

# Temporary Food Facility Permit Application Steps



**Santa Barbara County  
Environmental Health Services**

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**South County 681-4900**

**North County 346-8460**

# Two Health Permit Applications are required for every Festival Event

- **Event Permit** *completed by event organizer*  
and
- **Individual Food Booth Permits**

# Temporary Food Facilities

- **Santa Barbara County Environmental Health Services' Food Safety Program** helps to protect the public from *food borne illnesses* through education and by enforcing regulations and code requirements.
- **California Uniform Retail Food Facilities Law** is the part of the California Health and Safety Code which regulates the sale or distribution of food to the public.
- **The Health and Safety Code** allows for the sale and distribution of food to the public only from permitted or specifically exempted food facilities.

# Individual Booth Permits

- **Required** for each temporary food facility booth.
- The Health Permit **must be posted** at each booth and be visible to the public during operation.
- Booths without permits may be **subject to closure or a penalty** of up to three times the permit fee.
- Nonprofit organizations are required to **provide documentation** of their tax-exempt nonprofit charitable status at least two weeks prior to the event.
- It is the responsibility of event organizers and temporary food facility operators to check with local police, fire, planning, parks and building departments to **obtain other applicable code requirements and permits.**

# Exemptions:

- Low risk foods may be sold by non-profit groups for fund-raising purposes without obtaining a Health Permit
- Permitted Mobile Food Vehicles can attend your event to serve food without a separate permit for the event

# Temporary Food Booth Application

**The booth permit application must include:**

- Temporary Food Booth Application Form
- Sketch 1: Drawing of Food Booth
- On-site Food Preparation Form
- Off-site Food Preparation Form
- Employee Log Form
- Non-profit status proof

The following 6 slides are examples of the forms

# Temporary Food Booth Application



## Environmental Health Services

225 Camino Del Remedio, Santa Barbara, CA, 93110 ♦ (805) 681-4900  
2125 S. Centerpointe Pkwy., #333 • Santa Maria, CA 93455-1340 ♦ (805) 346-8460

### TEMPORARY FOOD FACILITY APPLICATION

All individual Temporary Food Facilities (TFFs) (both for-profit and non-profit) are required to submit a signed and completed application, with attachments and drawing of TFF to Environmental Health Services at least two weeks prior to the start of the event. This is critical for proper review. The TFF fee may be waived for non-profit charitable organizations operating temporary food events no more than four times per year for no more than three days in duration. Fee waiver is contingent on submittal of proof of non-profit status, completed signed application, with attachments and drawing at least two weeks prior to the start of the event.

#### Check the appropriate box (A or B).

- A. Booth operating at a community event with two or more booths (A person or organization must be designated as the Event Organizer (requires an Event Organizer Application))
- B. Single Booth operating at a community event (e.g., city festival, fair, political or educational event approved by the Health Department)

#### Check the appropriate circle (either 1, 2, 3 or 4).

- 1. For-profit entity - not to exceed 25 consecutive in any 90-day period - \$130 [1650]
- 2. A Permitted Food Facility on behalf of a nonprofit organization and receiving no monetary benefit - does not exceed three days in a 90-day period. (Exemption Request Letter required) - \$130 (unless waived - see above conditions) [1652].
- 3. Non-profit charitable organization - limited to no more than four times per year for no more than three days in duration - \$130 (unless fee is waived-see above conditions) [1651]
- 4. Non-profit charitable organization serving only nonperishable prepackaged low risk food - limited to no more than four times per year for no more than three days in duration - \$130 (unless fee is waived - see above conditions) [1653]

#### Attachments:

- 1. Non-profit Charitable Organization: Proof of non-profit status or IRS Exempt Registration # \_\_\_\_\_
- 2. Exemption Request Letter (reference B (2) above)
- 3. Drawing of Temporary Booth Establishment (Sketch #1)
- 4. On-site Food Preparation Forms (Attachment A)
- 5. Off-site Food Preparation Form (Attachment B)
- 6. Employee Log Forms (Attachment #C)

FOR OFFICE USE ONLY	
Date Rec'd	_____
Rec'd By	_____
Am't Rec'd \$	_____
Check #	_____
Receipt #	_____
Record #	_____
PIC: 16	District: _____
PA #	_____
EV #	_____
<u>Checkbook Issues:</u>	
<input type="checkbox"/>	Application Late [95]
<input type="checkbox"/>	Exemption Lost / Exceeded Frequently [96]

Name of Community Event: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

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

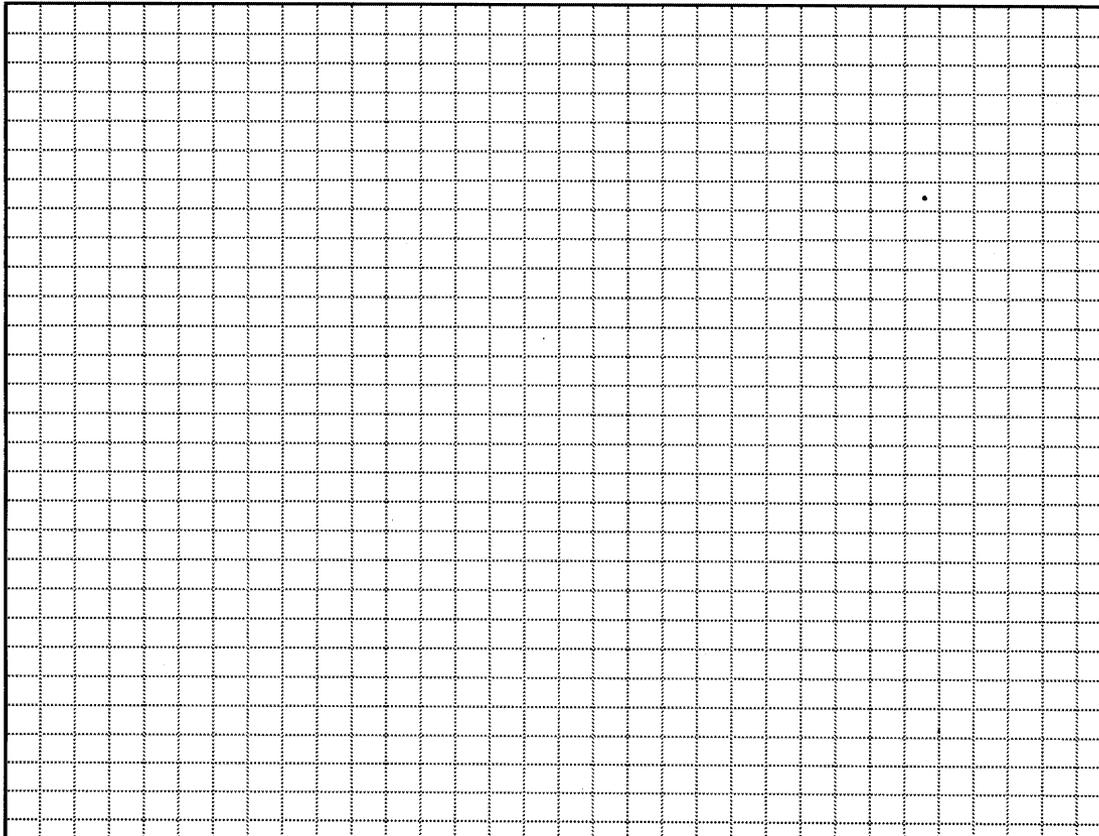


# Drawing of Food Booth

## Sketch Sheet 1 Drawing of Temporary Food Booth

Name of Booth: \_\_\_\_\_

In the following space, provide a drawing of the Temporary Food Booth. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.









# Proof of Non-Profit Status

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 1998**

BIG DICK FUNDATION  
1001 1ST AVE STE 100  
SANTA BARBARA, CA 93101

Employer Identification Number:

~~530-01581489~~

DLN:

~~430533490310075E~~

Contact Person:

EO CUSTOMER SERVICE

Contact Telephone Number:

(007) 1-800-2389

Accounting Period Ending:

December 31

Foundation Status Classification:

IRC 170(b)(1)(A)(vi)

Advance Ruling Period Begins:

March 24, 1997

Advance Ruling Period Ends:

December 31, 2001

Addendum Applies:

No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must



The following section is a step by step instructional guide to filling out the application forms

# Filling out the Application



## Environmental Health Services

225 Camino Del Remedio, Santa Barbara, CA. 93110  
2125 S. Centerpointe Pkwy., #333 • Santa Maria, CA 93455-1340

### TEMPORARY FOOD BOOTH APPLICATION

The operator of **each** TFB must submit to Environmental Health Services a completed application and attachments at least 14 days before an event.

**ATTACHMENTS:**

- 1. Drawing of Temporary Booth Establishment (Sketch #1)
- 2. On-site Food Preparation Form (Attachment A )
- 3. Off-site Food Preparation Form (Attachment B )
- 4. Employee Log Form (Attachment #C)
- 5. Nonprofit Charitable Organizations: Proof of nonprofit status is included with application form or IRS Exempt Registration # IRS # \_\_\_\_\_.

