



# County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION  
P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(619) 338-2222 FAX (619) 338-2377



## TEMPORARY FOOD FACILITY PERMIT INSTRUCTIONS TO FOOD VENDORS

### BACKGROUND

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event.

**A TFF permit is valid for one single food booth only.** If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The **original** permit must be posted in the booth at all times, photocopies will not be accepted. If a vendor will be operating at more than one event in San Diego County on the same day, each location must also be permitted separately. This applies to all TFF permit types, including single and multi-event.

### REQUIREMENTS

Refer to the California Retail Food Code (CalCode), Chapter 11 (Health & Safety Code, Sections 114335 to 114363) for Temporary Food Facility requirements. **Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.**

### NEW PERMITS

- Submit a complete "Application for Temporary Food Facility Permit" and applicable fees.
- Applications and fees can be mailed or submitted in person to any Department of Environmental Health Office. Make checks payable to County of San Diego.
- Applications for Multi-Event Permits (Annual) must include a Commissary Agreement Letter (attached) and evidence of a Food Safety Certificate.
- If approved, the "Temporary Food Facility Permit" will be issued by the Environmental Health Specialist on the day of the event, or issued through your Event Organizer.
- The **original** permit must be posted in the booth when open for business.

### EXISTING PERMIT HOLDERS

If you already have a valid "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit.
- The **original** permit must be posted in the booth when open for business, photocopies will not be accepted.

**NON-PROFIT CHARITABLE ORGANIZATIONS**

- A permit application is required.
- Non-profit vendors are exempt from permit fees for two (2) events per calendar year. A late fee will be assessed if the application is submitted less than 14 days prior to the event start.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

**MOBILE FOOD FACILITY VENDORS**

- Permitted mobile food facility vendors may operate at Temporary Events without additional permits.
- Provide the Event Organizer with a photocopy of your valid permit; keep original permit onsite when open for business.

**SUBMITTING A TFF PERMIT APPLICATION**

Submit your permit application to any Department of Environmental Health office at the following locations:

North County Office	Central Office
151 E. Carmel St. San Marcos, CA 92078 (760) 471-0730 Hrs. 8am to 4pm M-F	1255 Imperial Ave. 3 <sup>rd</sup> Floor San Diego, CA 92101 (619) 338-2379 Hrs. 8am to 4:30pm M-F

**QUESTIONS:**

If you have questions regarding Temporary Events, contact the Information Specialist on Duty at (619) 338-2379 or the Temporary Events (Special Events) Permit Coordinator at (619) 338-2363. You may also send an e-mail to [fhduyeh@sdcounty.ca.gov](mailto:fhduyeh@sdcounty.ca.gov).



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## APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

Owner/Operator Name (Please Print):

\_\_\_\_\_  
First Middle Last Phone

Mailing Address:

\_\_\_\_\_  
Address City State Zip

Name of Food Booth/Organization: \_\_\_\_\_

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

Location of Event: \_\_\_\_\_

Type of Booth:

Prepackaged Foods  Unpackaged Foods  Food Sampling / Demonstrator  Mobile Food Facility

Fee Schedule	Computation of fees
***Make checks payable to County of San Diego***	
<b><u>Prepackaged Foods or Nonperishable Foods or Food Sampling / Demonstrator</u></b>	
\$93 - Single Event Permit (1-4 days)	Fee _____
\$250 - Annual Permit (Multi-event/Yearly)	Fee _____
<b><u>Unpackaged Foods or Perishable Foods</u></b>	
\$173 - Single Event Permit (1-4 days)	Fee _____
\$497 - Annual Permit (Multi-event/Yearly)	Fee _____
<b><u>Late Fee</u></b>	
\$75 (if submitted less than 14 days prior to event start date)	Fee _____
*Fees Effective September 1, 2010	<b>Total Amount Due</b> _____

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

**X** \_\_\_\_\_  
Applicant Signature Date

**Organization\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\*If Nonprofit, provide **IRS Exempt Registration #** \_\_\_\_\_ .  
 A copy of the 501(c)(3) letter **must** be included with application. Is the letter included?  Yes  No

Person in charge of booth: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Hours: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

**MENU** (List all food items, including toppings and beverages):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**KITCHEN FACILITY**

**HOME-PREPARED FOODS ARE NOT ALLOWED.** If your organization does not have a permitted kitchen facility, you must obtain permission to use a kitchen facility which has been approved by the San Diego County Department of Environmental Health or obtain prepared foods from an approved source. For Nonprofits, non-perishable bakery items are exempted from this restriction (H&SC 114339, 114332.3).

