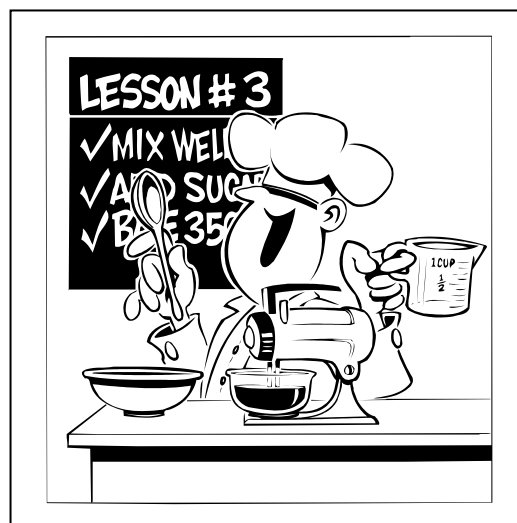


**COMMUNITY EVENT
TEMPORARY FOOD FACILITY**

**WHAT YOU NEED TO DO AND KNOW
IN ORDER TO BUILD AND OPERATE
A FOOD BOOTH**



EFFECTIVE MAY 1 2017

**PROVIDED BY
PLUMAS COUNTY ENVIRONMENTAL HEALTH
270 COUNTY HOSPITAL RD. Ste 127
QUINCY, CA 95971
PH. 530-283-6355 FAX 530-283-6241
<http://www.plumascounty.us>**

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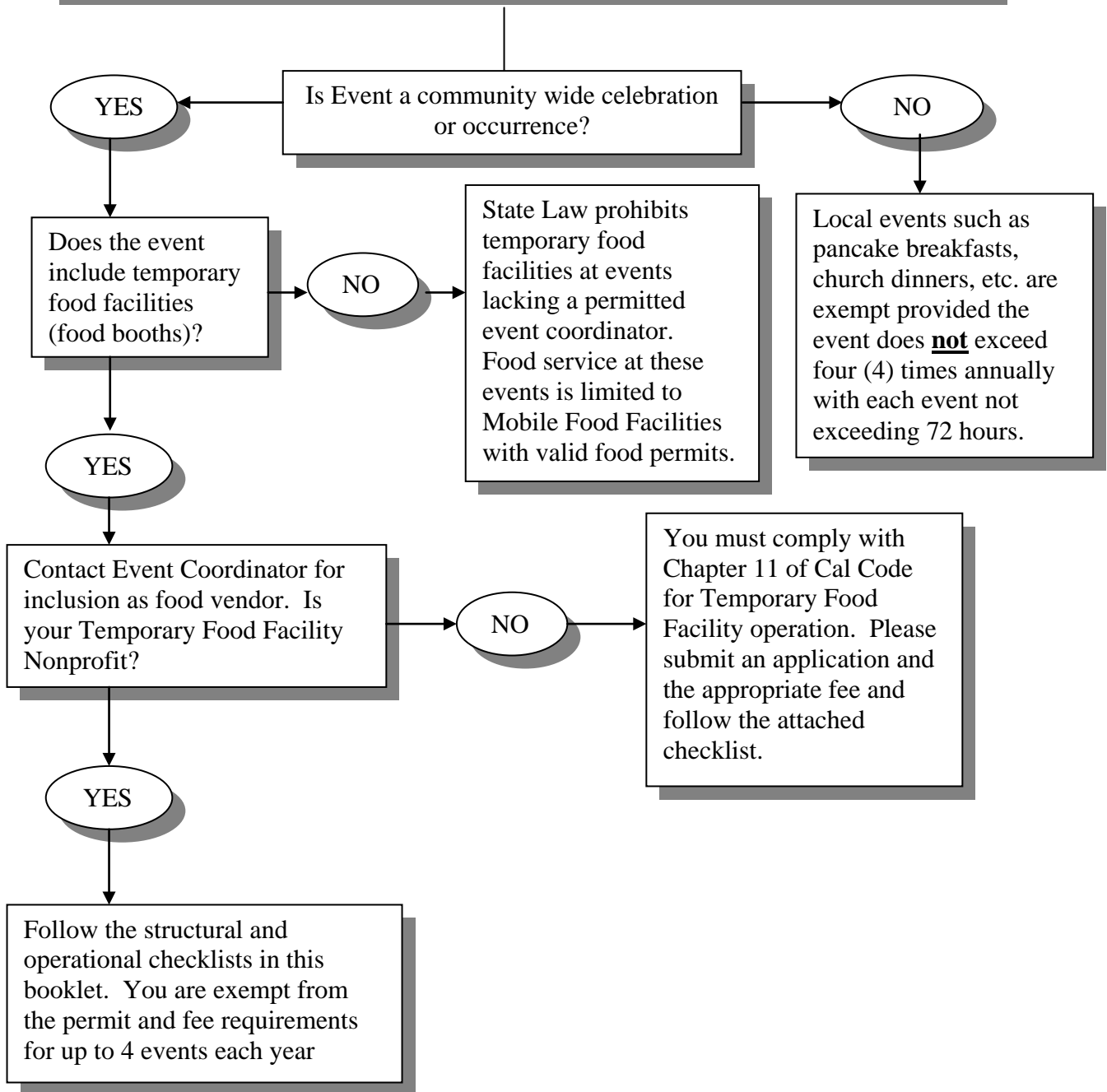
INTRODUCTION

