arise.

The person in charge of organizing the community event is referred to as the **Event Coordinator**.

A Temporary Food Facility is a food facility that operates at a fixed location for the duration of an approved community event. A community event is an event that is civic, political, public or educational in nature, including public gathering events.

Non-profit Charitable Temporary Food Facilities may operate up to four times annually. These four time periods shall not exceed 72 hours each.

EVENT COORDINATOR RESPONSIBILITIES:

- (1) Complete the Application for Temporary Food Event Permit (page 2).
- (2) Compile, Sign and Date Vendor/Operator Information and Beverage Operator forms (page 3 and 4) for each food/beverage vendor/operator.
- (3) Submit all fees (check, cash or credit card payments) for application and vendor/operator forms.
- (4) Ensure copies of the requirements for *Temporary Food Facility* [pages 5-9] are given to each vendor/operator (including non-profits).
- (5) Event Coordinator is to ensure that food/beverage vendor/operators attach copies of: Veteran DD214, 501 (c) 3 IRS charitable non-profit status letters, Cottage Food Operations (CFO) Registration/Permit, FDA Processed Food Registration, ALL Mobile Food Vehicles current vehicle permit and current health permits for commissaries and vendors located outside of Contra Costa County; as needed.
- (6) The site map must list all food and beverage vendors/operators and indicate the locations of each booth/table/truck.
- (7) A copy of the individual vendor/operator checklist must be posted in each booth.
- (8) **PERMIT FOR TEMPORARY FOOD EVENT IS REQUIRED**

A permit to operate a temporary food facility is required before the event may open for business. It is the coordinator's responsibility to also contact any other agencies, such as State Alcohol Beverage Control Board, Fire Department, City or County Planning Department, or Building Department to obtain permits and approval.

APPLICATION PACKET SUBMITTAL PROCESS (required items below)-

*** Complete Application Packet must be received from Event Coordinator at least 10 business days before the event or be charged a \$150.00 Late Fee**

Application for Temporary Food Event Permit (page 2)

Vendor/Operator Information (page 3) for **each** Food or Bev Booth/Table/**Food Truck** with current permit copy or Served Meal Vendors.

Proof of non-profit (501 (c) 3 IRS charitable non-profit status letter or Veteran status (DD214 - honorable discharge letter).

Site map showing location of booths, tables, trucks, restrooms, and garbage.

List of all food/beverage event vendors

One (1) payment of all fees

FEES

Fees are subject to change. Please refer to the most current fee schedule: www.cchealth.org/eh/

The event coordinator/permit holder of the event is responsible for all violations and/or penalty fees.

- **Application Fee:** \$45.00 non-refundable application fee for each event including For Profit, Non-Profit and Veteran Exempt events.
- **For-Profits:** 1-2 vendors/operators \$196.00 each, 3-7 vendors/operators \$142.00 each, 8 + vendors/operators \$126.00 each.
- **Non-Profits:** do not pay a booth fee but **must provide proof of their charitable non-profit 501 (c) 3 status**, such as a copy of the official IRS confirmation or confirmation pending letter.
- **Veterans:** do not pay a booth fee but must **provide a copy of their honorable discharge DD214**.
- **CC County Permitted Mobile Food Vehicles:** do not pay booth/table fee, but must provide a **copy of a valid permit to coordinator**.
- **CC County registered/permitted Cottage Food Operations:** do not pay booth/table fee, but must provide a copy of valid permit/registration to coordinator.
- **Re-inspection fees:** \$199.00 per hour - normal business hours and \$266.00 per hour - non-business hours, including weekends.

TRAINING AND PRE-MEETING AVAILABLE

Environmental Health Specialists (EHS) are available for training and pre-meetings with booth operators and event coordinators for \$199.00 per hour or \$266.00 after normal work hours. For information on scheduling a training session or pre-meeting, please contact Contra Costa Environmental Health at (925) 692-2500 and ask for the Temporary Event Lead Inspector for questions specific to community events.