Name of site used: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Specific times and dates of use (include prep): \_\_\_\_\_

**\*\*\*\*\*TO BE COMPLETED BY OPERATOR OF KITCHEN FACILITY\*\*\*\*\***

I hereby allow \_\_\_\_\_ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times:

\_\_\_\_\_

**X**  
 Signature of Kitchen Facility Operator \_\_\_\_\_ Phone \_\_\_\_\_

**UTENSIL WASHING FACILITIES** (NOT a hand washing stand)

**Where will your food prep utensils be cleaned and sanitized?**

- Provided by Organizer
- Other (specify):

**TEMPERATURE CONTROL**

**How will you provide temperature control in the booth?**

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 45°F or below. Describe:  
\_\_\_\_\_
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units. Describe:  
\_\_\_\_\_
- c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 135°F. Describe:  
\_\_\_\_\_
- d) How will you provide temperature control during transport to the event?  
Describe:  
\_\_\_\_\_

\*Metal stem thermometers for checking internal food temperatures are required in all booths.

**HAND WASHING FACILITIES** (NOT for utensil washing) Handwashing facilities must be provided in each booth. An alternate handwashing facility can be constructed in the food booth, see requirements on pages 13 and 15. Describe your handwashing facilities:

**AVAILABILITY OF FACILITIES**

How will you dispose of your GARBAGE?

Provided by Organizer

Other \_\_\_\_\_

Where will you get your POTABLE WATER?

Provided by Organizer

Other \_\_\_\_\_

How will you dispose of your WASTE WATER?

Provided by Organizer

Other \_\_\_\_\_

Where are the RESTROOMS located?

**BOOTH ENCLOSURE**

Describe booth design:

Floors:

\_\_\_\_\_  
\*Floors must be smooth and cleanable (no carpet).

Roof:

\_\_\_\_\_  
Sides (required for most booths):

**FOOD SAMPLING / DEMONSTRATOR (SDCC SEC 65.107 (4))**

- Portioning of food is made at an approved permanent food facility.
- Annual Sampling / Demonstrator permit owners are also required to operate with an approved commissary or other approved facility and food safety certification if portioning potentially hazardous foods.

**DEMONSTRATION OF KNOWLEDGE for FOOD HANDLERS (SDCC 61.114)**

A Food Handler is a person who prepares, handles, packages, serves or stores food or handles utensils, or assists another person in any of these tasks. Owners and operators of temporary food facilities that prepare, handle, or serve non-prepackaged food are to ensure that their Food Handlers demonstrate adequate knowledge of food safety principles. This can be accomplished by either of the following:

1. Employing a food handler who has a current food handler certificate or food handler test within the last three years **or**
2. Have an owner or a PERSON IN CHARGE who can demonstrate that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation and the food handler is able to demonstrate adequate knowledge of food safety principles related to the operation of the temporary food facility.

If a temporary food facility operator has passed the approved and accredited food safety certification examination specified in H & SC 113947.2 and 113947.3 the temporary food facility may apply for an annual temporary food facility permit rather than having to obtain a temporary event permit for each temporary event the facility participates in.

**Certified Food Safety Manager:**

**Exp. Date:**

How will you ensure proper demonstration of knowledge? **Explain:**

Application must be returned at least 15 days prior to event. Once the application is approved, no changes can be made without approval by the Department of Environment Health. Unauthorized changes may result in denial or revocation of your temporary food facility permit.

\*\*\*\*\*To Be Completed by DEH Only\*\*\*\*\*

Application approved: **Yes**  **No**  Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

## FOOD VENDOR GUIDELINES

The Department of Environmental Health works to keep San Diego County residents and guests healthy by regulating the food sold at Community Events, and ensuring that all foods are handled in a safe manner. Through the use of risk based food safety guidelines and inspections, we work with you to reduce the risk of foodborne illness among event participants.

