

Steven L. DeCamp
Community Development Agency Director



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH DEPARTMENT
950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9853 <http://mynevadacounty.com>

NEVADA COUNTY

TEMPORARY FOOD FACILITY

PERMIT APPLICATION

**(SUBMIT APPLICATION TO THE
ENVIRONMENTAL HEALTH OFFICE
BEFORE APPLYING TO THE
EVENT COORDINATOR)**



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Temporary Food Facility Permit Application

TFF Permit Number: **PR:** _____ } Use these numbers to register with the Event
 Facility Number: **FA:** _____ } Coordinator
 Name of Concession: _____

Concession Owner: _____ Home Phone: _____

Address: _____ Email: _____ FAX: _____

Day of Event Cell #: _____ Vendor Risk Classification: _____ (See Table 1)

Review the Classifications and Temporary Food Facility (TFF) booth requirements listed in the Table 1 below. Check the boxes provided for the highest risk type of food handled in your concession and mark this risk type in the Vendor Risk Classification space above. Type A is highest risk. Type C is lowest risk.

Table 1

Risk Type	Food Classification	Booth Requirements
<input type="checkbox"/> A	POTENTIALLY HAZARDOUS UNPACKAGED FOOD Examples: Hamburgers, hotdogs, tacos, chicken, roasted corn & potatoes, chow mein, etc.	Hand washing Utensil & equipment washing Hot and cold food temperature control Probe thermometer Fully enclosed booth + durable floor
<input type="checkbox"/> B	PREPACKAGED FOOD Examples: Prepackaged sandwiches, ice cream bars, pasties, baked goods, etc., from an approved facility OR held or made in a food-compartment	Hot and cold food temperature control Thermometer Overhead protection Hand washing (as required by EH)
<input type="checkbox"/> C	NON-POTENTIALLY HAZARDOUS UNPACKAGED FOOD Examples: Uncovered or unpackaged products of non-potentially hazardous foods. Sampling allowed.	Hand washing Utensil & equipment washing Fully enclosed booth + durable floor

Complete Tables 2 and 3 regarding the menu and operation of the TFF booth with a drawing of the interior of the booth that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and hand washing facilities. Submit application, Tables 2 and 3, fee agreement to pay form and payment to this department for approval and permit number.

I understand a yearly permit renewal is available or a re-registration fee will be required to re-activate an expired permit if less than two weeks before an event. I have received a copy of the Requirements for Temporary Food Facilities and a Self Inspection Checklist. I agree to follow the TFF regulations. This permit must be posted in the TFF booth along with the last inspection report.

Signed: _____ Date: _____

Official Use Only

Approved Denied ->Reason: _____
 By REHS: _____ Date: _____

Table 2

Hand washing	Utensil washing	Booth	Equipment	Equipment
<ul style="list-style-type: none"> <input type="checkbox"/> 5-Gallon warm water container with dispensing valve that leave hands free + liquid pump soap+ single use paper towels and wastewater receptacle <input type="checkbox"/> Hand washing shall be set-up prior to food preparation 	<ul style="list-style-type: none"> <input type="checkbox"/> Three separate 5-Gallon containers for 1)soapy water, 2)rinse water and 3)water with a disinfectant solution (Bleach-100ppm or Quaternary Ammonia-200ppm) <input type="checkbox"/> Containers must be inside the booth 	<ul style="list-style-type: none"> <input type="checkbox"/> Ceiling/Easy Up <input type="checkbox"/> 16 mesh/sq inch screened walls or other durable walls with pass through windows <input type="checkbox"/> Durable flooring= Concrete, Asphalt, wood, or tarp <input type="checkbox"/> Signage-name of booth, city, state, ZIP code and name of operator- (min. 3" high) 	<ul style="list-style-type: none"> <input type="checkbox"/> BBQs – outside booth - protect BBQs from public access or as otherwise preapproved by DEH <input type="checkbox"/> Single use containers when dispensing drinks <input type="checkbox"/> No sterno-type fuel sources for hot holding 	<ul style="list-style-type: none"> <input type="checkbox"/> All food and equipment including hand and warewashing shall be inside booth <input type="checkbox"/> Use utensils or tongs for food service