The Department of Environmental Health would like to thank you for your interest in participating in a Plumas County community event. As a vendor in a Community Event you have a lot to think about and plan. This booklet was prepared to provide you with the CalCode safety and sanitation requirements that you will need to know in order to operate, what we hope will be a successful event for you. For your convenience, we have also included in this booklet, the Temporary Food Facility application.

As a vendor, there are several structural and operational requirements for operating at a community event. It is important that you obtain approval from the Community Event Coordinator to attend the event. It is also important that you submit a fully completed permit application with all appropriate fees to Environmental Health in order to receive an operating permit to serve food in Plumas County. A valid health permit is required in order to operate a food booth or mobile food facility in Plumas County.

If you have any questions or concerns, please contact our office at (530) 283-6355 during office hours, Monday through Friday, 8:00am to 5:00pm.

CAN I OPERATE A TEMPORARY FOOD FACILITY?



DEFINITIONS

These definitions are as printed in the California Retail Food Code
Effective January 1, 2017

COMMUNITY EVENT:

An event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events as determined by the local enforcement agency. "Community Event" shall not include a swap meet, flea market, swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.

COMMUNITY EVENT COORDINATOR:

The person or persons representing an organization that is in control of any community event at which one or more temporary food facilities operate.

TEMPORARY FOOD FACILITY:

A food facility approved by the enforcement officer that may be readily disassembled for storage or transport. A temporary food facility generally operates at a fixed location for the duration of an approved community event (tent, booth, stand, "Old Town" at the County Fairgrounds, etc.).

NONPROFIT TEMPORARY FOOD FACILITY:

A temporary food facility, as defined in Section 113930, that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div. 2 (commencing with Section 5000), Title 1, Corp. C.), that is exempt from taxation pursuant to Section 501 (c) (3) of the Internal Revenue Code and Section 23701 (d) of the Revenue and Taxation Code or meets the requirements of Section 214 of the Revenue and Taxation Code (Scouts, 4-H, established clubs or student organizations operating under the authorization of a school or educational facility are considered Non-Profit).

MOBILE FOOD FACILITY:

A food vehicle or cart, used in conjunction with a commissary or other permanent food facility. "Mobile Food Facility" does not include an approved "transport vehicle" used to transport packaged food from a food facility, or other approved source to the consumer (hot dog carts, espresso wagons, Fair vehicles, etc.).



