

OVERVIEW OF TEMPORARY FOOD FACILITY (FOOD BOOTH) REQUIREMENTS

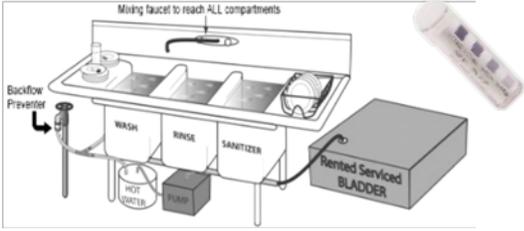
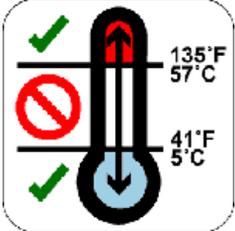
Anytime food or drinks is sold or given away to the public at a community event, a health permit is required. The type of health permit and the requirements for the operation of a food booth will depend on the type of food that is being offered.

*A community event is an event that is conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by Orange County Environmental Health (OCEH). A grand opening, a store give-away event, or any other event that is designed to increase, celebrate, or promote a business is **not** a community event.*

This handout summarizes the California Retail Food Code requirements and is intended to assist you in providing safe and wholesome food to the public and preventing foodborne illness.

All food vendors **MUST** comply with the following requirements during preparation and all hours of operation. All TFFs are subject to inspection by OCEH. Failure to comply with these operating requirements may result in a closure until violations are corrected.

Booth Requirements	Prepackaged Food/Beverages Only Category 1A	Prepackaged Food/Beverages w/Sampling Category 1B	Unpackaged Food/Beverages Category 2
Person-in-Charge	<ul style="list-style-type: none"> Available at all times during booth operation Demonstrate adequate knowledge of food safety principles as they relate to the specific food operation Responsible for all food worker actions related to food handling and booth operation 		
Identification of TFF	Each food booth is to have the following information posted and clearly visible to customers: <ul style="list-style-type: none"> Booth Name (3 inch lettering) Name of Operator, City, State, Zip Code (1 inch lettering) Health Permit 		
Food Booth	<ul style="list-style-type: none"> Overhead protection only 	<ul style="list-style-type: none"> Overhead protection only Concrete, asphalt, or wood flooring 	<ul style="list-style-type: none"> Full Enclosure required Approved food compartments may be used in lieu of a full enclosure Concrete, asphalt, wood flooring (no grass) 
Handwashing sink equipped with single use soap and paper towels	No handwashing sink required.	Handwashing facilities must include: Warm water in a container capable of providing continuous stream of water that leaves both hands free to allow vigorous rubbing. Hand wash sink must be equipped with: single use soap, paper towels and towel receptacle. For events that operate more than 3 days, handwashing sink must be capable of providing warm water under pressure. <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	

