



Department of Health and Human Services, Environmental Health Division
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FOR OFFICE USE ONLY	
SR:	
PE:	
Amt Due:	
Invoice #:	
Date Paid:	
Receipt #:	
Fee	<input type="checkbox"/> DD214 <input type="checkbox"/> 501c3
Exempt:	<input type="checkbox"/> Brick & Mortar

Application for Temporary Food Facility (TFF) Vendor Authorization

Application Submittal and Payment Instructions

- Applications must be received **at least two weeks** prior to the planned event. **Incomplete applications may delay processing.**
- Submit a completed application to Environmental Health via email to Business@placer.ca.gov. Applicants submitting via email will receive an emailed invoice with instructions to submit payment online.
- This authorization is valid for one TFF vendor booth. A separate application and fee are required for each additional booth.
- For current fees, please visit <https://www.placer.ca.gov/3245/Permits-Forms-Fees>

Applicants eligible for fee reduction must include required documentation with application:

- Veterans (include copy of DD Form 214 and driver's license)
- Food Facilities/Caterers with current Placer County Health permit (complete section below)
- Qualifying Non-profit Organizations (include copy of 501(c)(3) determination letter from the IRS)

Applicant Details	Type of Authorization: <input type="checkbox"/> Single Event Vendor <input type="checkbox"/> Multi Event Vendor (Valid July 1st - June 30th)	
	Applicant Name:	
	Name of Concession/Booth:	
	Applicant Address:	
	Phone:	Email:
	Do you have a current permit (food facility, caterer, cottage food) with Placer County Environmental Health? <input type="checkbox"/> Yes <input type="checkbox"/> No Facility Name _____ Permit # _____	

Complete the following for Single Event Vendors only:

Single Event Details	Event Name:	
	Event Organizer:	
	Organizer Phone:	Organizer Email:
	Event Location:	
	Event Dates:	Hours of Operation:

A. VENDOR RESPONSIBILITIES AND CERTIFICATION

I certify that I am familiar with the requirements to operate a Temporary Food Facility (TFF) as a vendor (CAL CODE section 113947.1c) and agree to operate in a manner consistent with those requirements. I also understand that, depending on risk assessment and staff assignments, an initial phone interview and/or event inspection may be conducted by this office.

I agree to post my TFF vendor authorization and daily self-inspection checklist in a location visible to the public while operating.

I agree to obtain approval from Environmental Health for any menu or set-up changes prior to the event.

I agree to renew my TFF vendor authorization should it expire before continuing to participate in any community events.

Applicant Signature: _____ Date: _____

B. FOOD TO BE SOLD OR SERVED AT THE EVENT

List all foods to be offered (**Or attach menu**). State law prohibits the use of a private home for food prep and/or storage. For prepackaged items, attach a copy of your CFO permit, state Processed Food Registration, or Cannery License where applicable.

Food Item	Off-Site Prep*	How Served	Made to Order	Describe Preparation Method (e.g. BBQ, frying, grill, slicer)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*For Off-Site Prep, please complete the following (**Attach a copy of health permit if not in Placer County**):

Name of Facility: _____ Phone: _____

Address: _____

C. HOT/COLD HOLDING EQUIPMENT

Identify methods for maintaining food hot ($\geq 135^{\circ}\text{F}$) or cold ($\leq 45^{\circ}\text{F}$)

Cold Holding Equipment (Check all that apply): Ice Chest Mechanical Refrigerator N/A Other: _____

At the end of each day, discard all potentially hazardous foods not held under mechanical refrigeration at or below 41°F.

Hot Holding Equipment (Check all that apply): Hot Holding Cabinet (Cambro) Steam Table Soup Warmer/Crock Pot
 Chafing Dishes Hot Dog Steamer/Roller Electric Rice Cooker/Warmer N/A Other: _____

At the end of each day, discard all hot held potentially hazardous foods. Cooling is not permitted.

How will food storage temperatures be monitored at the event? Probe thermometer Ambient thermometer N/A

D. SAMPLING

Food displayed for customer self-service shall be individually portioned into single service containers. Samples may also be dispensed directly to the customer using single service wrappers or utensils. Use of communal service bowls is not approved.