WHAT YOU NEED TO DO

PERMIT YOUR TEMPORARY FOOD FACILITY (FOOD BOOTH):

- Obtain a “Temporary Food Facility” Health Permit issued by Plumas County Environmental Health at least 30 days prior to the event you want to attend. Apply by mail or turned in at the Quincy office located at 270 County Hospital Road, Suite 127.
- Obtain approval to attend the Community Event from the event coordinator.

Submit the completed permit application with the following:

- The application permit fee due.
- A list of the food you will sell.
- Applications received with less than 30 calendar days prior to the event are subject to a penalty fee for expediting the application process.
- Temporary food facility permits are valid for one (1) year from the date of issuance and are valid for any Plumas County event.
- Food vendor permit fees are waived for US military veteran provided no alcohol is offered for sale and for non-profit organizations. Documentation of military discharge (DD214) or of non-profit status must be provided in order to receive such waivers.

BUILD YOUR TEMPORARY FOOD FACILITY (FOOD BOOTH):

Pre-Packaged Food Booth: A facility (booth) that does not prepare food and offers only pre-packaged food has no requirements for construction except for the following:

- The business name, address and telephone number of operator must be posted with lettering at least 3” high and clearly visible to the public.
- The food must be stored off the ground and protected from contamination.

Food Preparation Booth: A facility (booth) that will prepare food the booth construction must include:

- The business name, address and telephone number of operator must be posted with lettering at least 3” high and clearly visible to the public.
- A ceiling, four sides and a floor that meets Food Code requirements;
- Hand washing facilities for food handlers;
- A means to wash dishes (either within the booth or at an event-provided wash station)
- Sufficient waste containers to handle the waste generated from food preparation and patrons.

If you have any questions or concerns, please contact our office at (530) 283-6355 during office hours, Monday through Friday, 8:00am to 5:00pm.

WHAT YOU NEED TO KNOW

A. BOOTH CONSTRUCTION:

- **PRE-PACKAGED (no food preparation) FOOD BOOTH** - A facility (booth) that does not prepare food and offers only pre-packaged food requires the following:
 - **BUSINESS IDENTIFICATION:** The business name, address and telephone number of operator must be posted with lettering at least 3” high and clearly visible to the public.
 - **FOOD PROTECTION AND STORAGE:** All food must be stored off the floor/ground and protected from contamination.
- **FOOD PREPARATION BOOTH** – A facility (booth) that will prepare food requires the following:
 - **BUSINESS IDENTIFICATION:** Business name, address and telephone number of operator must be posted with lettering at least 3” high and clearly visible to the public.
 - **FACILITY ENCLOSURE:** The booth must be constructed with ceiling, four sides and a floor:
 - Floors must be smooth, durable and cleanable. Smooth concrete, finished plywood (no bare wood), canvas, heavy plastic tarp, etc. are acceptable.
 - Walls and ceilings must be smooth, cleanable. With the exception of the service opening, the booth must be enclosed (see figures A & B). The use of fine mesh fly screening (16 mesh/sq. inch) or similar material is acceptable for tent sides.
 - Food service openings shall not be larger than necessary to serve food and must be equipped with closures for non-operational hours. Employee entrances into the booth shall be equipped with tight fitting closures to minimize the entrance of insects, animals, birds and vermin.
 - Food contact surfaces and storage shelves shall be smooth, non-absorbent and easily cleanable.
 - All food, food preparation, equipment and utensils (except barbecues and other approved equipment such as fryers) must be kept within the enclosed structure.
 - Unopened and prepackaged food may be held in storage containers outside the booth **if** it is completely protected from all contamination.