Booth Requirements Continued	Prepackaged Food/Beverages Category 1A	Prepackaged Food/Beverages w/Sampling Category 1B	Unpackaged Food/Beverages Category 2
Utensil Washing Sink	Not Required	<p>A 3 compartment sink with 2 metal drain boards** must be available for utensil and equipment cleaning and sanitization within 100 feet of each unpackaged food booth. Overhead protection must be provided over sink. Up to 8 vendors can share a 3 compartment sink. Fresh water and waste water tanks are to be used unless there is a connection to a fresh water supply, then a waste water connection to a sewer is required.</p> <ul style="list-style-type: none"> Hot (minimum 120 F) and cold running water Sanitizer test strips <p>** Four sets of backup utensils (properly washed and sanitized at a food facility) may be provided in lieu of a 3 compartment sink, for events lasting 4 hours or less.</p>	
Restrooms for food employees	Restrooms (one per 15 food employees) with warm water (100°F) with handwashing stations <ul style="list-style-type: none"> Located within 200 feet of each food booth 		
Temperature Control of Potentially Hazardous Foods (PHF)	All perishable food (i.e. potentially hazardous foods) shall be kept at or below the required temperatures: <ul style="list-style-type: none"> Cold food may be held at 45°F for up to 12 hours in any 24 hour period and must be discarded at the end of the day. PHF kept at 41°F or below does not have to be discarded at the end of the day. Hot foods must be held in approved hot holding units (steam tables, hot plates, chafing dishes, etc.) at/or above 135°F and discarded at the end of the day. Calibrated food thermometers must be available to monitor food temperatures. 		
Food Service	All food must be packaged and labeled. <ul style="list-style-type: none"> Product name Ingredients Net Weight Name and address of manufacturer <p>Limited to packaged samples only</p>	Unpackaged samples must be stored in approved food compartments (squeeze bottles, drip bottles, shaker bottles, etc.) <ul style="list-style-type: none"> Samples must be individually portioned for distribution and given to each customer individually by a TFF employee Safe food handling practices must be followed at all times Minimize bare hand contact with ready to eat food by using tongs, or other utensils. Eating or smoking is prohibited in the food booth 	Food must be prepared inside the food booth unless an alternate food preparation site has been pre-approved by OCEH <ul style="list-style-type: none"> All food must be from an approved source BBQ cooking is allowed outside of the booth. <i>Once items are cooked, they must be brought into the enclosed booth.</i> Cooking equipment outside of the booth must be sectioned off from the public using rope, caution tape, etc. Safe food handling practices must be followed at all times Minimize bare hand contact with ready to eat food by using tongs, or other utensils. Eating or smoking is prohibited in the booth
Food Source	All food must be from an approved source (i.e. permitted kitchen, market, food processor). A copy of the health permit and/or a Processed Food Registration (PFR) is submitted with the TFF application. Note: A specialized processing permit from the State of California (PFR, or a Milk and Dairy License) is required for processes such as: bottling, canning, juicing, manufacturing jerky or milk products; and for food products packaged and sold offsite from where it is prepared. In addition, an FDA registration is required for operations proposing to sell imported foods at a community event. Be aware that if all required documents are not provided, the application process cannot be completed.		
Food Storage	Food, beverages and equipment must be stored 6 inches off the floor and be protected from contamination. Food stored overnight must be stored in approved vermin proof containers and backup potentially hazardous foods must be maintained at proper temperatures.		
Trash/Waste	<ul style="list-style-type: none"> Trash containers are emptied and bags replaced on a regular basis to prevent a nuisance(i.e flies/ vermin attractant) Trash is disposed of in an approved manner (trash service) as needed 		



Public Health Services
 Environmental Health Division
 1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705
 Telephone: (714) 433-6080
 Email: EHSpecialEvents@ochca.com
 Website: www.ocfoodinfo.com/tff

HEALTH PERMIT APPLICATION TEMPORARY FOOD FACILITY (TFF)

This section is to be completed by the applicant, in full – Please print clearly – Do not detach copies – Health permits are NOT transferable and NOT refundable