1. Name of Event: Dolphin Festival

2. Name of Booth: Surfers Club Hot Dogs on a Stick

3. Owner's/Operator: Wolfgang Puck

4. Mailing Address 857 Park Avenue New York City New York 01258

Street City/Town Zip Code

5. Telephone No. ( Phone # ) FAX or E-Mail Address Fax # Cell Phone/Pager Cell #

6. Booth Location: De La Guerra Plaza, Santa Barbara, California

Street Number Direction Street Name City/Town Zip Code

7. Date(s) and time(s) the booth will be operating:		Date(s) and time(s) booth will be set up and ready for inspection:	
Date	Time	Date	Time

# Operation and Inspection Time

5. Telephone No. ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ FAX or E-Mail Address \_\_\_\_\_ Cell Phone/Pager \_\_\_\_\_

6. Booth Location: \_\_\_\_\_  
Street Number      Direction      Street Name      City/Town      Zip Code

7. Date(s) and time(s) the booth will be operating:		Date(s) and time(s) booth will be set up and ready for inspection:	
Date	Time	Date	Time
<i>Sept. 31, 2001</i>	<i>10 am- 5 pm</i>	<i>Sept. 31, 2001</i>	<i>7 am</i>

8. List **all** food and beverage items to be prepared and served on the attached booth form (attachment A). (NOTE: Any changes to the menu must be approved by Environmental Health Services).

9. Will all food be prepared at the booth site?  Yes (Complete attachment A for on-site preparation)  No (Complete attachment B for all food prepared off-site. Include a copy of the current license for the permanent food establishment where the food will be prepared.

10. Describe (be specific) how frozen, cold, and hot foods will be transported to the booth:

.....

.....

11. How will food temperatures be monitored during the event?

.....

.....

12. Identify the place of purchase for each meat, poultry, seafood, and shellfish item(s). Include the source of the ice:

.....

.....

13. Using Attachment C; record the names, phone numbers, shifts to be worked during the event and the assigned duties of all booth workers (paid and volunteer).



# On Site Food Preparation means what will be prepared at the site.

8. List all food and beverage items to be prepared and served on the attached booth form (attachment B for all food prepared on-site and attachment C for all food prepared off-site. The menu must be approved by Environmental Health Services).
9. Will all food be prepared at the booth site?  Yes (Complete attachment A for on-site preparation and attachment B for all food prepared off-site. Include a copy of the current license for the permanent food facility where the food will be prepared.

**NOTE:** *Food preparation maybe at the event and partially at an approved food facility before the event requiring both attachment A and B be completed.*

# On site prep setup examples



# Attachment A

## On-Site Food Preparation at Temporary Booth

Any changes to the menu must be submitted to and approved by the Regulatory Authority  
(Attachment A)

<b>FOOD</b>	<b>THAW</b> How? Where?	<b>Cut / Wash Assemble</b> Where?	<b>Cold Holding</b> How? Where?	<b>Cook</b> How? Where?	<b>Hot Holding</b> How? Where?	<b>Reheating</b> How?	<b>Commercial Pre-Portioned Package</b>
<i>Marinated chicken pieces</i>	<i>Fresh see form B</i>	<i>Restaurant</i>	<i>In coolers on ice transported from restaurant at 10am and 2pm.</i>	<i>BBQ at event to 165 °F.</i>	<i>Sterno chafing dishes with lids at least 140 °F</i>	<i>If below 140 °F it will be thrown away.</i>	<i>N/A</i>

- **Food:** *Marinated chicken pieces*
- **Thaw:** *Fresh*
- **Cut / Wash Assemble:** *Restaurant*
- **Cold Holding:** *In coolers, on ice, transported from restaurant at 10 a.m. and 2 p.m.*

# Attachment A

## On-Site Food Preparation at Temporary Booth

Any changes to the menu must be submitted to and approved by the Regulatory Authority  
(Attachment A)

FOOD	THAW How? Where?	Cut / Wash Assemble Where?	Cold Holding How? Where?	Cook How? where:	Hot Holding How? where:	Reheating How?	Commercial Pre-Portioned Package
<i>Marinated chicken</i>	<i>Fresh</i>	<i>Restaurant</i>	<i>In coolers on ice</i>	<i>BBQ at event to</i>	<i>Sterno chafing</i>	<i>If below 140 °F it will</i>	<i>N/A</i>
<i>pieces</i>	<i>see form B</i>		<i>transported from</i>	<i>165 °F.</i>	<i>dishes with lids at</i>	<i>be thrown away.</i>	
			<i>restaurant at</i>		<i>least 140 °F</i>		
			<i>10am and 2pm.</i>				

- **Cook:** *BBQ at event to 165°*
- **Hot Holding:** *Sterno chafing dishes with lids at least 140°*
- **Reheating:** *If below 140° it will be thrown away.*
- **Commercial Pre-Portioned Package:** *Cut up pieces*



Off-site food preparation must be at an approved facility and done with careful temperature monitoring throughout the process of preparation, delivery, rapid reheating and hot or cold holding.

# Off Site Food Preparation means food partially or completely prepared at a separate location before the event

Page 9

Items to be prepared and served on the attached booth form (attachment A). (NOTE: Any changes to be made by Environmental Health Services).

Prepared at the booth site?  Yes (Complete attachment A for on-site preparation)  No (Complete attachment B for off-site. Include a copy of the current license for the permanent food establishment where the food will be prepared.)

# Off site?

- All food handling and preparation shall take place within the food booth unless an alternate food preparation site has received written pre-approval from Environmental Health Services.
- Alternate facilities that may be approved include restaurants, delicatessens, church or school kitchens, or other nonresidential kitchens approved by Environmental Health Services.

# Attachment B

## Off-Site Food Preparation (at a Licensed Permanent Food Facility)

Any changes to the menu must be submitted to and approved by the Regulatory Authority

### (Attachment B)

<b>FOOD</b>	<b>THAW</b> How? Where?	<b>Cut / Wash Assemble</b> Where?	<b>Cold Holding</b> How? Where?	<b>Cook</b> How? Where?	<b>Hot Holding</b> How? Where?	<b>Reheating</b> How?	
<i>BBQ marinated chicken pieces</i>	<i>bought</i>	<i>Rinsed &amp; Placed in 5</i>	<i>Arranged on Baking sheets in</i>	<i>Transported in bags on ice in</i>	<i>none</i>	<i>none</i>	<i>none</i>
	<i>Albertsons</i>	<i>Qt. plastic</i>	<i>restaurant</i>	<i>cooler.</i>			

- **Food:** *BBQ marinated chicken pieces*
- **Thaw:** *Fresh from Albertson's*
- **Cut / Wash Assemble:** *Rinsed & marinated in 5 qt. plastic containers*
- **Cold Holding:** *On baking sheets in restaurant*

# Attachment B

## Off-Site Food Preparation (at a Licensed Permanent Food Facility)

Any changes to the menu must be submitted to and approved by the Regulatory Authority

### (Attachment B)

THAW How? Where?	Cut / Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package
<i>bought</i>	<i>Rinsed &amp;</i>	<i>Arranged on</i>	<i>Transported in</i>	<i>none</i>	<i>none</i>	<i>none</i>
<i>Fresh from</i>	<i>Placed in 5</i>	<i>Baking sheets in</i>	<i>bags on ice in</i>			
<i>Albertsons</i>	<i>Qt. plastic</i>	<i>restaurant</i>	<i>cooler.</i>			

- **Cook:** *Transported in bags on ice in cooler*
- **Hot Holding:** *None*
- **Reheating:** *None*
- **Commercial Pre-portioned Package:** *None*

- ✚ Transporting food from a restaurant or other approved kitchen requires temperature control measures.



Use an ice chest (for either cold *or* preheated for hot food)



Use a thermal bag

# 10. Food transportation

Pages 9-10

ment B for all food prepared on-site. Include a copy of the current license for the permanent food establishment prepared.

10. Describe (be specific) how frozen, cold, and hot foods will be transported to the booth:

*Frozen food will be transported in a styrofoam cooler.*

*Transport time: 15 minutes.*

11. How will food temperatures be monitored during the event?

ment B for all food prepared on-site. Include a copy of the current license for the permanent food establishment prepared.

10. Describe (be specific) how frozen, cold, and hot foods will be transported to the booth:

*Cold food will be transported in ice in a styrofoam cooler.*

*Transport time: 15 minutes.*

11. How will food temperatures be monitored during the event?

ment B for all food prepared on-site. Include a copy of the current license for the permanent food establishment prepared.