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APPLICATION FOR TEMPORARY FOOD EVENT PERMIT

Failure to submit the application at least two (10) business days before the event will result in additional fees. Please see Directions and Requirements on Page 1 that shows all Fees. Payment and completed application packet must be submitted to Environmental Health by the Event Coordinator. attached

Attach the following: List of ALL food and beverage vendor/operators and indicate locations of each booth/table/truck on a Site Map.
Completed Vendor/Operator and/or Beverage Operator Information Forms for EACH Vendor/Operator/Mobile Food Truck/Vendor (pages 3 and 4)
Copy of current Out of County Commissary/Health Permits, if applicable.
Copy of the current permit for ALL Mobile Food Trucks. A copy of the individual vendor/operator checklist must be posted in each booth.

I. EVENT INFORMATION:

NAME OF EVENT:	EVENT ORGANIZATION NAME / IN PARTNERSHIP WITH:	EVENT DATE(S):	EVENT START AND END TIMES:
EVENT SITE ADDRESS:		CITY/ZIP:	
# of Contra Costa Food Trucks - w/Permit Copy _____	Charitable Non-Profit Tax ID # (attach IRS Letter)	# of Veterans (with DD-214 attached): _____	
# of Out of County Food Trucks- w/Permit Copy _____		# of Meals Being Served: _____	
# of FOR-PROFIT Food/Beverage Booths or Tables:	# of NON-PROFIT Food/Beverage Booths/Tables (w/IRS Proof):	EVENT TOTAL # Booths/Tables/Food Trucks: _____	
EVENT COORDINATOR NAME:	DAYTIME PHONE #:	ONSITE CONTACT PHONE #:	
ADDRESS:	CITY/ZIP:	EVENT COORDINATOR E-MAIL:	

II. Attach a sketch or site map of event layout and location of restrooms and garbage.

EVENT LOCATION DETAILS:

	Indoors	Outdoors
Is water supplied and available for each food booth/table?	Yes	No
Is electricity supplied and available for each food booth/table?	Yes	No
Are approved hand washing stations available at each booth/table?	Yes	No
Method of liquid waste disposal for food booths/table:	_____	
Number of chemical toilets provided:	_____	
Sanitary garbage disposal company and number of dumpsters:	_____	

I understand that improperly handled food served to the public can cause illness. I further understand that to prevent foodborne illness, and to encourage the sanitary handling of food, temporary food facilities should be operated and equipped to comply with applicable requirements of the **California Health & Safety Code, Division 104, Part 7, California Retail Food Code**. I have been given a copy of the handout **Requirements for Temporary Food Facilities**.

Signature(s) of Event Coordinator(s): _____ Date: _____

FOR OFFICE USE ONLY

FA #:	AR #	P/E:	TE#		REHS:
AMOUNT DUE: \$		AMOUNT PAID: \$		RECEIPT #:	RECEIVED BY:
CHECK #:	☐ CASH ☐ MC ☐ VISA		DATE RECEIVED:		SUPERVISOR:

VENDOR/OPERATOR INFORMATION

Name of Event: _____		Date(S): _____		Event Set Up Time(S): _____	
Event Location: _____			On Site Contact Person: _____		
Name of Vendor Organization or Company: _____			Mobile Food Truck License # _____		
Mailing Address, City, Zip of Vendor/Operator: _____			On Site Phone #: _____		
			E-mail address of Vendor/Operator: _____		
TYPE: For profit Non-profit Veteran Exempt CC County Food Truck- Permit Copy Out of County Vendor/ Food Truck-Permit Copy CFO-Permit Copy					

Type of all food/beverage to be sold or given away: *(Include beverages, ice, condiments, or attach a menu).*

Source(s) of all food/beverages purchased/prepared: *Name of Restaurant, Caterer, Cottage Food Operator, BevMo, Cosco, Safeway, etc.*

Type of holding/cooking equipment to be used: *(i.e: ice chest, barbeques, fryers, chafing dishes, steam table, etc.)*

Checklist Completed by Food/Beverage Vendor/Operator

Pre Packaged Food/Beverages Only

All food/beverages will be prepackaged and no food preparation will be conducted in the booth.

