



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Code Enforcement

Planning
Environmental Health

Fire Services
Engineering

Road Maintenance
Water Resources

Temporary Food Facility Application

Community Events

Name of Concession

Name of Owner/Operator

Email Address

Mailing Address

Daytime Contact Phone Number

City State Zip

APPLICATION AND FEE MUST BE SUBMITTED TWO WEEKS PRIOR TO EVENT TO:

Sutter County Environmental Health
1130 Civic Center Boulevard, Suite A
Yuba City, CA 95993

Name of Event

Name of Event Organizer

Location of Event

Date(s) of Event

NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED

Food served at Community Events must be prepared on-site at the event or in a commercial kitchen.
EXCEPTION: Non-profit charitable organizations may prepare non-potentially hazardous foods in a private home.

Food Prepared Off-Site	Food Storage
Name of kitchen facility:	When and where food is purchased:
Kitchen facility address:	Where food is stored prior to event:
Kitchen facility phone number:	Where extra food is stored at end of day (two or more day event):

Complete the following table for each food item you plan to serve (attach additional pages if needed)

Food or beverage item:	Food or beverage item:
How food is cooked:	How food is cooked:
How food is held at proper temperature:	How food is held at proper temperature:
Food or beverage item:	Food or beverage item:
How food is cooked:	How food is cooked:
How food is held at proper temperature:	How food is held at proper temperature:

Reheating previously cooked/prepared food requires prior authorization from Environmental Health

The following facilities/equipment will be provided as required and described in the Sutter County Environmental Health Department Temporary Food Facility Requirements:

Check all that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Approved food dispenser(s) | <input type="checkbox"/> Sanitizing solution and test strips | <input type="checkbox"/> Toilets with handwashing facility |
| <input type="checkbox"/> Hot and cold food holding unit(s) | <input type="checkbox"/> Handwashing facility w/100°F water | <input type="checkbox"/> Garbage receptacle |
| <input type="checkbox"/> Probe thermometer (0°F-220°F) | <input type="checkbox"/> Potable water | <input type="checkbox"/> Utensil sink with hot water |
| <input type="checkbox"/> Disposable food service gloves | <input type="checkbox"/> Fully screened fly proof booth | <input type="checkbox"/> Overhead protection |
| <input type="checkbox"/> Sanitary commercial cutting board(s) | <input type="checkbox"/> Floor covering material | <input type="checkbox"/> Utensil washing dishpans |
| <input type="checkbox"/> Liquid waste receptacle | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

I have read and understand the "Temporary Food Facility Food Booth Requirements and Procedures" handout and will fully comply with them.

Signature of Applicant

Date

Approved by R.E.H.S.