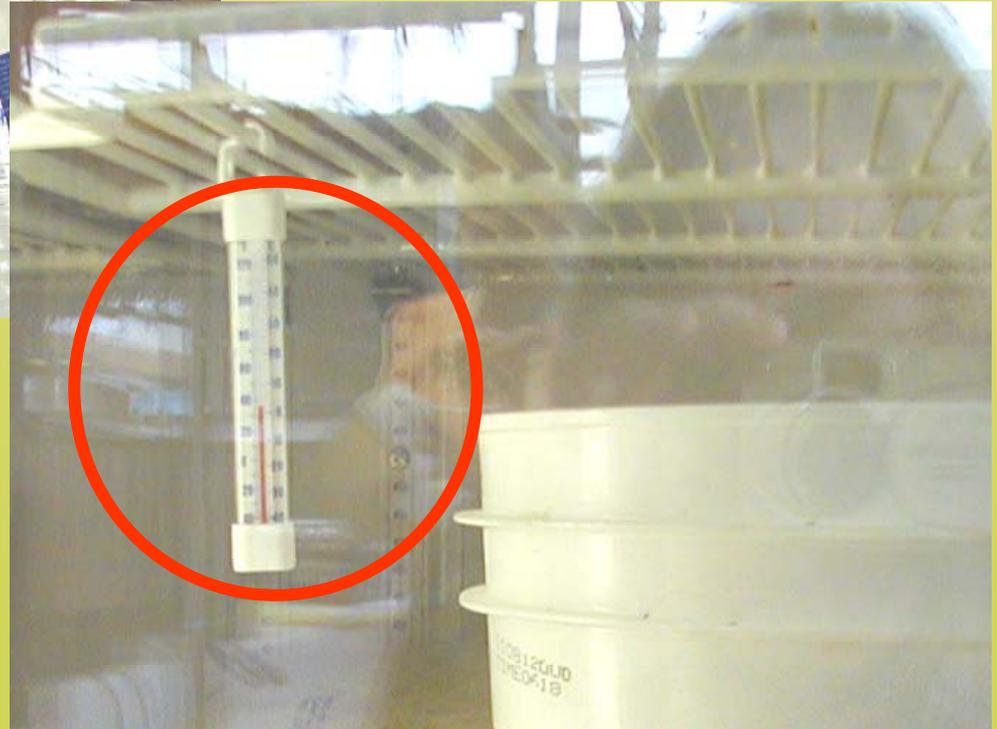
10. Describe (be specific) how frozen, cold, and hot foods will be transported to the booth:

*Hot food will be transported in a pre-heated ice chest.*

*Transportation time: 15 minutes.*

11. How will food temperatures be monitored during the event?

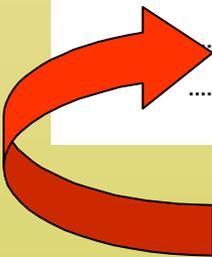
# Temperature monitoring



# Temperature monitoring

11. How will food temperatures be monitored during the event?

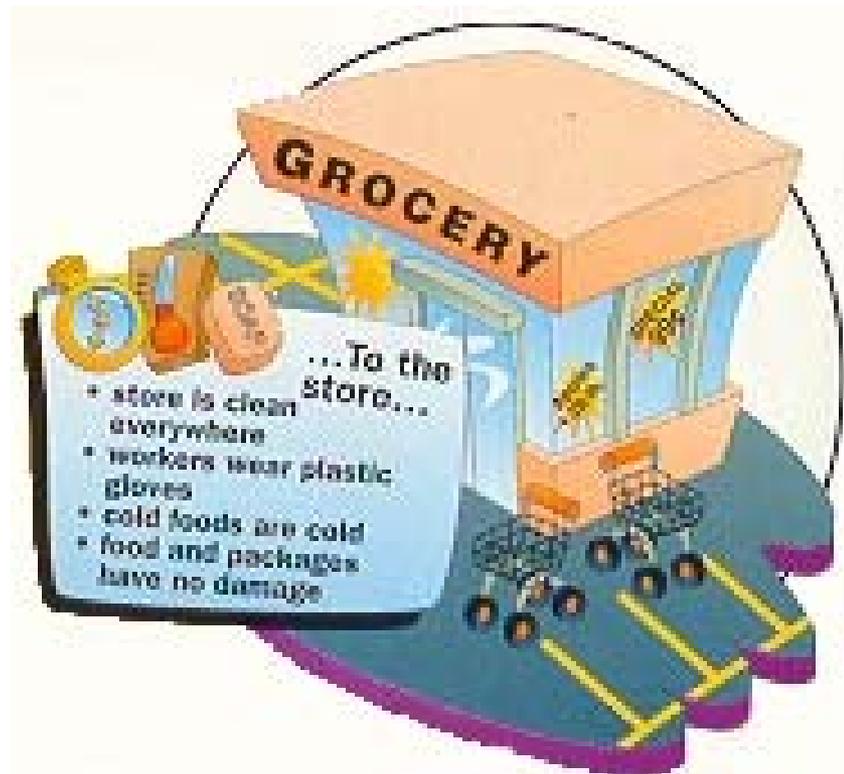
12. Identify the place of purchase for each meat, poultry, seafood, and shellfish item(s). Include the s



*Metal stem dial thermometer will be swabbed with alcohol prior to inserting in food items.*

*Temperatures will be taken upon delivery at event, as part of the final cooking process, and routinely (a minimum of every 1/2 hour or when food items are refilled) for hot-holding items.*

- ✚ Purchase food only from reputable vendors with posted Health Permits



# Place of purchase

- All food must be from approved sources and free of contamination, i.e., recognized commercial suppliers under permit and inspection by a government entity. Food or beverages that have been stored or prepared in a private home may not be offered for sale, sold, or given away.

.....  
.....  
12. Identify the place of purchase for each meat, poultry, seafood, and shellfish item(s). Include the source.

.....  
*Von's, Smart & Final, Costco, and Jordano's*  
.....

13. Using Attachment C; record the names, phone numbers, shifts to be worked during the event and the a



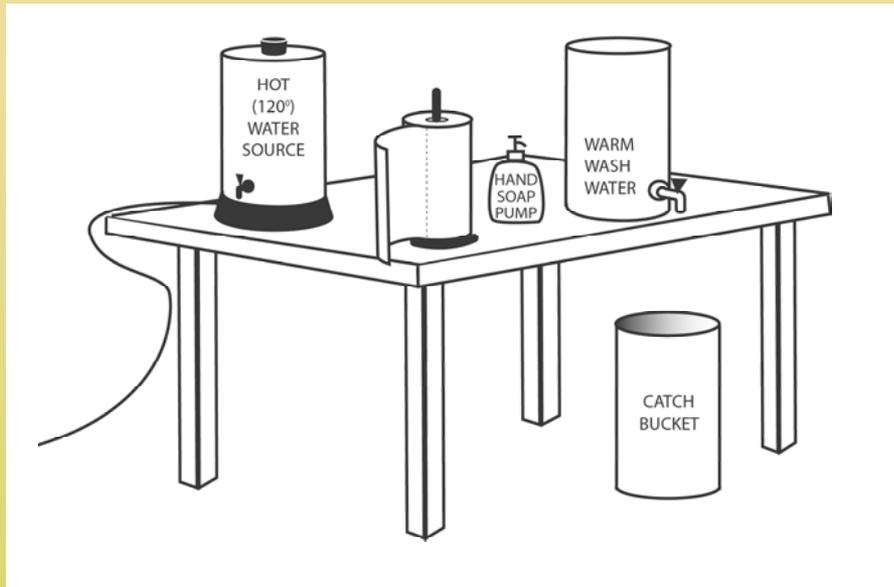
# Hand washing

- All booths that handle non-prepackaged food (including beverages) are required to have hand wash facilities within the booth.
- Warm water for hand washing within the booth may be stored in an insulated container with dispensing valve.
- Single service soap (pump bottle) and paper towels in a dispenser must be readily available at all hand wash stations.

**Liquid hand sanitizer is not an acceptable substitute for soap and water.**



# Filling out the Application



14. Describe the number, location and set up of hand washing facilities to be used by the booth workers (see page 6 of G

*Inside the booth. Cambro unit with valve, soap dispenser and single use paper towels. Five gallon catch bucket.*

# Water Supply

- Water may be provided through an approved food-grade hose or stored in approved food-grade containers.
- Hot water shall have a minimum temperature of 120° F.
- If running water is not available, a minimum of 20 gallons per booth per day shall be provided, in addition to that needed for preparation and serving of food.