TYPE	<input type="checkbox"/> Prepackaged food/beverage/package samples only and/or whole produce – Category 1A <input type="checkbox"/> Prepackaged food/beverage with open sampling/dispensing – Category 1B <input type="checkbox"/> Preparing or handling unpackaged food/beverages – Category 2					
EVENT	Name of Event:		Event Date(s):		Event Hours	
	Event Address:			City:	Zip:	
	Event Organizer's Name:		Event Organizer's Phone Number:		Event Organizer's Email:	
TFF INFO	TFF Booth Name (DBA):			Have you participated in previous community events in Orange County before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Person-in-Charge Name:		Person-in-Charge Phone Number:		Person-in-Charge Email:	
TFF OWNER	Type of Ownership (*Attach Certificate of LP, LLP Registration, Articles of Incorporation or Organization): <input type="checkbox"/> Individual Owner <input type="checkbox"/> Partnership <input type="checkbox"/> LP* <input type="checkbox"/> LLP* <input type="checkbox"/> Corporation* <input type="checkbox"/> LLC* <input type="checkbox"/> Nonprofit Charitable Organization, attach proof of status** <input type="checkbox"/> City/Government Entity					
	Company/Business/Nonprofit Name (DBA):		Legal Owner's Name:		Owner's Phone Number:	
	Owner's Address (cannot be a P.O. Box):			City:	State:	Zip:
	Driver's License (if Individual Owner or Partnership; or Site Specific Events & Annual Permits Only)				Owner Email:	
	Billing Contact Name:			Billing Contact Email:		Title:
	Billing Address (if different from Owner's Address):			City:	State:	Zip:
FOOD SOURCE: PREPARATION/STORAGE	List all the food/beverages to be sold/given at the event (attach menu if additional space is needed):					
	Will food/beverages be prepared or stored BEFORE the event? State law prohibits the use of private home except for Cottage Food Operators or Nonprofit vendors making non-potentially hazardous beverages & baked goods. <input type="checkbox"/> YES. Provide the name & address where food/beverage is prepared/ stored: _____ <input type="checkbox"/> NO. You are required to purchase all food/beverages the day of the event. No food should be prepared or stored at home. Initials, indicate that <u>receipts</u> will be provided during inspection.					
	Name: _____			Address: _____		
	City: _____			Zip: _____		
	Initial Here: _____ Once initialed, skip to Terms					
	Is the facility located in Orange County? <input type="checkbox"/> Yes. Provide Permit #: _____ (if applicable) <input type="checkbox"/> No. Attach a copy of the health permit					
	Do you own the food facility where you are preparing and storing the food? <input type="checkbox"/> Yes <input type="checkbox"/> No. Provide a Dependent Permit/Shared Agreement					
TERMS	**Note: A specialized processing permit from the State of California (Process Food Registration or a Milk & Dairy License) is required for processes such as: bottling, canning, juicing, manufacturing jerky, or products resembling milk products. In addition, FDA registration is required for operations proposing to sell imported foods at a community event. Be aware that if all required documents are not provided, the application process cannot be completed.					
	I hereby make an application for a health permit to establish and/or operate the above business, use or services in accordance with the laws, ordinances and regulations that are now or may hereinafter be in force pertaining to the above business. I certify that I am the owner or authorized representative of this business and that all statements are true to the best of my knowledge. I hereby consent to all necessary inspections incident to the issuance of this permit and operation of the business.					
	Once approved by a representative of Environmental Health and fees are paid in full, a health permit will be issued. Food operations without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit (California Retail Food Code, section 114387).					
	Print Name:			Title:		
	Signature:			Date:		
OFFICE USE ONLY						
FEE	PR	Billing/Permit type	FA	EV	Owner ID	TK
	Fee Amount	Penalty Fee	Total Fee	HSO	Billing Status	
EHS	Permit is valid for			Permit Type: <input type="checkbox"/> Single Event <input type="checkbox"/> Site Specific/Recurring <input type="checkbox"/> Annual		
	Notes					
	Permit Approved By (PRINT)				Date	

Welcome to Orange County! Our goal at Environmental Health is to partner with you in ensuring safe, quality food for your consumers.

A temporary food facility (also known as a food booth vendor) is required to obtain a health permit when operating at a community event. To apply for a Health Permit, submit the following documents:

- **Completed “Health Permit Application – Temporary Food Facility”**
 - Please print or type your application.
 - All fields must be completed and legible. Enter N/A if a field is not applicable to the business. If the information entered is the same for multiple fields, reenter that information – do not use “same as above.”
 - Do not enter information in the section noted “OFFICE USE ONLY.”
- **For Site Specific Events and Annual Permits only, a copy of supporting documentation of the “person” who is legally responsible for the operation of the temporary food facility (TFF)**
 - **Sole Proprietor** – a current driver’s license, state issued identification card or Foreign Consulate Identification Card
 - **General Partnership** – a current driver’s license, state issued identification card or Foreign Consulate Identification Card for each owner
 - **Limited Partnership (LP)** – Certificate of Limited Partnership
 - **Limited Liability Partnership (LLP)** – Limited Liability Partnership (LLP) Registration
 - **Corporation** - Articles of Incorporation, including a list of the officers’ names and titles
 - **Limited Liability Company (LLC)** – Articles of Organization
 - **Nonprofit Charitable Organization**** – Articles of Incorporation pursuant to Nonprofit Corporation Law as defined in the California Retail Food Code. Nonprofit charitable temporary food facilities may operate up to four times annually. These four time periods shall not exceed 72 hours each. (California Retail Food Code, Section 114332.1).
- **Completed TFF Operational Specifications**

Acceptable forms of payment are cash, check, credit card or money order. Make checks payable to “County of Orange.” Health permit fees are nonrefundable. You may **pay in person** at 1241 E. Dyer Rd. Santa Ana, CA 92705 from 8:00 a.m. to 4:00 p.m., Monday through Friday (excluding County holidays) or **mail** your check along with the completed health permit application and Operational Specifications to:

ORANGE COUNTY ENVIRONMENTAL HEALTH
PO BOX 25400
SANTA ANA, CA 92799

To ensure timely review and approval of the permit, submit at least 30 days prior to the event. Food operations without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit (California Retail Food Code, Section 114387).