Figure A

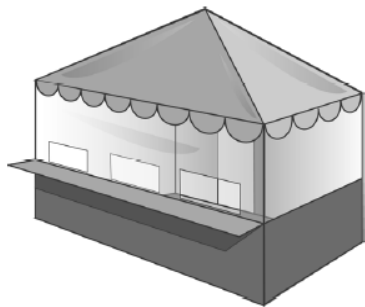
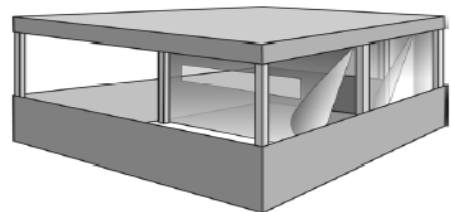


Figure B

Tarp or fine mesh screen sides and tarp or wood floor.



B. BOOTH OPERATIONAL REQUIREMENTS:

- **HAND WASHING REQUIREMENTS:**
 - Use of hand sanitizers cannot be substituted for approved hand washing.
 - A clean and covered water container with a drain spigot filled with potable water (a picnic water jug or a 2-gallon water square available at any market meets this requirement).
 - Provide liquid hand soap in a pump dispenser and single-use towels in a dispenser at the hand wash sink.
 - Provide a clean bucket below the water spigot to catch the waste water.
- **WARE WASHING (DISH WASHING) SINK REQUIREMENTS:** If the Community Event does not provide a dish washing station, each temporary food facility operator that prepares food is responsible for providing their own provisions for dishwashing such as three (3) tubs, compartments or buckets for utensil washing.
 - Utensil wash process:
 - First Compartment: Warm soapy water (110° F).
 - Second Compartment: Clear rinse water (no temperature requirement).
 - Third Compartment: sanitize with food facility chemical sanitizer (usually bleach at 100 parts per million (ppm) [ppm is the same as milligrams per liter (mg/L)])
 - Allow the utensils to air-dry (do not wipe dry)
 - Dispose of wash and rinse water to an approved receiver provided by the Community Event. **DO NOT DISPOSE WASTE WATER TO THE GROUND.**
- **APPROVED EQUIPMENT & STORAGE:**
 - Provide a means to heat wash water, such as a portable stove to 110 degrees F.
 - Provide **only** single-use utensils to customers.
 - Equipment, utensils, and food items must be stored above the floor.
 - All lighting shall be of shatterproof construction and provided as needed.
- **SOLID WASTE:**
 - Solid waste and refuse must be stored outside the booth in leak proof and insect-proof containers with tight-fitting lids and serviced as needed.
- **GENERAL FOOD SOURCE AND STORAGE:**
 - All food must be from an approved source and prepared in the Temporary Food Facility.
 - Allow no animals within 20 feet of food area (except guide, service or signal dogs).
 - All food and food contact items must be stored off the floor, and all food and food contact items stored in containers which prevent contamination.
 - Protect food condiments from contamination with single-service packets or approved dispensers.
 - Preparation surfaces and equipment cleaned and sanitized.
- **PERSONAL ITEMS:**
 - All personal belongings and non-food items stored away from food and food contact surfaces.