Date

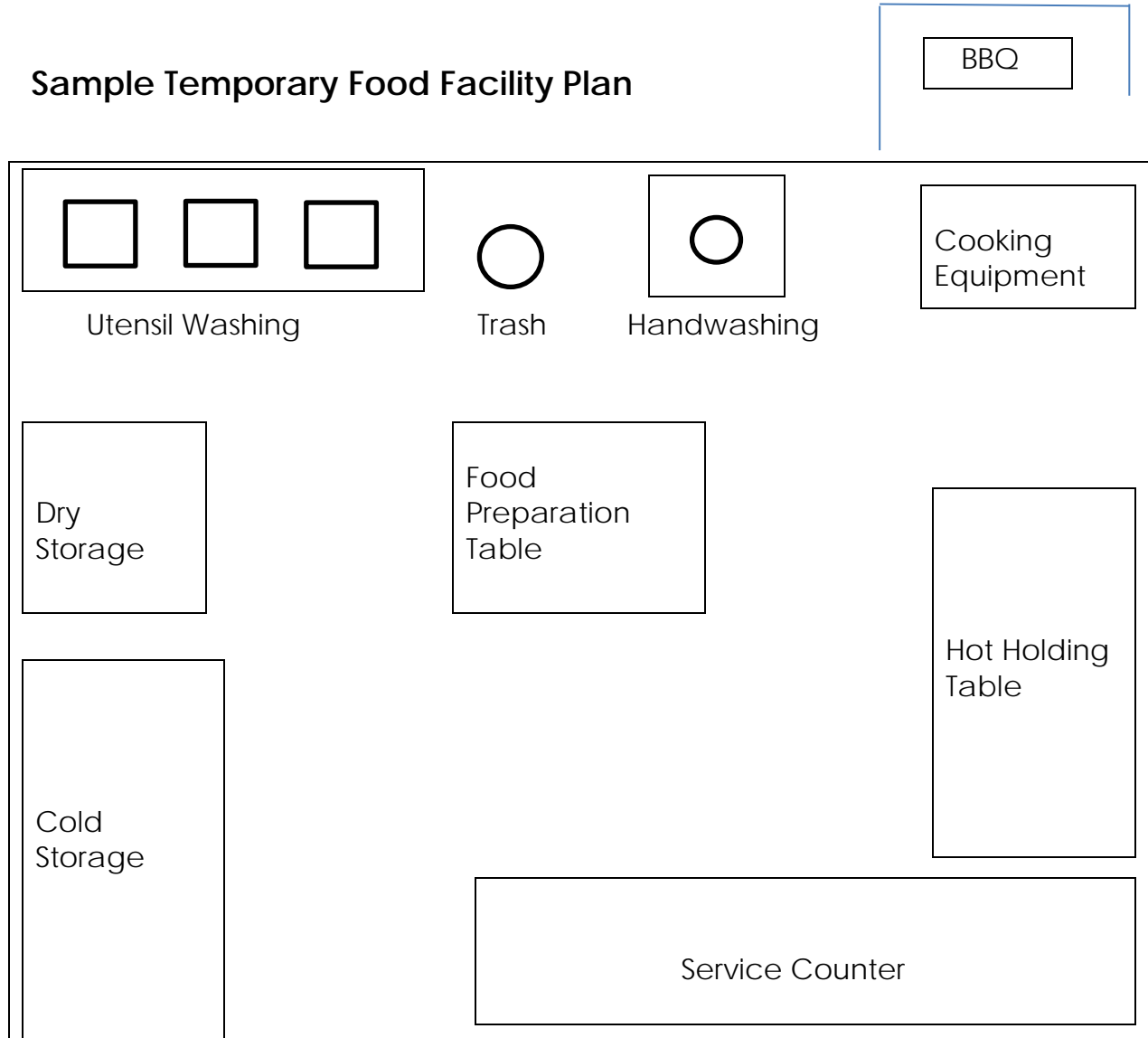
This application, once approved, represents your permit to operate as a Temporary Food Facility and must be posted within your booth.

Receipt Number:	Check Number:	Date:	Received By:
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Veterans (No fee with proof of Veteran status)

Non-Profit (No fee with statement of Non-Profit Status)

Sample Temporary Food Facility Plan



All plans should include the following:

Cold Storage

Dry Storage

Food Preparation Tables

Handwashing Facilities

Hot Holding Storage

Service Counter

Trash Receptacle

Utensil Washing Facilities

Temporary Food Facility Plan



Please include the following on your plan:

Cold Storage

Dry Storage

Food Preparation Tables

Handwashing Facilities

Hot Holding Storage

Service Counter

Trash Receptacle

Utensil Washing Facilities

TEMPORARY FOOD FACILITY FOOD BOOTH REQUIREMENTS AND PROCEDURES

September 2015

The California Retail Food Code requires that all food facilities at community events such as fairs, carnivals, civic celebrations, etc., be under permit with the local environmental health department. Private or non-profit organizations, which sell or give food to the public, must meet the requirements for temporary food facilities or retail food vehicles. Submit application at least **two weeks prior to the event** to:

Sutter County Environmental Health
1130 Civic Center Boulevard, Suite A
Yuba City, CA 95993

EVENT COORDINATOR PERMIT REQUIREMENT

In addition to the permit issued to each complying temporary food facility, the California Retail Food Code requires a permit shall be obtained by the person or organization that is in control of any community event at which **two or more** temporary food facilities operate. Under this permit, the event coordinator will be responsible for providing and maintaining any shared facilities to be used by the temporary food facilities including restrooms, garbage areas, shared hand-washing and utensil washing stations. The coordinator will also be responsible for ensuring compliance with the temporary food facilities food booth requirements and procedures operating at the event. The event coordinator shall submit a permit application and a site plan to Environmental Health at least **two weeks prior** to the event. The site plan should show the proposed locations of the temporary food facilities, restrooms, and shared utensil washing, hand washing and janitorial facilities.