DRAW INTERIOR LAYOUT OF BOOTH:

(Proposed equipment, food preparation tables, food storage, warewashing, and hand washing facilities)

PERMIT NOTES:

REMINDERS:

- No home preparation or home storage of food is allowed.
- Assemble and use hand washing station before preparing food.
- ALL potentially hazardous foods held above 45° shall be destroyed at the end of the day.
- All food must be stored off the ground.
- No rodents, insects, birds, and live animals inside or within 20 feet of the food facility.

**Table 3
TFF Menu Sheet**

Name of Food Booth:

List all food and beverage items (e.g. tacos, tortillas, shredded chicken, salsa, lemonade, etc.)	If food is prepared off site, give the location name, address & phone number of place (foods may not be stored or prepared at home).	How will food be prepared (e.g. BBQ, deep fryer, grill, etc.)	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135° F or below 41° F?	Type of food holding units in booth (e.g. ice chest, freezer, crock pot etc.) Note: Use of BBQ grill to hold food is strictly prohibited.	How will the food be handled and dispensed? (tongs, ladle, toothpick etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY



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SHARED FOOD FACILITY/COMMISSARY AGREEMENT

This form is to be submitted with proposals for a Sharing a Food Facility, Vehicle or Cart Permit, Temporary Food Facility Permit, Catering Permit, or Farmers' Market Food Vendor Permit. California State Law requires that foods sold or given away to the public be prepared and stored in an approved facility. In addition, the vehicles or carts used in the sale of those foods must be serviced and, sometimes, stored at an approved facility.

THIS FORM IS TO BE COMPLETED BY THE OWNER (OR MANAGER) OF THE APPROVED FOOD FACILITY where these operations will take place for the business applying for a permit. No other facility may be used by this business for these operations without the written approval of the Nevada County Environmental Health Department.

Name of Business applying for permit: _____

Name of Approved Food Facility/Commissary: _____

Address: _____ Zip: _____

Phone: _____

Health Permit for the Approved Food Facility/Commissary issued by: _____ (county)

Operations to take place:

- Food preparation
- Food/Utensil storage (Designated and labeled area for exclusive use)
- Vehicle/Cart storage
- Washing of utensils and equipment
- Other: _____

As the owner of the above approved food facility, I have given my permission for the business known as - _____ to use my facility for the operations indicated, and know that we both are responsible for the maintenance and sanitation of this food facility.

Owner of Approved Facility/Commissary: please print: _____

Signature of Approved Facility/Commissary Owner (Manager) _____

Date: _____



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Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This *Agreement To Pay* form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at <http://www.mynevadacounty.com>

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

APN: _____	Name: _____
Property Owner/Business Name (if applicable): _____	Address: _____
Address: _____	_____
_____	Telephone: _____
Email: _____	Email: _____

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project: _____

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Signature _____ Dated: _____ CDL# _____
 _____ Tel #: _____
 Printed Name

THIS SECTION FOR OFFICE USE ONLY

Service: <u>TFF Vendor Permit</u>	Program: <u>1690</u>	Job No: _____
DPW #: _____	Project File #: _____	Billing Code: _____
Amount Collected: \$ _____	Receipt #: _____	Date of Receipt: _____
Service: _____	Program: _____	Job No: _____
DPW #: _____	Project File #: _____	Billing Code: _____
Amount Collected: \$ _____	Receipt #: _____	Date of Receipt: _____

****Minimum Fee: \$161.22 if submitted 2 weeks prior to the event or \$201.53 if less than 2 weeks****



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**TFF OPERATORS
→ IMPORTANT ←**