C. SAFE FOOD HANDLING REQUIREMENTS:

- **GENERAL FOOD PREPARATION:**
 - Have adequate knowledge of food safety as it pertains to the specific food operation.
 - Ensure hand washing occurs at regular intervals.
 - Avoid pooling of raw unpasteurized eggs.
 - Offer no food with uncooked or unpasteurized raw shell eggs.
 - Thawed frozen food shall be cooked or otherwise processed and shall not be refrozen.
 - Minimize potentially hazardous food preparation times.
- **FOOD TEMPERATURES:**
 - Hold potentially hazardous food:
 - Below 45 degrees F when on ice
 - Below 41 degrees F when under mechanical refrigeration
 - Above 135 degrees F
 - Ensure thermometers are:
 - Inside all refrigeration units; and
 - Available for measuring cooking and holding temperatures.
 - Cool potentially hazardous foods rapidly using:
 - Shallow pans, cooling paddles, ice bath, or ice as an ingredient.
 - Cool hot food to 70⁰F within two (2) hours then to 41⁰F within four (4) hours.
 - Verify internal cooking temperatures as follows:
 - All poultry and stuffed products:
 - Cook to an internal temperature of 165⁰F for 15 seconds.
 - Uncooked microwave foods:
 - Cook to internal temperature of 165⁰F and hold for two (2) minutes.
 - All ground meat, beef and pork:
 - Cook to an internal temperature of 155⁰F for 15 seconds.
 - All eggs and food containing raw eggs:
 - Cook to internal temperature of 155⁰F for 15 seconds.
 - Eggs cooked for immediate consumption and fish:
 - Cook to internal temperature of 145⁰F for 15 seconds.
 - Thaw potentially hazardous foods properly:
 - Under refrigeration of 41⁰ F or less, **OR**
 - As part of the cooking process, **OR**
 - Under maximum 70⁰F running water for less than two hours, **OR**
 - In a microwave, only if then immediately prepared or cooked.
- **AT THE END OF OPERATING DAY:**
 - Discard All potentially hazardous food held at 135⁰ F.
 - Discard All potentially hazardous food held at 45⁰ F.
 - All multi-use utensils and equipment cleaned and sanitized.
 - All liquid waste, including ice melt, disposed of into an approved waste container.
 - All trash placed in approved containers, removed promptly and disposed of properly.



PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Road, Ste. 127 Quincy, CA 95971
 Phone: (530) 283-6355 ~ Fax: (530) 283-6241

Application for Permit to Operate a Food Facility
 PLEASE COMPLETE ALL FIELDS ON FRONT AND BACK OF THIS FORM FOR EACH FACILITY

Owner	Owner Name _____ Phone () _____ Cell Phone () _____			
	Physical Address _____ City _____ State _____ Zip _____ <small>(Please do not use facility address. Owners are listed as the primary contact for emergencies. This is <u>only</u> used for this purpose)</small>			
	Mailing Address _____ City _____ State _____ Zip _____			
Facility	Business Name: _____ Email: _____			
	Physical Address _____ City _____ State _____ Zip _____			
	Mailing Address _____ City _____ State _____ Zip _____			
	Phone () _____ Alternate Phone () _____ FAX() _____			
	Operator/Manager Name (If different from above): _____ Phone: () _____			
	Mailing Address _____ City _____ State _____ Zip _____			
Billing	Please Send Invoices and Correspondence To: <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Facility <small>NOTE: Invoices will be sent to owner unless otherwise noted.</small>			
EMERGENCY CONTACT INFORMATION				
<small>(Environmental Health will use this information in response to an emergency where rapid notification is necessary. Please list a person other than the owner who may be contacted if the Owner cannot be reached.)</small>				
Name: _____ Title: _____				
Day Phone: () _____ Cell Phone: () _____				
Email: _____ Other (please specify): _____				
<input checked="" type="checkbox"/>	TYPE OF PERMIT	(ALL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE)	FEE	PE
<input type="checkbox"/>	Food-Bev Large Fac. Permit (Prep Area 500 sq. ft. or larger or Seating Capacity of 25 or more)		\$294.00	1601
<input type="checkbox"/>	Food-Bev Large Fac. Permit Veteran's Exempt*		\$0.00	1651
<input type="checkbox"/>	Food-Bev Small Fac. Permit (Prep Area 500 sq. ft. or less or a Seating Capacity of 24 or less)		\$193.00	1602
<input type="checkbox"/>	Food-Bev Small Fac. Permit Veteran's Exempt*		\$0.00	1650
<input type="checkbox"/>	Food-Bev Non-Prep Fac. Permit (Pre-packaged goods only)		\$92.00	1603
<input type="checkbox"/>	Food-Bev Non-Prep Veteran's Exempt*		\$0.00	1652
<input type="checkbox"/>	Class "A" Cottage Food Annual Registration (Direct Sales Only)		\$29.00	1640
<input type="checkbox"/>	Class "B" Cottage Food (Direct & Indirect Sales-Includes Registration Fee)		\$94.00	1641
<input type="checkbox"/>	Food/Bev Satellite Permit		\$74.00	1607
<input type="checkbox"/>	Mobile Food Facility	# of vehicles _____	\$112.00ea	1631
<input type="checkbox"/>	Mobile Food Facility-Expedited (If within 2 weeks of Event)	# of vehicles _____	\$198.00ea	1632
<input type="checkbox"/>	Mobile Food Facility Veteran's Exempt*	# of vehicles _____	\$0.00	1654
<input type="checkbox"/>	Temporary Food Facility (Non Profit as defined by CalCode 501c3)	# of booths _____	\$0.00	1620
<input type="checkbox"/>	Temporary Food Facility	# of booths _____	\$112.00ea	1621
<input type="checkbox"/>	Temporary Food Facility-Expedited (If within 2 weeks of Event)	# of booths _____	\$198.00ea	1622
<input type="checkbox"/>	Temporary Food Facility Veteran's Exempt*	# of booths _____	\$0.00	1653
<input type="checkbox"/>	Food-Bev Produce Stand (As defined in CalCode)		\$62.00	1605
<input type="checkbox"/>	Food-Bev Vehicle Non-Prep Retail Vehicle(Non Prep Produce Trucks, Non Prep Frozen Food Vehicles)		\$61.00	1604
<input type="checkbox"/>	Food/Bev Vending Machine (Perishable)		\$60.00	1606
<input type="checkbox"/>	Environmental Health Plan Check & Consultation for New/Remodel Facility-Large Facility		\$318.00	1660
<input type="checkbox"/>	Environmental Health Plan Check & Consultation for New/Remodel Facility-Small Facility		\$180.00	1661
<input type="checkbox"/>	Environmental Health Food Facility Re-Inspection		\$121.00ea	1662
<small>* ALL Veteran's Exempt applicants must submit DD 214 Documentation with this application. NOTE: Fees will apply if alcoholic beverages are served in the facility.</small>				