Guidelines were developed to uphold state law and allow vendors to prepare food in a nontraditional food preparation setting. The following points follow the California Retail Food Code (CalCode), Chapter 11 for requirements specific to Temporary Food Facilities. Please be aware that **Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted.** You are responsible for compliance to all CalCode requirements.

### IDENTIFICATION OF OPERATOR (H&SC 114337)

- The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons.
- The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted.
- Letters and numbers for the city, state, and ZIP Code, may not be less than one inch in height.

### APPROVED SOURCE (H&SC 114339)

Foods stored, handled or prepared at home are never\* allowed within a Temporary Food Facility. This includes foods canned, jarred or processed at home. All foods must be purchased from an approved source and prepared in a permitted food facility. \*Nonprofit Charitable Organizations only are allowed to offer non-potentially hazardous beverages and baked goods for fundraising purposes at Community Events.

### FOOD PREPARATION AT COMMUNITY EVENTS (H&SC 114341)

- All food preparation must be conducted within the TFF or other approved facility.
- BBQ's, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.
- Barbecues are allowed for cooking foods only. Any further processing (slicing, portioning, serving etc.) must be done from inside the booth enclosure.
- **Contact fire and building departments** for other restrictions on types of cooking equipment allowed inside booth.

### HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (H&SC 114343)

**Potentially hazardous foods (PHF)** consist of animal products including milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cream pies, etc.

- Proper holding temperatures require cold foods to be kept at 41°F or less, and hot foods must be kept at 135°F or above.
- PHF may be held at 45°F for up to 12 hours in any 24-hour period during operating hours of the TFF, and then discarded at the end of the operating day.
- PHF hot held at 135°F or above must be discarded at the end of the operating day.

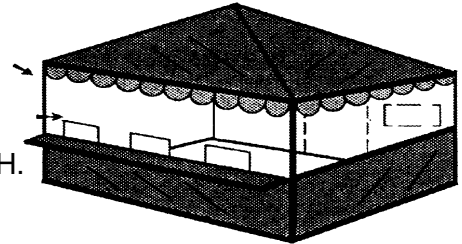
### BOOTH DESIGN

- **Floors** (H&SC 114347)
  - TFF's handling open foods must provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair (plywood or tarp).
- **Ceilings** (H&SC 114349)
  - All TFF's must be equipped with overhead protection for food storage, food preparation, and warewashing areas.
  - Overhead protection must be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.

- **Sides** (H&SC 114349)
  - TFF's handling open foods must enclose the food facility with 16 mesh per square inch screens and limit display and handling of open foods in food compartments.
  - Upon prior approval by this Department, TFF's approved for limited food preparation are not required to have sides if flying insects, vermin, birds, and other pests are absent due to the location of the facility or other limiting conditions.
  - Doors and food service openings should **close tightly** to prevent insects and rodents from entering the food preparation area. Food service windows not to exceed 216 sq. inches and should be covered when not in use.
  - Food operations that have adjoining B-B-Q (barbecue) units should have a pass through window or door at rear or side of booth.

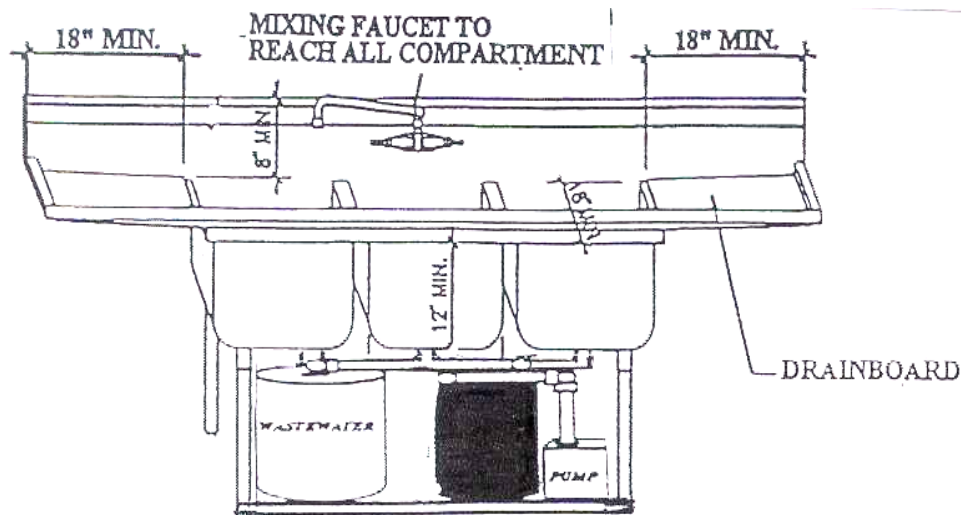
### TYPICAL BOOTH DESIGN

- Clear PLASTIC or light colored screening on sides and 12"x18" food service openings.
- Construction materials, such as plywood, canvas, plastic, and fine mesh screening may be used if approved by DEH.