Type of sampling: Prepackaged samples Open/dispensed samples N/A, no sampling

E. HAND WASHING FACILITIES

For temporary food facilities with open food/beverage or sampling, a hand wash station is required **within the booth**.

Provide a hand washing station with a minimum five-gallon water container with a dispensing valve that can provide continuous **hands-free** flow, soap, single-use towels, and a container to catch wastewater.

F. SANITIZING SOLUTION

Provide information about sanitizers to be used for utensil washing and/or to sanitize food contact surfaces with wiping cloths.

Sanitizer: 100ppm Chlorine 200ppm Quaternary Ammonium N/A (Prepackaged only, no open/dispensed sampling)

Ensure that appropriate test strips are available at booth and used to test solution.

G. WASTE DISPOSAL

All waste must be disposed of properly. Liquid waste may not be dumped onto the ground or into a storm drain.

Liquid waste removal provided by:

Booth operator Event organizer Sanitary sewer Waste removal company N/A (Prepackaged only)

Waste tank size (if applicable): _____ gallons

Address where liquid waste will be disposed of (if applicable): _____

H. UTENSIL WASHING

For temporary food facilities where multi-use utensils are used, a utensil washing station is required.

Indicate your method of utensil washing:

- No utensil washing station (No food preparation or multi-use utensils will be used at event).
- No utensil washing station (Facility will operate for no more than 4 hours at a time with adequate supply of spare utensils).
- Three-step utensil washing station using containers (minimum of three 5-gallon containers) within booth.
- Three-compartment utensil washing sink with hot (120°F) and cold running water under pressure.

I. FOOD BOOTH CONSTRUCTION

Option 1: Booths engaging in food preparation must have 4 sides, a cleanable floor (asphalt, concrete, tarp, or plywood) and overhead protection. The booth may have serving windows that are no larger than 216 square inches each, separated by at least 18 inches. Serving windows need to be equipped with tight-fitting closures. Note: Screening/mesh is a common wall material. Mesh service windows can be kept closed with Velcro or ties.

Option 2: Food booths selling only prepackaged foods or dispensing non-potentially hazardous beverages (soda, tea, coffee, etc.) from bulk containers do not need a full enclosure. However, overhead protection is still required.

Select type: Outdoor Booth (Pop-up tent) Indoor booth Mobile food truck Permanent structure (e.g. Snack-bar)

Floor Material: _____ Wall Material: _____ Ceiling/Overhead Material: _____

Method for closing service windows: Velcro/ties Glass/plexiglass N/A Other (specify): _____

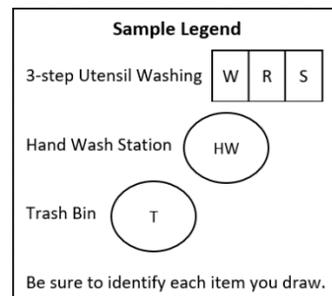
J. SKETCH OF BOOTH LAYOUT

A temporary food facility application must include a site plan of the booth to be constructed. Include location of equipment for cooking, hand washing, food/utensil storage, utensil washing, outside condiment storage, open-air BBQ (if applicable), and trash.

Vendor Identification (must be clearly visible to customers at booth)

Concession/Booth Name (minimum 3-inch lettering): _____

City, State and Zip (minimum 1-inch lettering): _____





Health and Human Services Department Placer County Environmental Health

TEMPORARY FOOD FACILITY (TFF) *FREQUENTLY ASKED QUESTIONS*

What is a Community Event?

A "Community Event" is defined as an event that is civic, political, public or educational in nature (Cal Code 113755). It includes: state and county fairs, city festivals, circuses and other public gathering events.

What is an Event Organizer/Coordinator and when are they required?

An Event Organizer is a person or organization that is responsible for the coordination, sponsorship or arrangement of a community event. An Event Organizer is required when two or more food/beverage booths will be at an event.

What are the responsibilities of the Event Organizer?