FOR TEMPORARY/MOBILE FOOD FACILITIES ONLY (Menu must be included with application)

List Events you Plan to Attend in Plumas County

Food is Prepared: Onsite Offsite Location (If offsite): _____

Handwashing and Sanitation Equipment used: _____

FOR MOBILE FOOD FACILITIES ONLY (Information of mobile food vehicle, not personal motor vehicle)

Vehicle Make: _____ License Number: _____ VIN: _____

Vehicle Make: _____ License Number: _____ VIN: _____

Vehicle Make: _____ License Number: _____ VIN: _____

FIXED FACILITY REMODEL / CONSTRUCTION

Remodel? Yes or No (If yes, construction plans and plan check application with fees must be submitted)

Moving and/or Changing of Equipment? Yes or No

Building permit required or obtained? Yes or No

CHANGE OF OWNERSHIP/OPERATOR ONLY

Date of Change _____

Change in Food Service Operation? Yes or No Explain _____

FOOD HANDLER CERTIFICATION (Not Applicable for Temporary Food Facilities)

Name of Certified Food Handler for this Facility _____ Date Certified _____

NOTE: You must submit documentation of Certification to this Department within Sixty (60) days of opening your facility. State law requires re-certification every Five (5) years

Name: _____ Signature: _____ Date: _____

I hereby make application for a permit to operate the above facility in accordance with the state health laws and local ordinances and regulations. **FOR OFFICE USE ONLY**

Date Payment Received: _____ Amount: _____ Receipt No: _____ Check No: _____ Rec'd By: _____

New Construction/Remodel Change of Ownership Information Update Permit Renewal Other _____

Facility ID #: _____ Program ID #: _____ Owner ID #: _____

Previous Facility/Business: _____

Planning Approval By: _____ Date: _____ Building Department Approval By: _____ Date: _____

Environmental Health Specialist Approval By: _____ Date: _____ Permit Issued By: _____ Date: _____