### WAREWASHING FACILITIES

- Booths that prepare open foods must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (H&SC 114097 to 114099.2).
- Alternates include a centralized approved 3-compartment sink within a health permitted establishment or booth within 200 feet of food booths, an approved mobile preparation unit (hot food truck) that is within 200 feet of food booths, or as otherwise approved by the Department of Environmental Health (DEH).
- A warewashing sink may be shared by no more than four TFF's that handle open foods.
- Warewashing sink must be centrally located and adjacent to the sharing facilities.



MINIMUM COMPARTMENT SIZE 18" X 18" X 12" D

### CONSUMER UTENSILS (H&SC 114353)

- Provide only single-use utensils for customer use.

### EQUIPMENT (H&SC 114354)

- All food and utensil related equipment must be approved by DEH.

- Provide adequate cold and hot holding equipment to ensure proper temperatures are maintained during transportation to the event, storage, and during operation at the event. You must have enough space to properly store all food items.
- Equipment must be situated in a manner to prevent food contamination.

#### ICE (H&SC 114355)

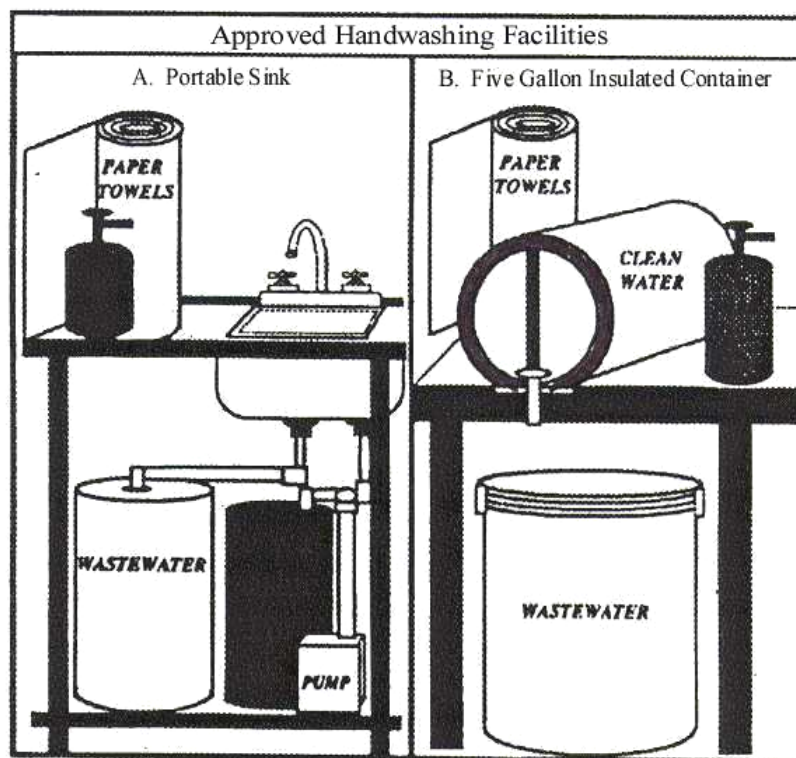
- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

#### STORAGE OF FOOD, UTENSILS AND RELATED ITEMS (H&SC 114356)

- Store all foods and utensils at least 6 inches off the ground (H&SC 114047).
- During periods of operation, supplies and Non-Potentially Hazardous Foods, in unopened containers may be stored adjacent to the TFF or in unopened containers in an approved nearby temporary storage unit. (An "unopened container" means a factory sealed container that has not been previously opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.)
- When not in operation, food must be stored within a fully enclosed TFF, within a permanent food facility or other location approved by DEH, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, rodents and other vermin, and temperature abuse.