- To provide a safe and healthy event.
- To allow only approved food vendors to setup at the event
- To submit a list of vendors to EHD, two-weeks prior to the event.
- To provide a site plan indicating adequate space for each vendor to meet proper setbacks.
- To provide basic sanitation (porta-potty and hand wash stations) for event attendees. Sanitation for vendors is to be within 200 feet of a TFF.
- To provide garbage and refuse containers. Ice service, potable water and safe electrical hook-ups may also be necessary depending on the event.
- To monitor the food vendor's practices.
- To Contact EHD if there are any issues.

Do food vendors need a permit to sell or give away food?

Yes, a permit is required even if the food is given away. The requirements apply to all persons participating in food events, regardless of non-profit status, and include sampling.

Where may a food vendor setup to sell or give away food/drink?

A food vendor may only operate at a community event.

Why is a health permit required?

The Legislature finds and declares that the public health interest requires that there be statewide health and sanitation standards for food facilities to assure the people of this state, that the food provided to consumers is safe, unadulterated and honestly presented through adoption of science-based standards. Regulations can be found in the California Retail Food Code (Cal Code).

Is a food vendor considered a food facility?

Yes. See section 114381.2 of the California Retail Food Code. A permit application shall be submitted to the enforcement agency by each temporary food facility operator that includes all of the following:

1. A booth plan that indicates the proposed layout of equipment, food preparation tables, food storage, ware washing, and hand washing facilities.
2. Details of the materials and methods used to construct the temporary food facility, including required netting/screens/walls.
3. All food products that will be handled and dispensed.
4. The proposed procedures and methods of food preparation and handling.
5. Procedures, methods, and schedules for cleaning utensils, equipment, and structures, and for the disposal of refuse.
6. How food will be transported to and from a permanent food facility or other approved food facility to the temporary food facility, including steps taken to prevent contamination of foods.
7. How potentially hazardous foods will be maintained at or below 41°F or at or above 135°F.

My food is prepackaged...do I still need a permit?

Yes, a permit is still required. However, certain requirements may not apply if the food is not potentially hazardous (such as; candy, canned soda, bottled water)

I am only selling or giving away drinks ... do I still need a permit?

Yes. Beverages are considered food and a permit is required. The requirements for bottled or canned beverages are the same as for prepackaged food. There are special considerations for non-profit and winery operations.

Can I prepare food at my home for sale/distribution from a temporary food facility?

No. Food intended for public consumption may not be prepared in a home. All food must be obtained from approved sources. Exception: **114339**. Non-potentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or by an established club or organization that operates under the authorization of a school or educational facility for fundraising purposes at community events. Note: A valid Cottage Food Operation is considered a food facility and may sell food as a vendor.

Do I need a permit if I'm a non-profit organization?

Yes, a permit is required for all food vendors offering food for sale to the public. The potential risk associated with handling food is the same, regardless of where the proceeds go.

Do I need a permit to have a private party?

No. Private parties intended only for members of an organization and/or their invited guests do not require a permit. If the event is advertised to the public; however, then a permit is required.

Do church potlucks or private club dinners need a permit?

No. A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.

How long is the permit valid?

The permit issued to a temporary food facility vendor may be valid for up to one year, or the vendor may choose to get a permit for only a single event.

The permit issued to the event organizer is valid only for the duration of that specific community event. A new application must be submitted, and a new permit obtained for each community event.

I already have a permit for my restaurant in Placer County. Does that permit me to participate in temporary events?

No. The permit for your restaurant is site-specific and does not transfer to any other location. However, when you apply for a Temporary Food Facility permit you may also apply for a fee reduction.

Are other fee reductions available?

Yes. Honorably Discharged Veterans with a DD-214, nonprofit organizations with 501(c) 3 documentation, and Caterers, and Mobile Food Facilities (Food Truck) with a valid permit in good standing, may also apply for a fee reduction.

When do I need to submit my application?

At least 2 weeks prior to the event to allow adequate time to review the application, vendor list, and make any necessary adjustments and modifications.