# Filling out the Application

Pages 6-7  
of the  
guidelines

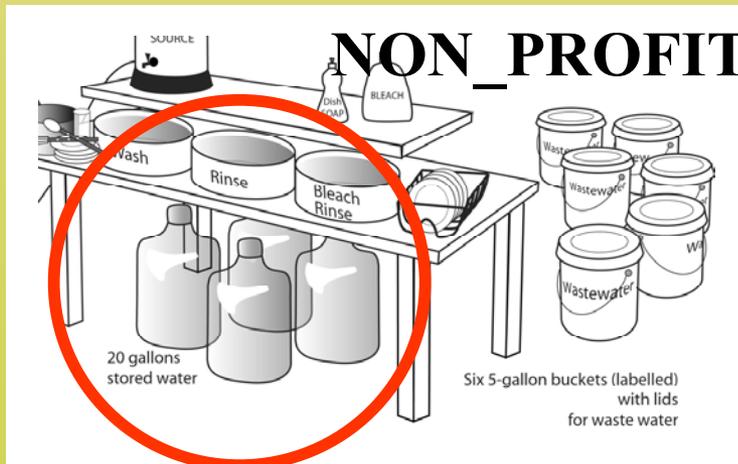
## COMMERCIAL VENDOR SINK



15. Identify the source of the potable water supply and describe

*Hose bibb from municipal water*

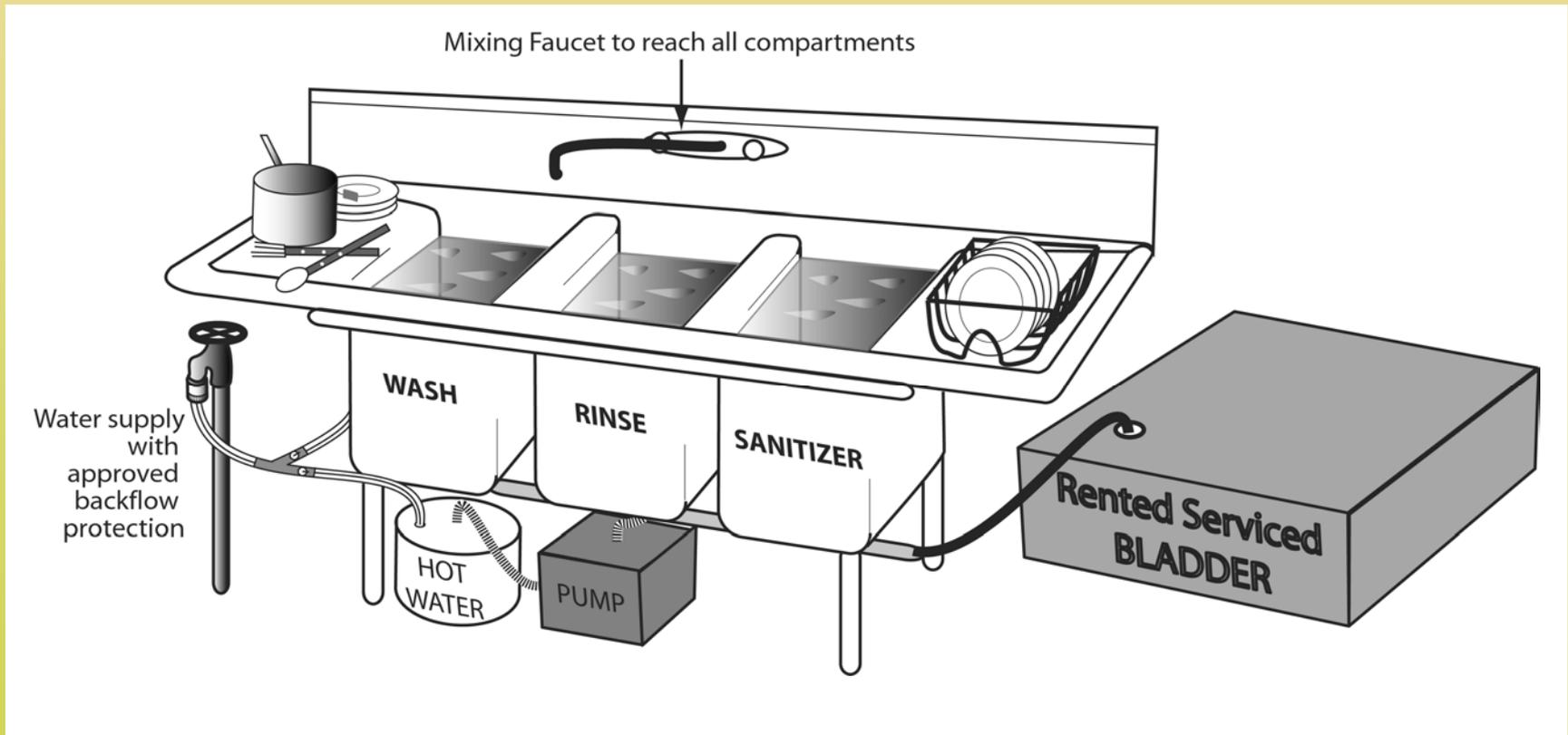
## NON-PROFIT



15. Identify the source of the potable water supply and describe

*20 gals. of bottled water*

# Utensil washing facilities for commercial vendors and all events longer than 3 days



# Utensil Washing

- All commercial booths using utensils require a 3-compartment metal sink with 2 metal drain boards and hot/cold running water.

## Wash

## Rinse

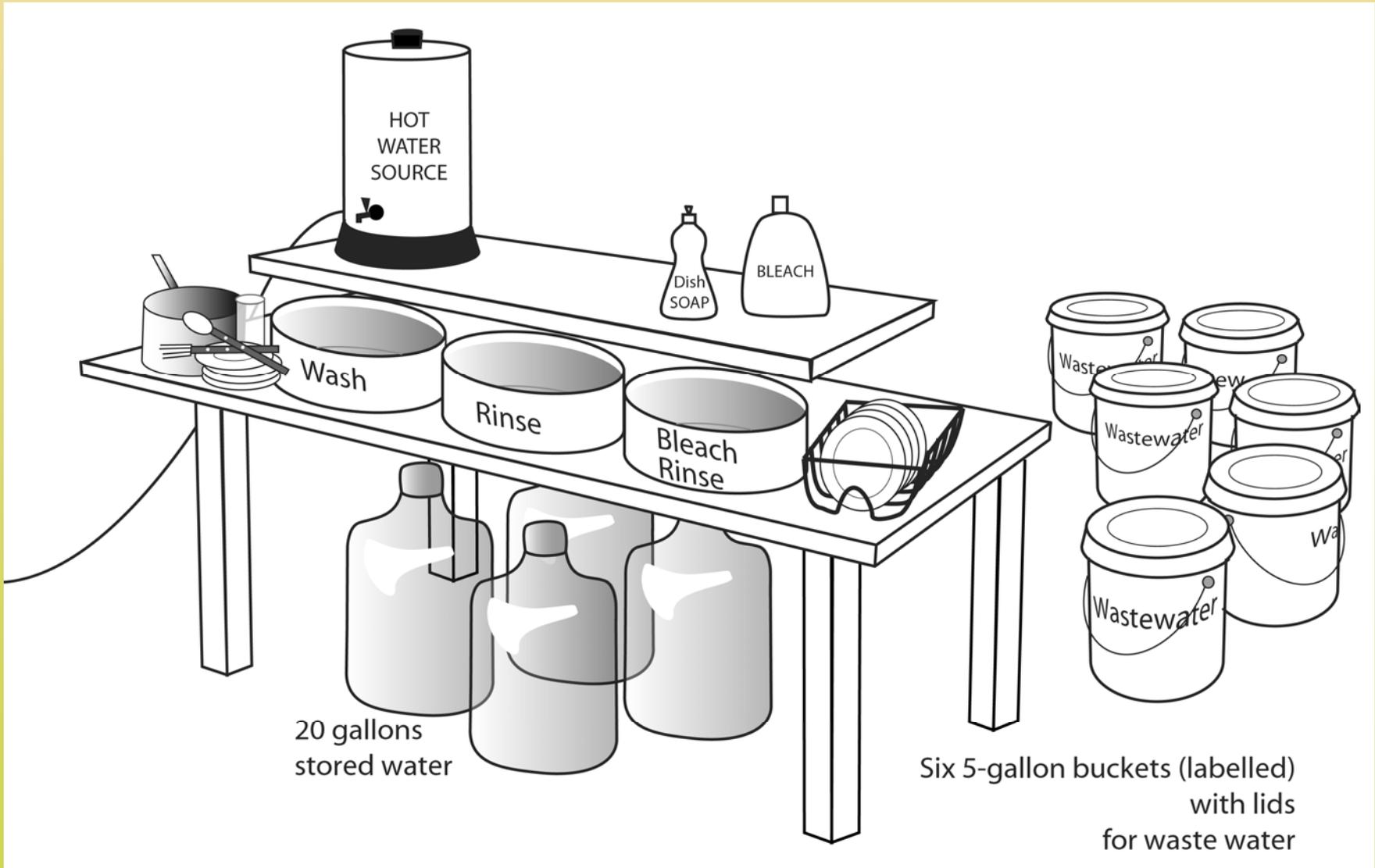
## Sanitizer

- The utensil wash sink may be located immediately outside the booth, but must have overhead protection and a cleanable floor surface.
- All three sink compartments must be large enough to accommodate the largest utensil.
- One drain board is to be used for soiled utensils. The other drain board is used for air-drying clean, sanitized utensils.