Overhead protection and approved floor cover will be on site because I am selling prepackaged food/beverages only. Yes ☐ No ☐

Non Pre Packaged Food/Beverages

- | | | |
|--|------------------------------|-----------------------------|
| 1. I understand I can not prepare food/beverages at home. | Yes | No |
| 2. I am preparing all food/beverages on-site | Yes | No |
| 3. I am preparing all food/beverages in an approved commissary/production kitchen. | Yes | No |
| 4. Name & address of commissary/production kitchen: _____ | Yes | No |
| 5. I am preparing approved foods in my CC County registered/permitted Cottage Food Operation <i>(attach permit copy)</i> . | Yes ☐ | No ☐ |
| 6. I will provide an accurate probe thermometer to measure the hot and cold holding of potentially hazardous food during all times of booth operation. | Yes | No |

I am providing the following minimum hand washing facilities:

- | | | |
|---|-----|----|
| 7. Water supply dispenser (5-10 gallons) with hands free spigot. | Yes | No |
| 8. Booths with open food/beverage preparation will be required to have water temperature of 100°F for hand washing. | Yes | No |
| 9. One separate tub (bucket or basin) for collection of rinse/waste water. | Yes | No |
| 10. Pump style soap container. | Yes | No |
| 11. Paper towels & trash receptacle. | Yes | No |

I am providing the following items within my booth for the sanitary cleaning of food preparation utensils:

- | | | |
|---|-----|----|
| 12. Three (3) compartment container (basin 6-8 inches minimum); (1) Detergent & Water, (2) Clean rise water (3) Appropriate sanitizing solution, 4) Test strips for checking sanitizer. <i>See page 4</i> | Yes | No |
|---|-----|----|

I am protecting the non pre packaged food/beverage preparation areas from insects, dust, and the public by the following method:

- | | | |
|---|-----|----|
| 13. A booth with walls and ceiling constructed either of wood, canvas or other approved materials with fine mesh fly screening, completely enclosing open food areas. | Yes | No |
| 14. A booth with cleanable flooring (concrete, asphalt, tight wood or other similar cleanable material are acceptable). | Yes | No |
| 15. Food/beverage supplies will be stored at least 6 inches off the ground. | Yes | No |

I have read the handout on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handout.

Completed by (signature): _____

Date: _____

Please print name: _____

Event Coordinator: _____

Date: _____

To be completed by Event Coordinator

BEVERAGE BOOTH OPERATOR INFORMATION	
NAME OF EVENT:	DATE(S):
EVENT SET UP TIME(S):	
EVENT LOCATION:	ONSITE CONTACT PERSON:
NAME OF ORGANIZATION OR COMPANY:	ONSITE PHONE NUMBER #:
MAILING ADDRESS, CITY, ZIP:	EMAIL ADDRESS OF EVENT COORDINATOR:
NUMBER OF BOOTHS OR TABLES : Wineries_____ Breweries_____ Distilleries_____ Non-alcoholic beverages_____	

ALL BEVERAGES MUST BE FROM AN APPROVED SOURCE OR FACILITY

Please attach a site map and a list of all the vendors and products that they are providing.

- | | | |
|---|-----|----|
| 1. I understand that beverages cannot be prepared at home. | Yes | No |
| 2. All beverages are from an approved manufacturer. | Yes | No |
| 3. I understand the vendor cannot serve or sample any food. | Yes | No |
| 4. The vendor is only serving or sampling beverages. | Yes | No |
| 5. I understand the beverage vendor will not be able to dispense ice for consumption. | Yes | No |
| 6. Overhead protection above dispensing station and an approved floor will be provided.
(ex. concrete, asphalt, smooth wood, clean tarps). | Yes | No |
| 7. Operator identification signage for each beverage booth will be provided. | Yes | No |
| 8. Proper wastewater receptacles to collect spillage will be provided. | Yes | No |
| 9. Adequate trash receptacles for waste disposal will be provided. | Yes | No |

NOTE: Adequate handwashing station(s) are highly recommended and can be shared by up to four vendors.