Inspection	Be ready for inspection by the scheduled set up time:
Ice*	If you are using ice for cold holding, have coolers filled with enough ice to keep cold foods at 41° or below.
Thermometer*	Have probe thermometer (0-220°F) readily available
Hot holding*	Have hot holding units set up – hold hot food at or above 135°F
Handwash* station	Have handwash station ready before you start food prep, You will be closed if your handwash station is not set up and you are prepping or cooking food. <ul style="list-style-type: none">• An insulated 5-gallon container of water with spigot that allows hands to be free for washing• Pump soap• Paper towels• Waste water bucket
Warewash* station	Have warewash station set up with water and soap in one bucket, water for rinse in second bucket and water and sanitizer in the third bucket
Screening*	Screening around food tents is required if conducting food preparation, food assembly and cooking. Screening may be required on all booths if environmental conditions pose a risk of contamination (dust, flies, etc.)
Food Storage	All food and food contact items shall be stored six inches above the ground
Reinspection	All reinspections will be charged a fee and may be collected by the organizer the same day

*Subject to reinspection and/or closure if not available at time of inspection

FOOD BOOTHS

Except as provided below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

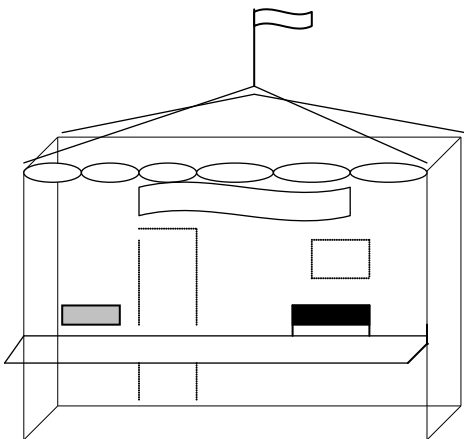
1. Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.
2. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
3. Food operations that have adjoining BBQ facilities should have a pass-through window or door at the rear or side of booth.
4. The name, address and telephone number of the owner, operator, permittee or business shall be legible and clearly visible to patrons.

NOTE: The only operations not requiring enclosed booths are those which sell beverages from approved dispensers, or food items that are prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging and no sampling is permitted as this is considered food preparation.

Clear plastic or light colored screening is recommended for visibility.

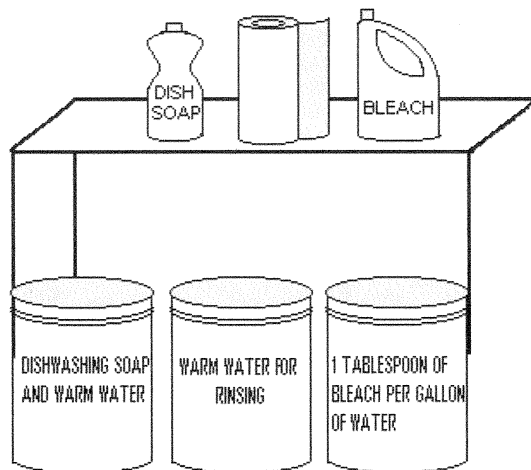
Construction materials such as plywood, canvas, plastic and fine mesh fly screening may be used. Rental booths, constructed as noted above, may be used when approved by this department.

These requirements have been established consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food for the public. We appreciate your cooperation. If you have any questions, please call 530-265-1222.

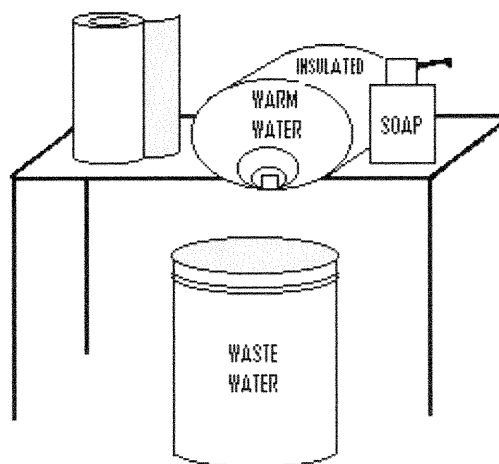


HAND AND WARE WASHING FACILITIES

Warewashing Facilities: Booths that handle unpackaged or open foods and beverages require three 5-gallon containers for the cleaning of equipment and utensils. Of the three 5-gallon containers that must be provided, one shall contain soap and warm water, one shall contain warm water for rinsing, and the last shall contain a bleach/water solution (use one tablespoon of household bleach per gallon of water). Use sanitizer test strips to monitor sanitizer levels throughout the duration of the event. Warewashing facilities should be located inside each booth.