- All utensils are required to be sanitized after they are washed and rinsed. Two types of sanitizers are acceptable:
  - Chlorine Bleach at a concentration of 100 parts per million (one ounce of household bleach per 3 gallons of water) OR,
  - Quaternary Ammonium at a concentration of 200 parts per million (follow directions on label).
- Sanitizer test strips should be available and used to test the sanitizer mix in the third compartment to ensure that the sanitizer concentration is adequate throughout the workday.
- Alternative configurations:
  - 2-compartment + tub
  - Sharing of sinks
  - *Non-profit alternative*



# Non-profit utensil washing



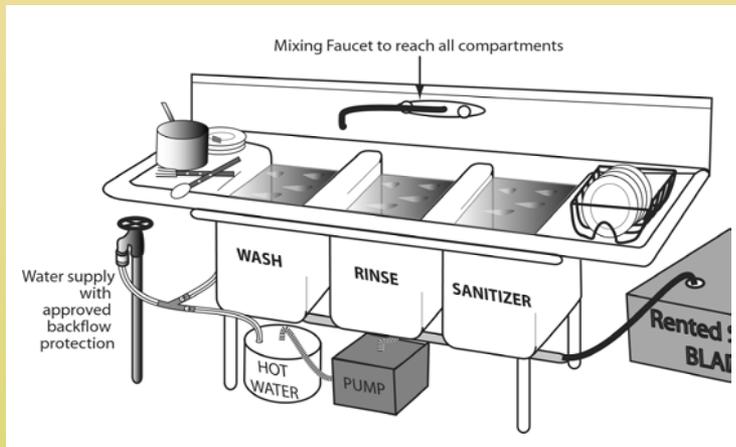
# Commercial Sink examples



# Filling out the Application

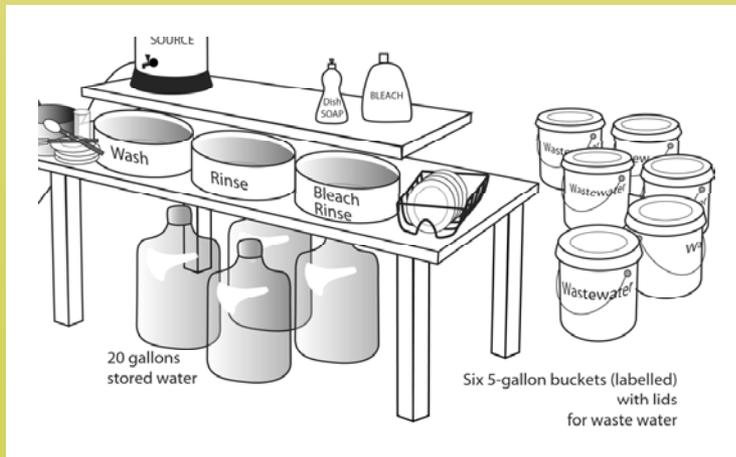
## Commercial

16. Where will utensil washing take place. (see page 7 of Guide)  
*At the 3-compartment sink located adjacent to booth (see Sketch #1)*



## Non-profit at a 3 day or less event

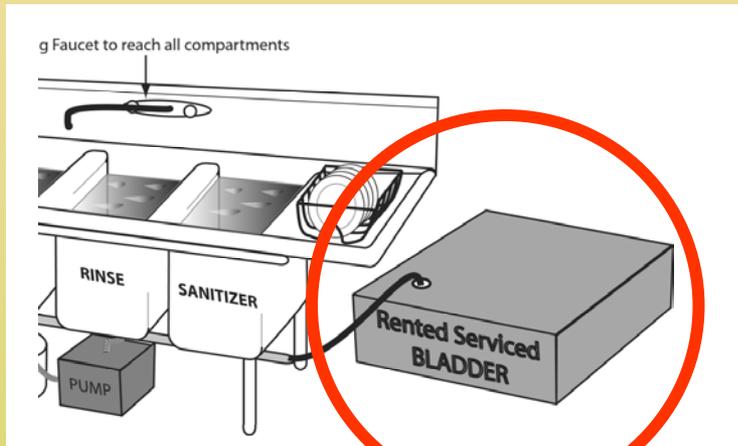
16. Where will utensil washing take place. (see page 7 of Guide)  
*At the 3-tub wash station inside the booth (see Sketch #1)*



# Wastewater:

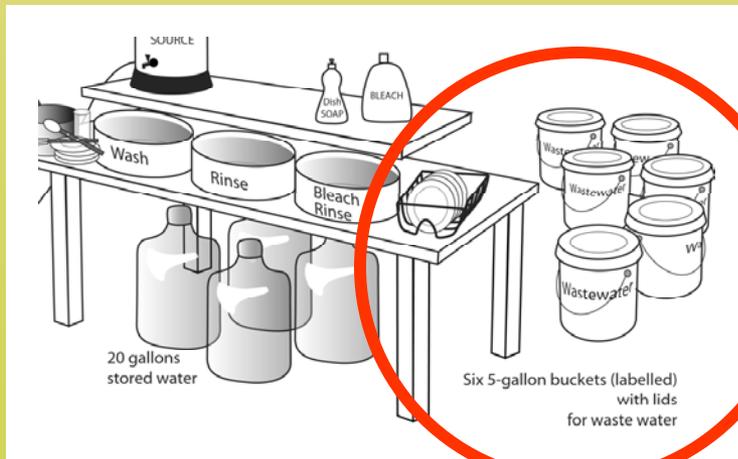
- Wastewater must be directed to the public sewer.
- Wastewater tanks should be clearly labeled “Wastewater.”
- Wastewater includes all liquid waste such as wash water, ice melt, etc. It may not be discharged onto the ground, into a storm drain, or into a creek.
- Remember, water is heavy - approximately 8.5 pounds per gallon – so multiple smaller containers may be necessary to allow transportation to an approved sewer connection.

# Filling out the Application



## Commercial

17. How will wastewater from hand washing and utensil washing  
*Directly connected to the bladder*  
*(see Sketch #1)*



## Non-profit

17. How will wastewater from hand washing and utensil washing  
*Six 5-gallon buckets to be dumped*  
*into organizer-provided bladder*

# In which booth type are you?

- **Pre-packaged food only (simple booth)**
- **Food prepared off-site in a permitted kitchen and prewrapped for direct sale (simple booth)**
- **On-site food preparation and service (enclosed booth)**
- **Off-site preparation and on-site assembly (enclosed booth)**

# Prepackaged food only

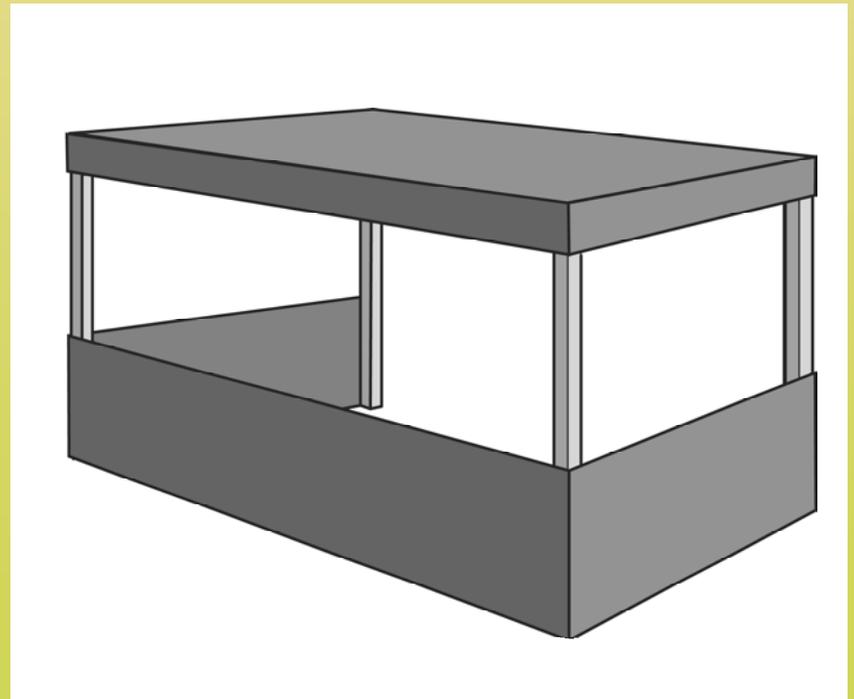
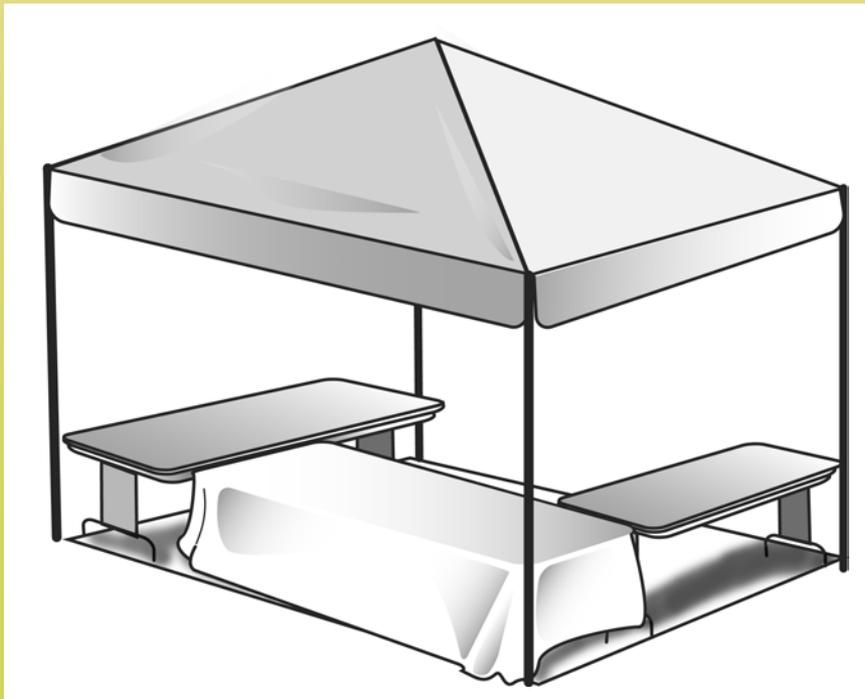
Pages 4 and 5