If sampling any food, vendor must submit and sign the Temporary Food Facility Operator Information Form and follow all sampling guidelines.

I have read the handout on <u>Requirements for Temporary Food Facilities</u> and will follow the guidelines provided.	
Please Print Name: _____	Date: _____
Event Coordinator signature: _____	Date: _____

**CALIFORNIA RETAIL FOOD CODE REQUIREMENTS
FOR TEMPORARY FOOD FACILITIES**
(Pages 5 – 9 to be retained by each vendor/operator)

SANITATION REQUIREMENTS: Temporary food facilities must comply with the following standards

Food/Beverage Sources

- Must be from approved commercial sources and/or registered/permitted Cottage Food Operation.
- Shipping tags must be kept on-site for all shellfish (i.e., oysters, clams, mussels, scallops).
- Provide approved labels for all prepackaged food items.

Food Preparation

- Food must be prepared inside an approved food booth or inside a permitted commissary/production kitchen. If the food is prepared off site, provide a copy of the facility's health permit.
- The only cooking allowed outside the booth is an open flame BBQ ,grill , deep fat fryer, or other propane fueled cooking equipment that the fire department does not permit inside of the booth.
- Once the food items are cooked, they must be brought into a fully enclosed booth for preparation.
- Food must be protected at all times, and in cases where potential contamination may occur such as rain, wind, or overhead contaminants, other methods of food protection must be provided.
- Contact the local fire department for additional requirements or permits regarding cooking equipment at a Temporary Food Event.

Temperature Control of Potentially Hazardous Foods (PHF)

- PHF's include meats, seafood, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melons, tofu, eggs, and sprouts. At the end of the day, hot and cold potentially hazardous foods must be discarded.
- During operating hours, PHF must be kept at/or below 45° F for up to 12 hours in any 24-hour period.
- At the end of the operating day, any PHF that is held at 45° F shall be destroyed in an approved manner.
- At the end of the operating day, PHF that is held at/or above 135°F shall be destroyed in an approved manner.
- Hot foods must be held in approved hot-holding units (e.g., steam table, hot plate, chafing dish etc.).
- Potentially hazardous foods must be transported at/or below 41° F or at/or above 135° F in an approved container capable of maintaining these temperatures. Frozen food must be transported frozen with no signs of thawing.
- An accurate food service thermometer must be provided if the booth is handling potentially hazardous foods. The device must be accurate to ± 2° F and sanitized prior to use.
- Heat cold, pre-cooked foods to at least 165° F prior to placing in a hot holding unit.

Cooking Temperatures

- Minimum internal cooking temperatures are as follows:

• Poultry, stuffed foods, reheated foods	165° F (for at least 15 seconds)
• Ground beef or pork, (comminuted meat)	155° F (for at least 15 seconds)
• Eggs, fish and single pieces of beef or pork	145° F (for at least 15 seconds)
• Vegetables for hot holding	135°F

Food Preparation Handwashing Station

The handwash station must be operational prior to beginning food handling operations. Container must be capable of providing a continuous stream of water that leaves both hands free to allow vigorous rubbing with soap and warm water for 10 to 15 seconds.

- Provide at least a 5-gallon hot water (from an approved source) reservoir with a hands-free spigot that drains into a 5-gallon waste bucket. Temperature of the water must be at least 100°F.
- Provide single service soap (e.g., pump style dispenser) and paper towels, and a trash receptacle.
- A handwashing station is not required for booths that handle only prepackaged food.