#### ALTERNATE HANDWASHING FACILITIES (H&SC 114358)

- Handwashing facilities must be provided in each food booth.
- TFF's that operate for three days or less may include:
  - A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water at a temperature of 100°F from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds.
  - Provide a catch basin to collect wastewater, and properly dispose of all wastewater.
  - Provide soap in a pump and single-use sanitary towels.
  - Provide a separate trash can for towel waste.
- Food facilities that handle only prepackaged food may provide cold water with a germicidal soap at the handwashing facility.



### TOILET FACILITIES (H&SC 114359)

- There must be at least one toilet facility per 15 employees within 200 feet of the TFF.
- Toilet facility must have approved handwashing facilities.

### CLEANING & SERVICING (H&SC 114361)

- If your TFF is operating for more than one day, it must be adequately cleaned and serviced in a method approved by DEH.

### ENFORCEMENT OFFICER DISCRETION (H&SC 114363)

The Environmental Health Specialist may establish additional structural or operational requirements, or both, as necessary to ensure that foods are prepared and maintained safe.

### CONDIMENTS (H&SC 114077)

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.



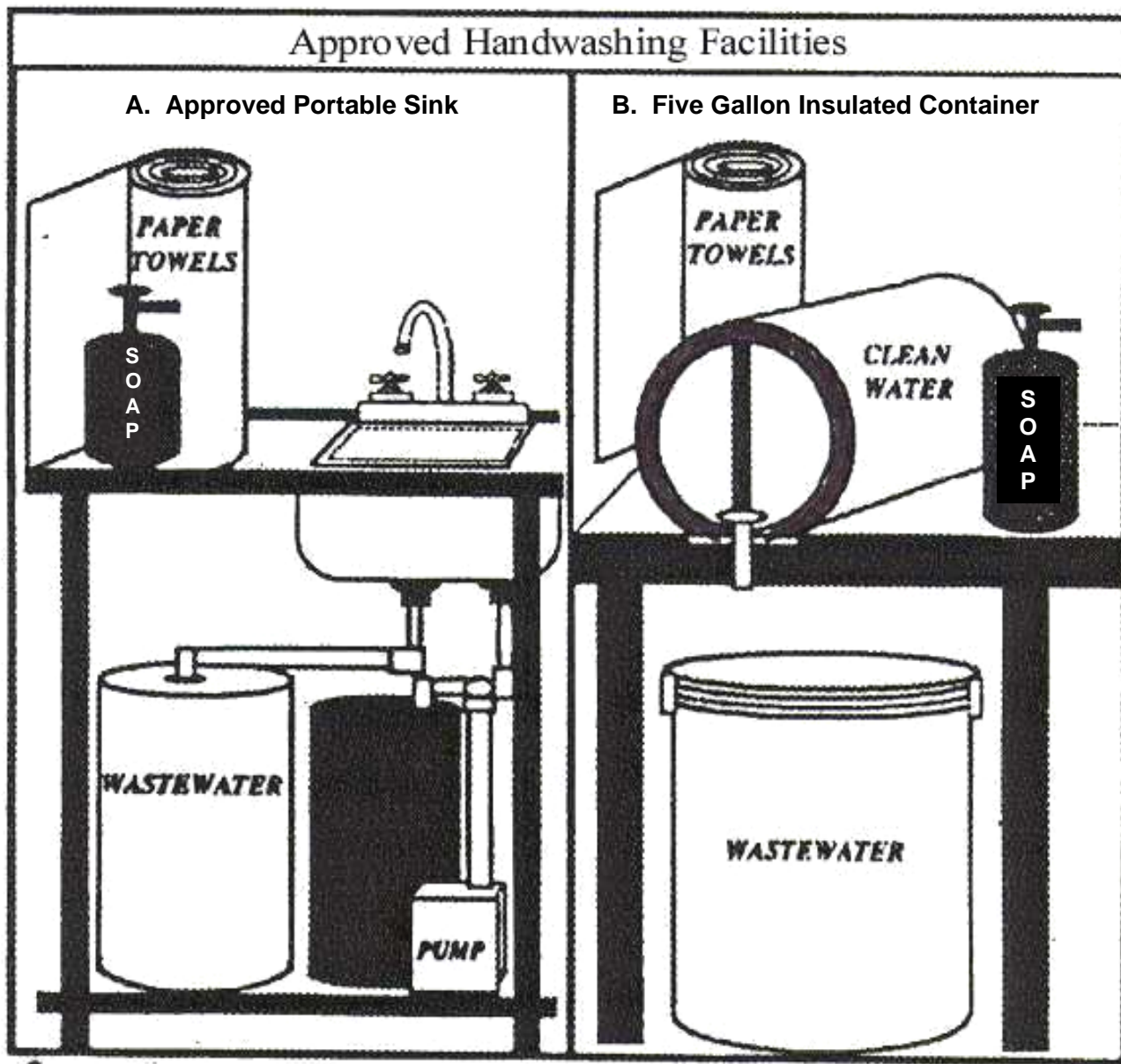
### FOOD HANDLING & DEMONSTRATION OF KNOWLEDGE