FEES MUST BE PAID TWO WEEKS PRIOR TO THE EVENT. VIOLATION OF HEALTH CODES OR PERMIT CONDITIONS MAY RESULT IN LEGAL ACTION OR CLOSURE UNTIL CORRECTIONS ARE MADE.

1. FOOD HANDLING – SANITATION REQUIREMENTS

A. Food Preparation:

1. All food handling and preparation must take place within the permitted food booth unless approval of a different preparation site (retail market, restaurant, food wholesaler, etc.) is obtained from Environmental Health.

2. **FOOD PREPARED OR STORED AT HOME IS PROHIBITED.** Food, water, ice and beverages must come from an approved source (retail market, restaurant, food wholesaler, etc.).
3. BBQs (for cooking only) may be allowed adjacent to the food booth as required by fire codes and must be roped off from public access.
4. Food preparation surfaces, equipment and utensils must be in good condition, smooth, non-absorbent and easily cleanable. Commercial cutting boards are recommended.
5. Food handlers preparing, handling and serving food must wear clean clothing and keep their hands clean at all times. All food handlers in the booth should be in good health. Do not allow anyone with a skin infection or illness to handle food or clean utensils to prevent the pathogens associated with these issues from contaminating food and food contact surfaces.
6. Smoking and the use of tobacco is prohibited inside food facilities.
7. No animals are permitted inside the food booth.
8. Deep fat fryers, grills, etc., may require separate screened areas in accordance with local fire codes.

B. TEMPERATURE CONTROL:

Adequate temperature control must be provided for all potentially hazardous (perishable) foods. Provide metal probe thermometers to check temperatures.

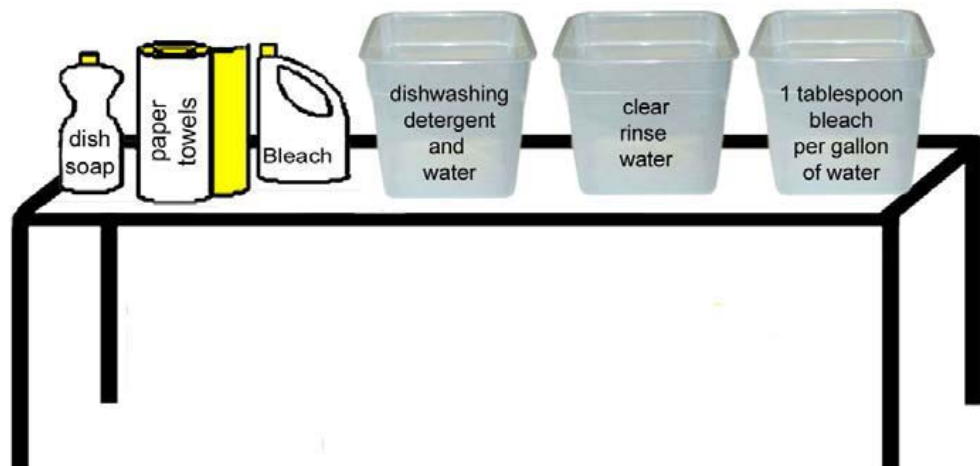
1. **Cold foods:** Maintain food temperature at 45° F or below for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that has been held at 45° F shall be destroyed. Any potentially hazardous food that has been held at 41° F or below may be placed in refrigerator units that maintain the food at or below 41° F for use the following day.
2. **Hot Foods:** Maintain food temperature at 135° F or above. If temperature falls below 135°F, the food must be reheated to 165°F and then held at 135°F or discarded.

3. Food in transit must be protected from contamination and must meet the temperature requirements above.
4. A temperature log of food temperatures to be completed during the event is required.

NOTE: This will require sufficient equipment necessary to cook and maintain required temperatures for all potentially hazardous perishable food, (steam tables, chafing dishes, refrigerators, ice chests with sufficient ice, etc.).

C. UTENSIL WASHING:

1. If the event lasts three days or less, food facilities (booths) with open food may use a "three bucket" ware-wash station. Each container must be large enough to fit the largest piece of equipment to be cleaned. The proper utensil cleaning procedure for all utensils and equipment is wash/rinse/sanitize so fill the first container with warm soapy water, the second with clear water and the third with warm water and approved sanitizer (e.g. one-tablespoon of household bleach per gallon of water to provide required concentration of 100 ppm). These containers must be labeled as to contents. Sanitizer test strips are required to check sanitizer concentration.