- Fully wrapped food items prepared in an approved food facility
- Serving of beverages from approved dispensers
- Non-profit booths may portion and serve food prepared in an approved food facility

# Prepackaged booth structure

- Simplest booth configuration
- Overhead protection
- A cleanable floor surface
- A perimeter barrier

Pages 4 and 5  
of the  
guidelines

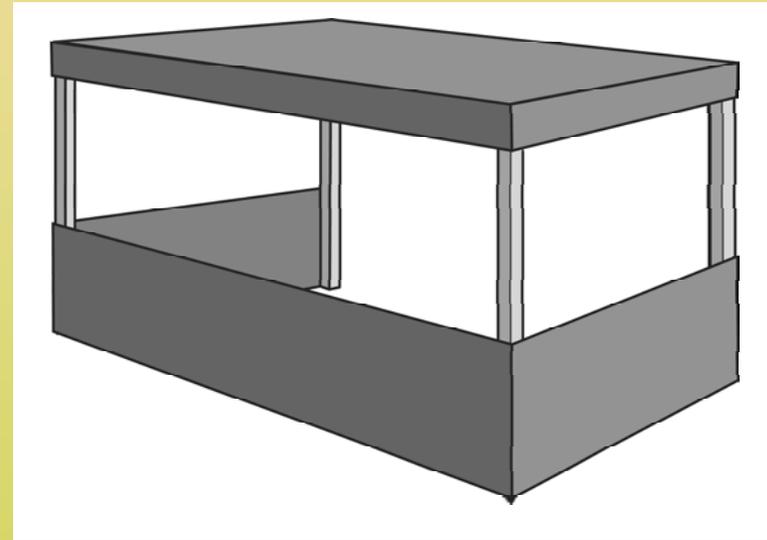
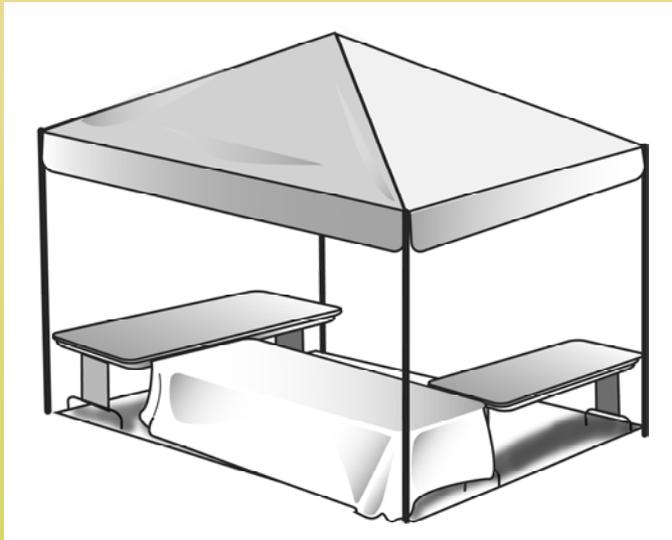


# Pre-packaged set-up examples



# Booth materials

- Pre-packaged food booth



18. List the materials for floors, walls and ceiling surfaces of the booth. (see page 11 and 12 of G

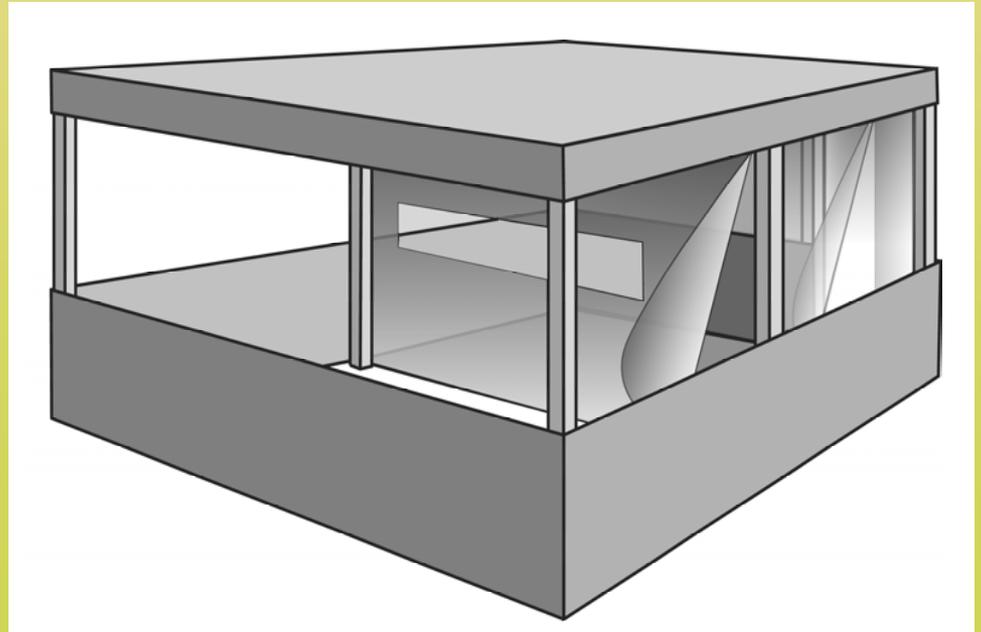
Floor: Asphalt, blue plastic tarp, plywood

Walls: A physical barrier for the public will be provided

Ceiling: Plastic tarp, or canvas

# “50 / 50” Food Booth

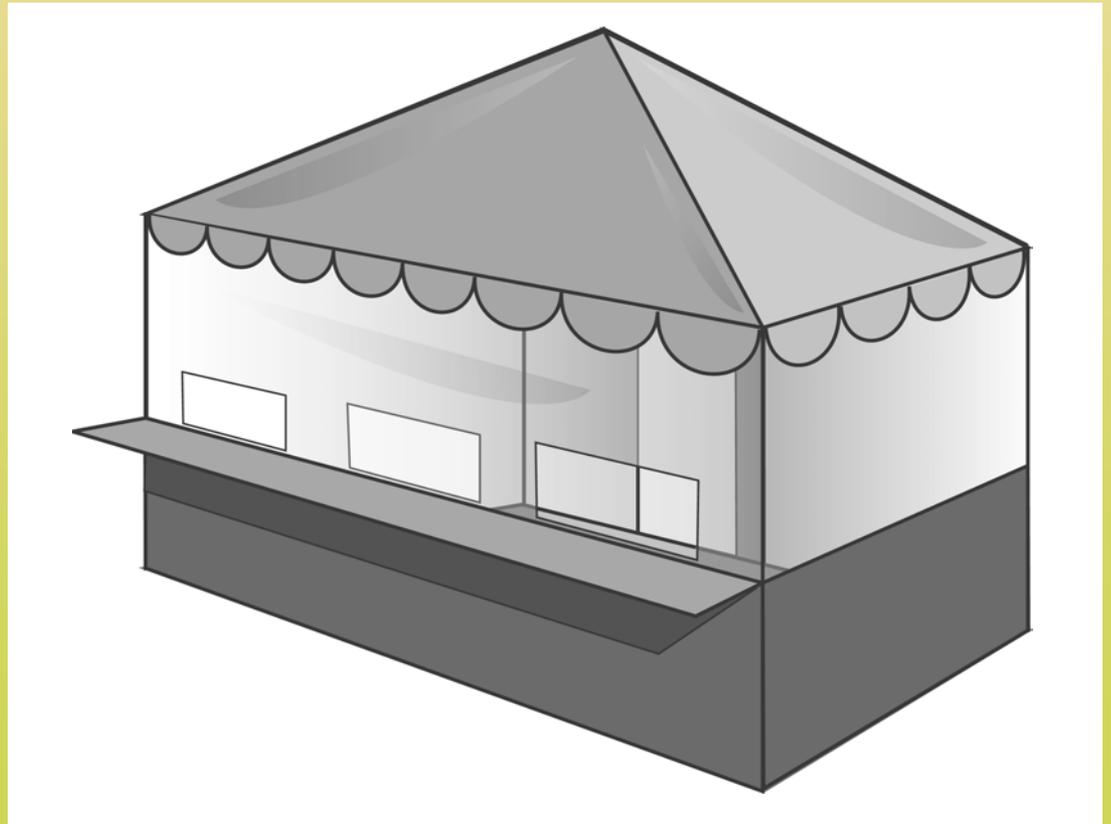
- Food prepared in back section and fully wrapped.
- Wrapped food is then served from front, with beverages from dispensers
- *Non-profits may portion and serve food prepared in rear section*



# Fully Enclosed Booth

Page 5

- Food prepared on-site and served unwrapped.