Hand washing Facilities – Provide an *insulated* 5-gallon container of warm water with a dispensing valve, which will leave hands free for washing. Provide a waste water catch basin, soap dispenser, paper towels for hand washing. Hand washing facilities must be located inside each booth.



Note: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power and sewer connections are available.

REQUIRMENTS FOR TEMPORARY FOOD FACILITIES

FOOD HANDLING - SANITARY REQUIRMENTS

1. Food Preparation

- a. All food handling and preparation shall take place within a food booth unless approval of a different preparation site (e.g. permitted restaurants, delicatessens, church or school kitchens) has been obtained from the Environmental Health Department.
- b. **Foods prepared or stored at home are prohibited.**
- c. BBQs (cooking only) outside of the booth may be allowed. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming foods or maintaining food temperatures in pots or other containers. All other food preparation, food storage, and equipment storage shall be inside the fully enclosed booth. A flat grill or other gas powered heating or warming unit is not allowed for food preparation outside the booth.
- d. Deep fat fryers, grills, etc. may require separate screened areas in accordance with local fire codes.
- e. Food preparation surfaces must be smooth, easily cleanable and non-absorbent (commercial cutting boards are recommended).

2. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. Provide a calibrated metal probe thermometer to check temperatures.

- a. Cold foods - maintain food temperatures of 45°F or below for up to 12 hours in any 24 hour period. At the end of the operating day, food that is held at 45°F shall be destroyed in a manner approved by the local enforcement agency. Foods held at 41°F during the event are OK to reuse.
- b. Hot foods - maintain food temperature at 135°F or above. At the end of the operating day these foods that have been held hot must be destroyed or donated to a food bank or other non-profit charitable organization, but may not be re-served.
- c. Foods in transit must be protected from contamination and must meet the temperature requirements as noted above.

NOTE: This will require sufficient equipment necessary to cook and maintain required temperatures for all potentially hazardous foods (e.g. steam tables, cook stoves, refrigerators, coolers).

3. Utensil Washing Facilities - Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soap and warm water, one shall contain warm water for rinsing, and the last shall contain a bleach/water solution (use one tablespoon of household bleach per gallon of water) or other approved sanitizer.

NOTE: Additional facilities may be required where there is extensive food preparation, or where water, power, and sewer connections are available (i.e. Nevada County Fairgrounds).

4. Hand Washing Facilities - Provide a five-gallon water container with dispensing valve that leaves both hands free for washing; a waste container; soap dispenser and paper towels for hand washing within the food booth.

NOTE: When all food and beverage is prepackaged, hand washing and utensil washing facilities within the booth may not be required or may be shared.

5. Wastewater

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

6. Food Handlers

- a. Food handlers must be in good health.
- b. Food handlers shall wash their hands with soap and water prior to start of food operations activities and especially after visiting the restroom and after smoking.
- c. Clean aprons or outer garments must be worn and hair must be restrained.
- d. Sanitary food handling techniques must be used at all times.
- e. Food handlers shall use tongs or disposable plastic gloves or single-use tissues when handling food.

7. Ice - Ice used for refrigeration cannot be used for consumption.

8. Condiments - Condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for consumer protection. Single service packets are recommended.

9. Toilet Facilities

- a. Approved toilet facilities (1 per each 15 employees) must be located within 200 feet of all temporary food facilities.
- b. Hand washing units equipped with soap and towel dispensers must be located within or adjacent to toilets.