- A Food Handler is a person who prepares, handles, packages, serves or stores food or handles utensils, or assists another person in any of these tasks. Owners and operators of temporary food facilities that prepare, handle, or serve non-prepackaged food are to ensure that their Food Handlers demonstrate adequate knowledge of food safety principles. This can be accomplished by either of the following:
  1. Employing a food handler who has a current food handler certificate or food handler test within the last three years **or**
  2. Have an owner or a PERSON IN CHARGE who can demonstrate that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation and the food handler is able to demonstrate adequate knowledge of food safety principles related to the operation of the temporary food facility.
- If a temporary food facility operator has passed the approved and accredited food safety certification examination specified in H & SC 113947.2 and 113947.3 the temporary food facility may apply for an annual temporary food facility permit rather than having to obtain a temporary event permit for each temporary event the facility participates in.
- Safe food handling methods **must be followed at all times.**
- Avoid unnecessary direct handling of food, and use utensils whenever possible.
- **Eating is not allowed inside** a food preparation booth. A food employee may drink from a closed BEVERAGE container if the container is handled to prevent contamination of the employee's hands, the container, open food, and food contact surfaces (H&SC 113977).
- **Smoking is prohibited** in food booths.

### WATER SUPPLY AND WASTE DISPOSAL

- An approved toilet facility must be within 200 feet of the booth.
- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have hot and cold running water.
- At least 20 gallons of clean potable water shall be available per food booth per day of operation. Potable water supply shall be protected with a backflow protection device.
- The liquid waste must drain to sewer or by means approved by DEH and the local utility department. No wastewater may be discharged to ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 50% greater than the potable water tank.
- There must be sufficient trash and garbage containers for each booth and for the public eating areas. The containers must be rodent and fly-proof and be kept clean.

**BRING THIS PAGE TO THE EVENT AS A GUIDE TO SETTING UP YOUR HAND WASH STATION.**



**ELEMENTS OF AN ACCEPTABLE HANDWASH STATION**

- Handwashing facilities must be provided in each food booth
- A minimum five (5) gallon insulated container
- Water must be kept warm – **at least 100°F**
- Spigot must provide a continuous stream of warm water that leaves both hands free
- Catch basin to collect wastewater
- Soap in a pump – no bar soap
- Single-use paper towels
- Separate trash can for towel waste only



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1-800-253-9933



## COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

This section be completed by the Food Vendor and renewed annually

Permit Name: \_\_\_\_\_

Permit Owner: \_\_\_\_\_

Permit Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Permit #: F - \_\_\_\_\_

## COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT

This section be completed by the Commissary /HQ and renewed annually

Commissary/Headquarters Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Commissary Permit #: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has my permission to use my health regulated business located at \_\_\_\_\_ FOR THE PURPOSES OF ESTABLISHING A COMMISSARY/ HEADQUARTERS FOR THEIR MOBILE FOOD, CATERING OR FOOD PROCESSING BUSINESS. This permission includes the use of the premises for the food storage, maintenance of supplies and storage of mobile food unit.

**X**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

VERIFICATION OF HEADQUARTERS

Vending Yr: \_\_\_\_\_

Current DEH-FHD Permit: Yes/No  
(initials): \_\_\_\_\_

DMV Rec'd Yes/No

Verified by

OTHER AGENCY- Copy of Current Permit Yes/No

Date of Approval: \_\_\_\_\_