Warewashing Facilities (see pg. 2 #7-11)

- Provide three 5-gallon buckets (or equivalent): **(1)** clean water and detergent. **(2)** clean rinse water. **(3)** bleach and clean water (1 tablespoon bleach per 1 gallon water). For some operations or events a more substantial utensil washing station will be required. Must be deep enough to cover utensils by 2 inches.
- Provide sanitizer test strips for the sanitizer used to ensure 100 ppm chlorine, or 200 ppm quaternary ammonia.
- Utensils include knives, tongs, scoops, forks, pots, cutting boards, probe thermometers, etc.
- Utensils must be cleaned and sanitized throughout the day
- Utensils handling potentially hazardous foods must be cleaned and sanitized at least once every 4 hours.
- Warewashing sink may be shared by no more than four facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.

Wastewater Disposal

- Water and liquid wastes (including waste from ice bins and beverage units) must drain into a leak-proof container.
- Wastes must be disposed of into an approved sewer system or holding tank.
- Wastes must not be drained to the ground surface or into a storm sewer.

Food Handlers

- Food handlers must be in good health and wear hair restraints.
- Food handlers must wash their hands prior to the start of food preparation, after handling money, when switching from one food type to another, before putting on gloves, after using the restroom, and whenever hands may have become contaminated.
- Clean garments must be worn.
- Whenever practical, food handlers must use tongs, gloves, or single-service wax paper for serving ready-to-eat foods.
- Smoking is prohibited inside or around the booths.
- Hands must be washed after smoking elsewhere.

Condiments and Customer Utensils

- Condiments and customer utensils must be protected from contamination
- Condiments and customer utensils must be in individual packages, served from inside the booth, or provided from approved dispensers.
- Facility shall provide single use articles for use by the consumer.

Toilet Facilities

- Approved toilet facilities must be located within 200 feet of each booth.
- There must be at least one toilet facility for each 15 employees.
- Handwashing facilities equipped with soap and paper towels must be located within or immediately adjacent to toilets. Handwashing in permanent facilities must be supplied with hot and cold running water. **Handwashing for toilets is required in addition to the handwashing station required in the booths.**

Equipment

- All equipment must be easy to clean and in good repair. Food-contact surfaces must be commercial-grade, and made of non-toxic components.
- Hot and Cold holding equipment shall be provided to ensure proper temperature control during transportation, storage and operation of the TFF.

- Equipment shall be located and installed to prevent food contamination.
- Contact your local Fire Department

The Fire Department may have additional requirements such as the following:

- An exit door (not a flap) must be provided at least 24" wide. Exits must be kept clear and unobstructed.
- Outdoor cooking equipment must be kept at least 5 feet from the booth or other combustibles.
- Generators are not to be refueled while running. Refueling is to be done only when the unit has cooled down.
- Cooking equipment must also be approved for use by the local fire department.
- Electrical appliances, cords, and accessories must be in good repair and UL listed. Household type extension cords are prohibited. All extension cords must be rated for the intended use.
- Cooking areas are to be protected and secure from public access.
- Even if you are not cooking in your booth, proximity to other booths may require that your booth meets these requirements.
- Contact the local fire department for any further requirements or clarification regarding fire department regulations at Temporary Food Events.

Storage

- Food/beverages and utensils must be stored inside the booth at least 6" above the ground.
- Food/beverages and utensils must be stored inside the booth.

Garbage

- Garbage must be stored in leak-proof and fly-proof containers, and serviced as needed.

Animals

- Live animals are prohibited inside the booth.
- Live animals must be at a minimum of 20 feet away from food/beverage booths at all times.