10. Smoking - Smoking is prohibited in food booths.

11. Storage/Service - All food, beverage, utensils and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored off the floor on shelving or pallets.

12. Garbage and Refuse

- a. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended for each booth.
- b. The Environmental Health Department must approve arrangements for clean-up and final disposal of all solid waste.

13. Animals - Live animals, birds or fowl are not permitted in temporary food facilities.

13. Janitorial - Adequate janitorial facilities shall be provided for the cleaning of the temporary food facilities, restrooms, and all shared utensil washing and hand washing facilities.

14. Lighting - When needed, adequate shatterproof lighting shall be provided.

FOOD ITEM	INTERNAL TEMPERATURE	MICROWAVE TEMPERATURE
Ground, chopped & flaked meats	At least 157°F or 155°F for 15 seconds	165°F
Pork and pork products	145°F for 15 seconds	165°F
Eggs and foods containing eggs	145°F for 15 seconds	165°F
Poultry, stuffed meat, fish & poultry	165°F	165°F

Reheat all potentially hazardous foods to 165°F before holding at 135°F

SELF-INSPECTION CHECKLIST FOR TEMPORARY FOOD FACILITY

EVENT: _____

CONCESSION NAME: _____

FOOD CONCESSION OWNER: _____ PHONE: _____

CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
	YES	NO	
1. FOOD FACILITY FULLY ENCLOSED			
a. Constructed of screening, plastic, canvas, wood or other methods previously approved by EHD.			
b. Floor material: cement or asphalt acceptable. Dirt, grass & gravel to be covered with a tarp, plywood, linoleum or other smooth easily cleanable material.			
c. If pass through window used, maximum of 216 sq. in. opening.			
d. Name, address & telephone number of operator clearly visible to patrons.			
2. FOOD STORAGE			
a. All foods stored off floor—minimum 6”			
b. No food or utensils stored outside the booth.			
3. FOOD PROTECTION			
a. All food covered or otherwise protected as previously approved by EHD.			
b. Condiments to be served from approved dispensing units or prepackaged.			
4. HAND WASHING & UTENSIL WASHING FACILITIES (food prep and unpackaged food only)			
a. Hand washing within facility, minimum 5-gallon water container with valve which leaves hands free for washing; waste container, soap and single use towels.			
b. Utensil washing within facility, 3-five gallon containers for cleaning.			
1. One 5-gallon container with warm, soapy water to wash utensils.			
2. One 5-gallon container with warm water for rinsing			
3. One 5-gallon container with bleach/water solution for sanitizing			

4. More extensive utensil washing facilities may be required depending on amount of food preparation and washing.			
5. TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS			
a. Hot foods held at 135°F or above and destroyed at end of the day.			
b. Cold foods held at 45°F or below. If held at 45°F (for a max of 12 hours), destroy at end of the day. 41°F or below are okay to reuse.			
c. Adequate amount of equipment provided to hold hot and cold foods at required temperatures. No chafing dishes.			
d. A calibrated metal probe thermometer for checking temperature of potentially hazardous foods.			
6. ICE AND ICE CONTAINERS			
a. Ice kept clean & free of contamination.			
b. Refrigeration ice not used for beverage service.			
c. Ice scoop used for portioning ice.			
7. TRANSPORTATION OF PREPARED FOODS			
a. Food stored in washable containers and tightly covered.			
b. Insulated containers maintain hot food 135°F or above.			
c. Insulated containers maintain cold food at 41°F or below.			
8. LIQUID WASTE			
Waste water from sinks and other equipment disposed in the sanitary sewer, not to be dumped on ground or in storm drains.			
9. REFUSE STORAGE & REMOVAL			
Garbage cans provided in booth.			
10. OPEN AIR BARBEQUE			
a. Adjacent to temporary food facility and protected from public exposure and dust.			
b. No outdoor food preparation.			

Inspection conducted by: _____ Date: _____