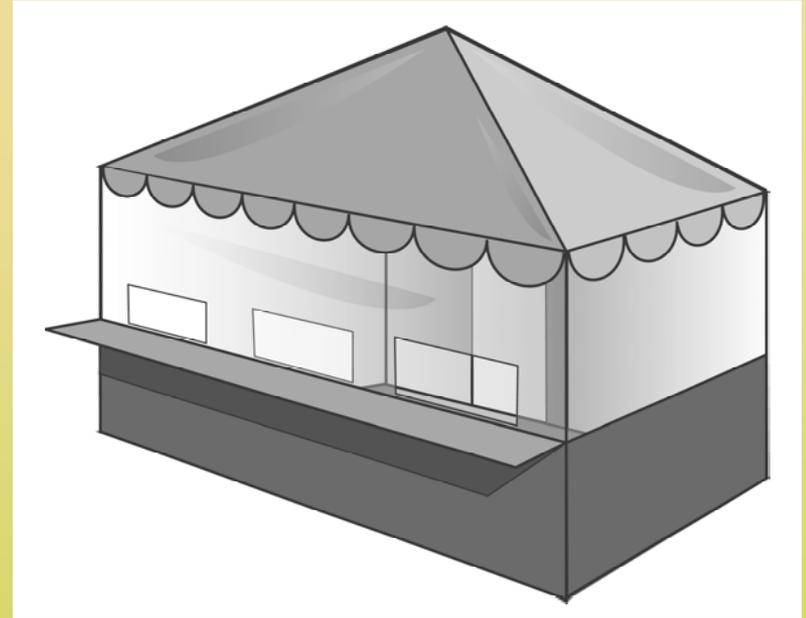
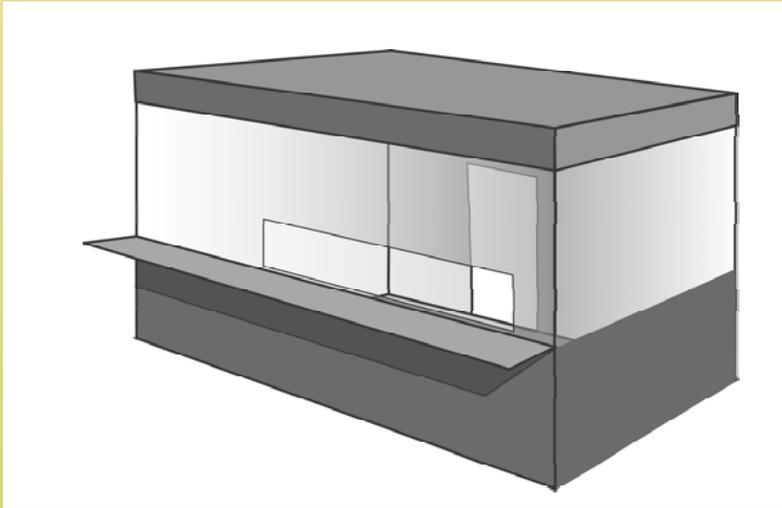


# Fully enclosed examples



# Booth materials

- Fully Enclosed Booth



18. List the materials for floors, walls and ceiling surfaces of the booth. (see page 11 and 12 of C

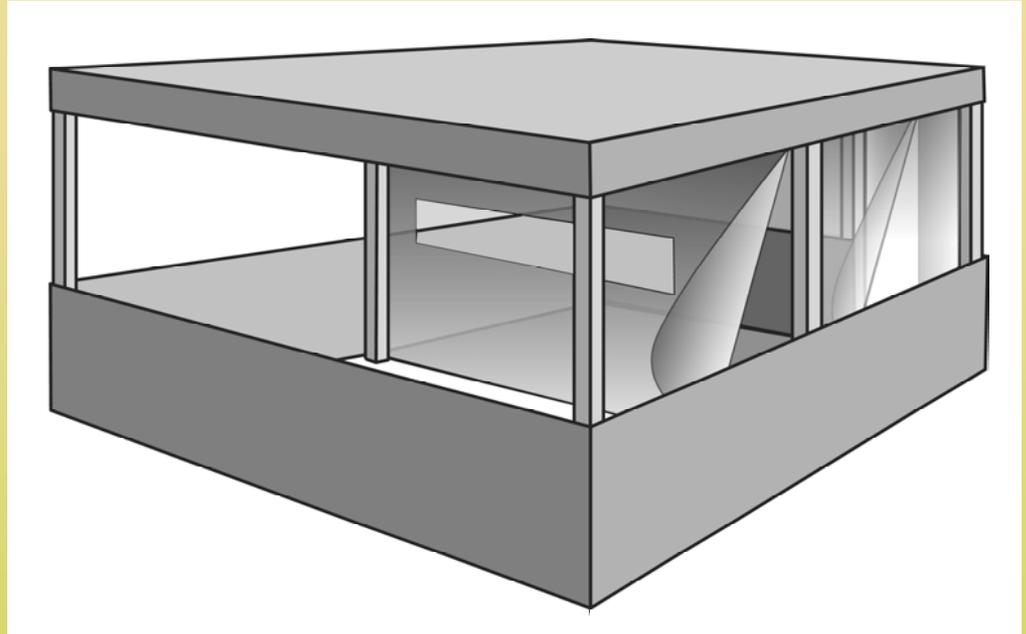
Floor: Asphalt, blue plastic tarp, plywood

Walls: Plastic, 16" mesh, plywood

Ceiling: Plastic tarp, or canvas

# Booth materials

- 50-50 Booth
- Often divided into two separate parts: one enclosed tent and one canopy



18. List the materials for floors, walls and ceiling surfaces of the booth. (see page 11 and 12 of G

Floor: *Asphalt, blue plastic tarp, plywood*

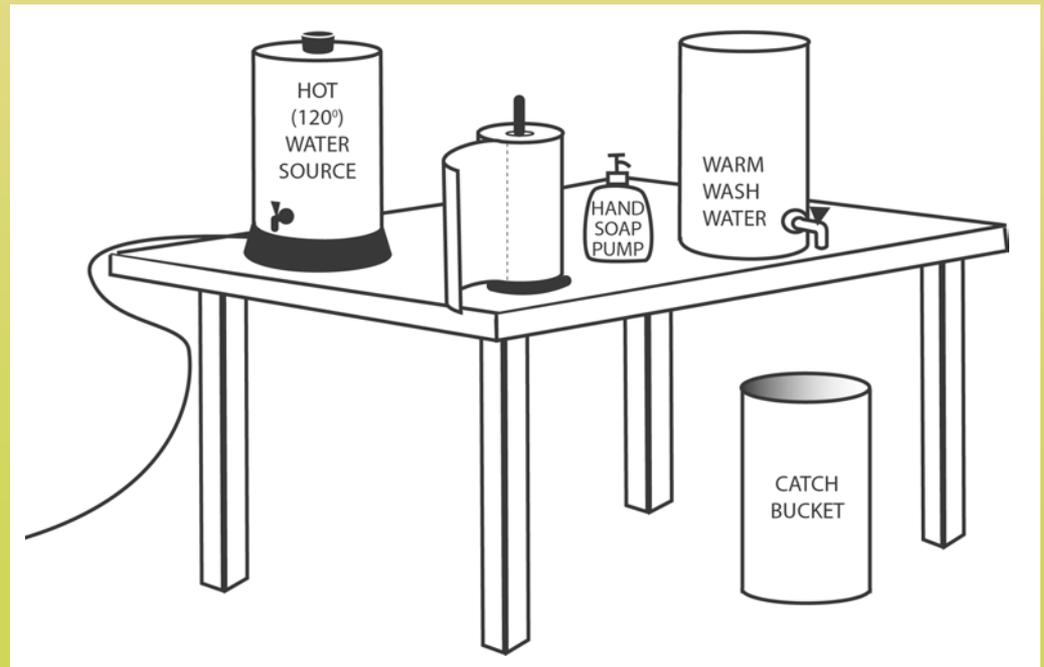
Walls: *Plastic, 16" mesh, plywood, a physical barrier for the public*