Booths

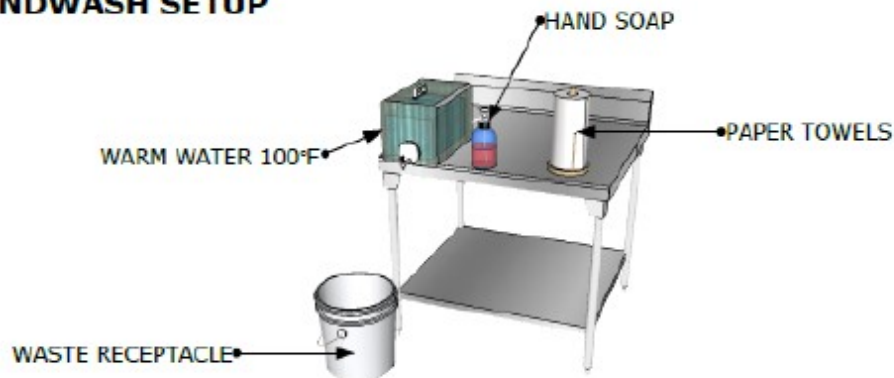
- A fully enclosed (with 16 mesh per square inch screens), fly-proof booth must be provided unless the booth is selling/handling only individually prepackaged foods that have been packaged in an approved, fully enclosed commercial facility. **Food compartments are not a substitute for an enclosed booth.**
- The booth must be large enough to accommodate all operations including storage, food preparation, hand washing, cooking, and utensil washing. Many vendors will require a double booth (or larger). Supplies and non-PHF food in factory sealed containers may be stored in nearby storage units or in an approved enclosed location.
- Pass-thru windows must be provided. The maximum size of a pass-through window is not to exceed 216 square inches.
- Pass-through windows and doors must be equipped with tight-fitting flaps or doors.
- Booths using adjoining barbeque facilities must be equipped with a pass-thru window between the barbecue and the booth.
- Booths operating on grass or dirt must use an approved material (e.g. concrete, asphalt, tight wood or other similar cleanable material) for floor surfaces and kept in good repair.
- The name of the facility, city, state, zip code and name of the operator must be legible and clearly visible to patrons. Facility name shall be a minimum of 3 inches high and be of a color contrasting with the surface on which it is posted. Letters and Numbers for the City, State and Zip Code shall be a minimum of 1 inch high.

Handwashing & Warewashing (Utensil) Set Up

Handwashing facilities

1. Provide a 5-gallon water reservoir with a hands-free spigot that drains into a 5-gallon waste bucket or basin.
2. Provide single service soap (e.g., pump style dispenser or squeeze type)
3. Paper towels and trash receptacle.

HANDWASH SETUP

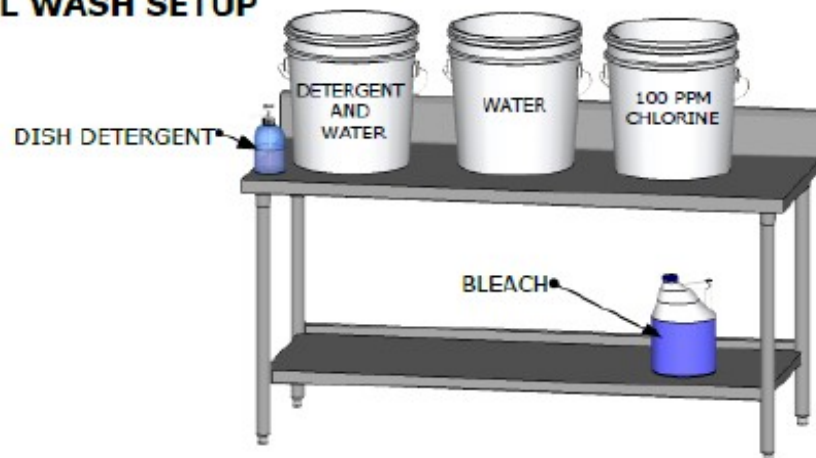


Utensil wash station setup for the sanitary cleaning of cutting boards and utensils.

Utensils include knives, tongs, scoops, forks, pots, and cutting boards, probe thermometers, etc.

1. Provide **three** 5-gallon buckets (or equivalent) for utensil washing:
 - a. First bucket: clean water and detergent.
 - b. Second bucket: clean rinse water.
 - c. Third bucket: sanitizing solution and clean water (1 tablespoon bleach per 1 gallon water).
2. Provide sanitizer test strips for the sanitizer used (e.g., chlorine, quaternary ammonia).
3. Utensils handling potentially hazardous foods must be cleaned and sanitized at **least** once every four hours.

UTENSIL WASH SETUP



Fully enclosed booth with pass-through windows