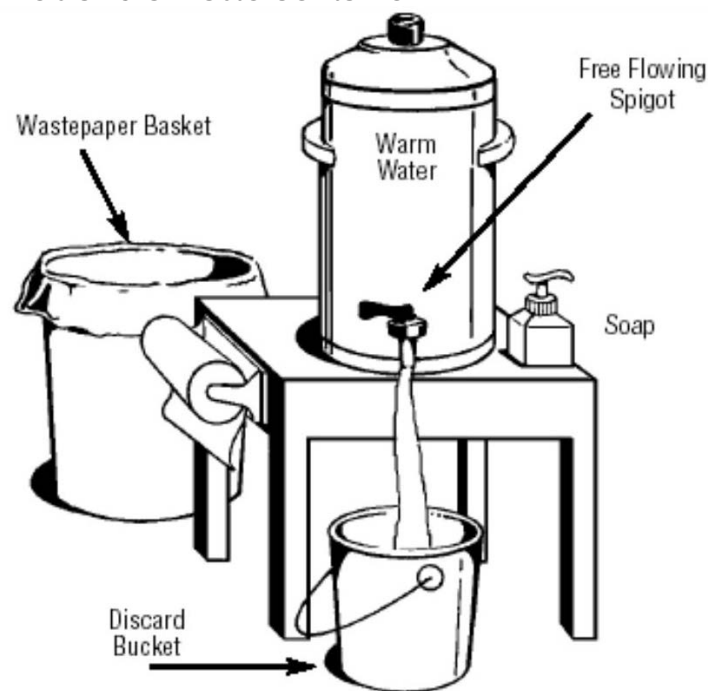


2. Only single use utensils may be provided to consumers. Washing of multi-use plates, cups, cutlery is prohibited.
3. If event lasts four or more days, a three-compartment sink meeting National Sanitation Foundation (NSF) Standards and

hand sink are required. The sinks must be supplied with hot and cold running water under pressure from an approved source. The sinks must drain into an approved sewage disposal system.

D. HAND WASHING FACILITY:

1. Every food facility (booth) with non-prepackaged food is required to have a hand washing facility in the booth. Each hand washing facility must have at least a 5 gallon insulated container with spigot capable of providing a continuous stream of warm water, a bucket for wastewater, hand soap, paper towels and a waste container.



Example of handwashing facility

E. WASTE WATER:

1. Water and other liquid waste, including wastes from ice bins and beverage-dispensing units, must be contained in or drained into a leak proof container.
2. Liquid wastes must be disposed of through an approved sewage system or holding tank and must **not** be discharged onto the ground.

F. FOOD HANDLERS:

Sanitary food handling techniques must be used at all times. Whenever practical, food handlers must use tongs, disposable gloves or single use tissues when handling food. Hand sanitizer and disposable gloves may be used in addition to, but not in place of, proper hand-washing procedures.

G. TOILET FACILITIES:

1. Approved toilet facilities must be located within 200 feet of all temporary food facilities.
2. Hand-washing units equipped with sanitary soap and paper towel dispensers must be located within or adjacent to the toilets.

H. STORAGE/SERVICE:

All food, beverages, utensils, and equipment must be protected from contamination when stored, displayed and served and must also be stored at least six inches off the ground on shelves, racks or pallets. Do not store food products next to toxic substances.

I. GARBAGE AND REFUSE:

1. Garbage and refuse must be stored in leak-proof, fly-proof containers and emptied as necessary. It is recommended that the containers be lined with plastic garbage bags.
2. Arrangements for cleanup and final disposal for all solid waste must be approved by the Environmental Health Division.

2. FOOD BOOTHS

Temporary food facilities (booths), except as provided below, must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

- A. Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.
- B. Rigid walls at least three feet in height, constructed of plywood, canvas or similar materials, are required. The remaining wall surfaces and ceiling must be entirely enclosed, except for customer service

windows. Materials such as plywood, visqueen or fine fly screening shall be used to complete the enclosure.

1. Doors and food service openings shall be equipped with tight-fitting self-closures to minimize the entrance of insects.
2. Food operations that have adjoining BBQ facilities should have a pass through window or door at the rear or side of the booth.
3. The name and address of the business, organization or owner of the food facility must be displayed on the front of the booth in at least three inch high letters (color should contrast from booth).

NOTE: The only food facilities *not* requiring fully enclosed booths are those selling beverages from approved dispensers or prepackaged food items from a wholesaler or approved off-site kitchen.