Ceiling: *Plastic tarp, or canvas*

# Handwashing facilities

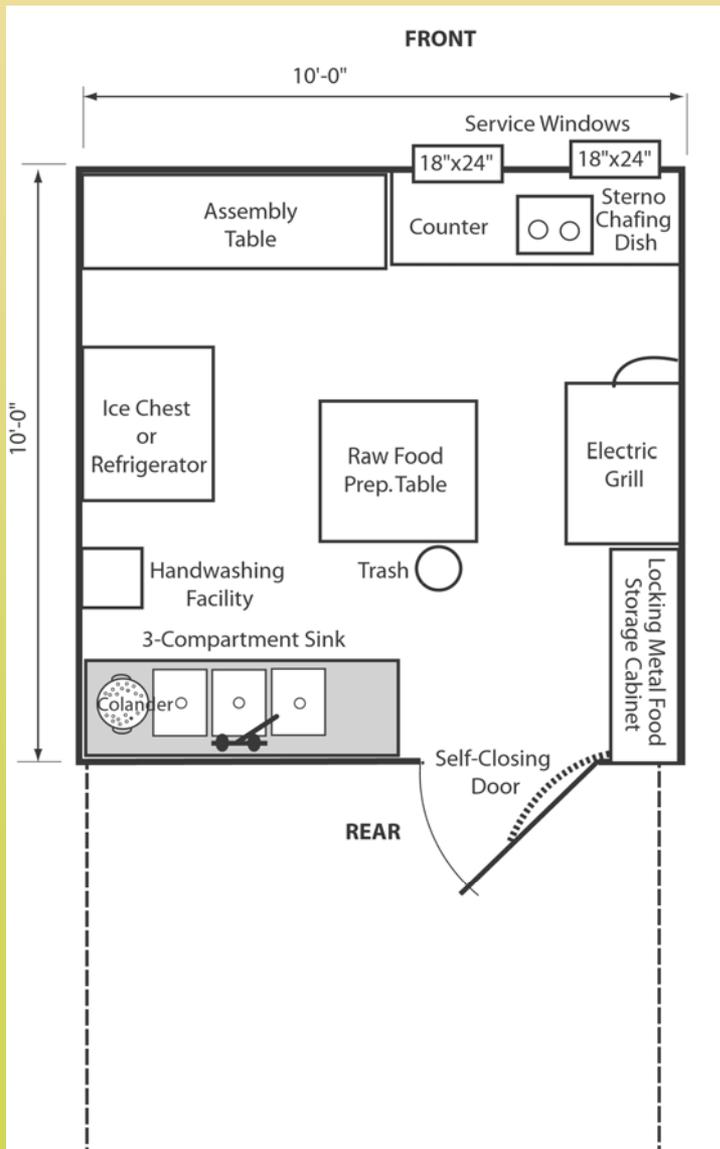
- Must have hand wash facilities within the booth
- Warm water in insulated container with valve
- Single service soap (pump bottle) and paper towels

Page 6 of the guidelines

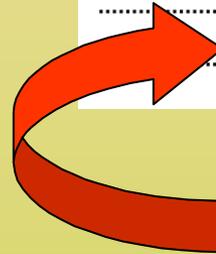




# Electricity



19. Describe how electricity will be provided to the

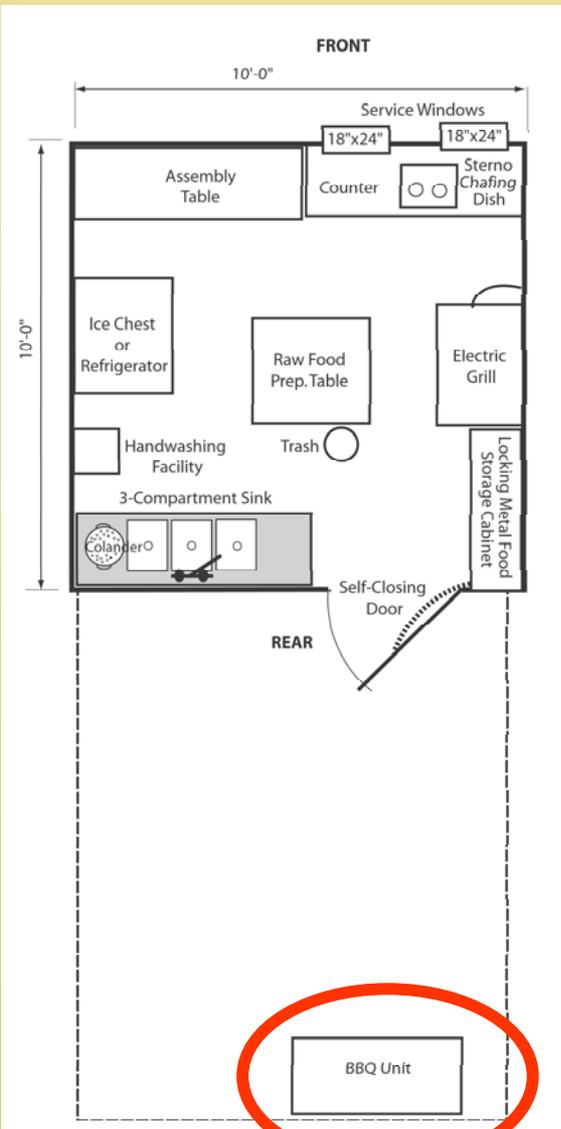


*Provided by generator and park.*

*30 amp generator will supply grill*

*1500 watt hot water heater and refrigerator will be supplied by park electricity*

# Additional information



Barbecue cooking is allowed outside of the booth. Other cooking equipment may be required by the Fire Department to be located outside the booth as well. All other food preparation and service must take place within the enclosed food booth.

20. Please add any additional information about your booth that *BBQ outside of booth*

# Storage/Service

- Overnight storage has to be a secured rodent-proof and tamper-proof container
- All storage must be up off the floor six inches or on a pallet.



# Booth Diagram

- Attach Sketch #1

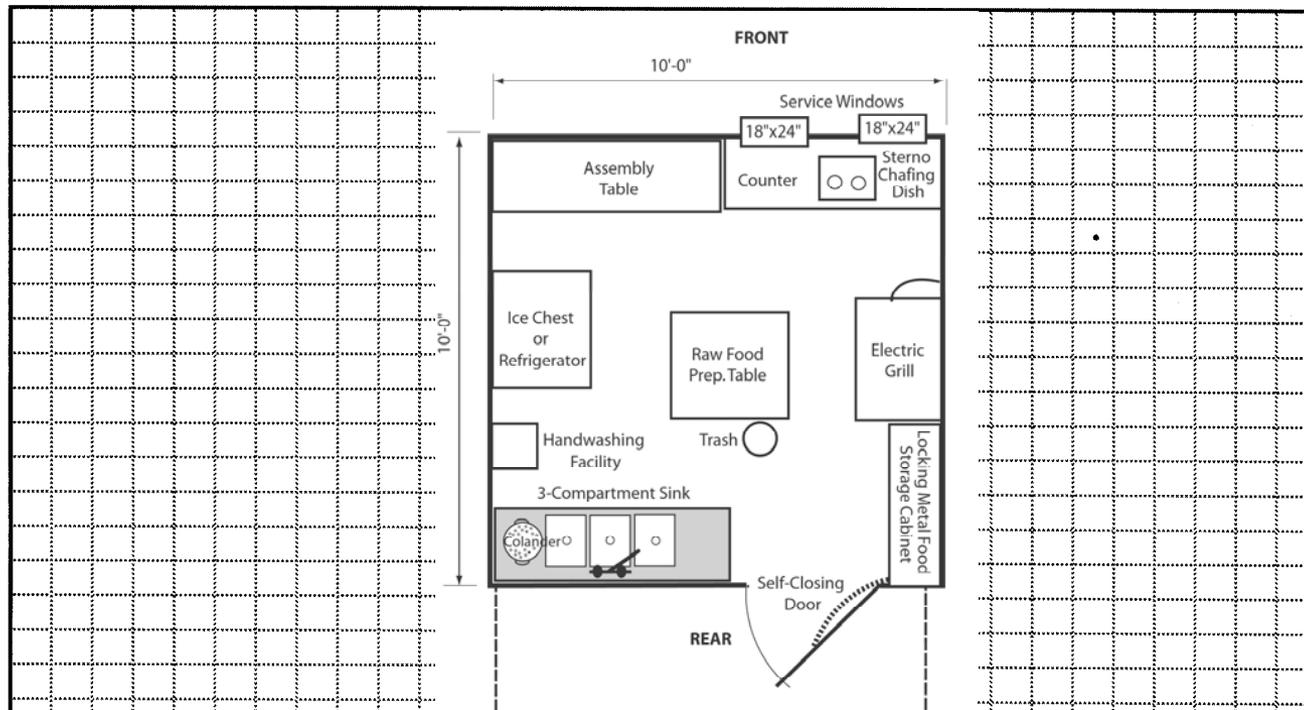
Show in the booth separate areas for raw food preparation and finished food assembly

## Sketch Sheet 1

### Drawing of Temporary Food Booth

Name of Booth: *Gourmet Club Foies Gras on a Stick*

In the following space, provide a drawing of the Temporary Food Booth. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.



# At the Event:

The following signs must be prominently displayed at each booth:

- **Outside:**

- Name of organization, business, or owner
- Address and telephone number

- **Inside**

- Health Permit provided by EHS
- No smoking sign
- Handwashing sign
- Food Handler's Guide



# Support services from EHS

- **Guidelines**
- **Training meeting on application process**
- **Food handler presentations**
- **Videos on food safety**

Have a safe and fun event

## Temporary Food Facility/Community Event Food Safety Training



Thank you for using this site.