To learn more about Special Events, please visit www.ocfoodinfo.com/tff.

If you have any questions, please contact the Special Events Program at (714) 433-6080.



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OPERATION SPECIFICATIONS TEMPORARY FOOD FACILITY

COMPLETE AND SUBMIT WITH TEMPORARY FOOD FACILITY (TFF) HEALTH PERMIT APPLICATION

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Food Booth:	Event Name:
Name of Owner and DBA:	Date(s) of Event:
Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck/Trailer <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Food Cart	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event

LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD, OR GIVEN AWAY

Attach additional pages as necessary

Food Item	Commercially Pre-packaged (Y or N)	Food Preparation Location (Onsite or commercial kitchen)	Preparation Methods (Slicing, cooking, reheat, etc.)	Temperature Control Equipment (Steam table, ice chests, refrigerator, chafing dish, etc.)

EQUIPMENT/UTENSILS

Utensil Washing

- Three-compartment sink within food booth. Shared 3-compartment sink provided, provided by: _____
- Event is less than 4 hours – extra utensils will be available. At the end of the event, utensils will be wash, rinse, and sanitize at: _____

NOTE: Utensils and equipment must be washed, rinsed, and sanitized at a permitted location and/or facility.

Sanitizer to be used (test strips must be available to test sanitizer concentration)

- Chlorine Quaternary Ammonia Iodine

NON-PROFIT CHARITABLE TEMPORARY FOOD FACILITIES ONLY

I declare under penalty of perjury that the non-profit charitable organization information is true and accurate, and I have provided current supporting documentation showing our up-to-date non-profit status. I further certify the following to be true:

1. **The booth will be operated by members of our organization or other noncommercial supporters.**
2. **All proceeds will be turned over to the above-named non-profit organization or to another approved non-profit entity.**
3. **I understand that any exemption issued to us would be for the operation of our non-profit association's food booth only and would not imply a blanket approval covering the operation of commercial food facilities at the occasional event.**
4. **We understand that our organization may operate up to four (4) times annually (July – June) and each time operated may not exceed three (3) days in duration.**

Authorized Representative Name (print): _____ Title: _____

Signature: _____ Date: _____



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Temporary Food Operator Acknowledgement

As the Temporary Food Facility Owner/Operator, you acknowledge that you understand your role and responsibilities by **INITIALING** the following statements:

_____	1.	The booth will have a signage indicating the name, city, and telephone number of the booth operator or permittee. The facility name must be at least 3" high lettering and city, state, zip code, and name of the operator shall be in at least 1" high lettering legible and clearly visible to patrons.
_____	2.	I agree to voluntarily destroy all potentially hazardous food (PHF) held at above 41°F at the end of the operating day in a manner approved by the enforcement agency. PHF must be held at or below 45°F or at or above 135°F during the event.
_____	3.	A handwashing station will be available throughout the event and equipped with warm water (100-108°F), a spigot providing a continuous stream of water that leaves both hands free to allow for vigorous rubbing and supplied with soap, single use paper towels, and a catch basin. This is a requirement if I am sampling or have open food at my booth.
_____	4.	A probe thermometer for checking internal food temperatures will be on-site and available for use.
_____	5.	All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination as noted on Overview of Temporary Food Facility Requirements document provided.
_____	6.	I will ensure food will be protected from customer contamination by using lids, sneeze guards, and/or individual portion samples, etc.
_____	7.	A smooth and easily cleanable floor will be used if the booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
_____	8.	I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning departments, and Alcohol Beverage Control.
_____	9.	I understand that no food should be prepared or stored at home (excluding food under Cottage Food Operator Permit).
_____	10.	I understand that I may be charged up to three times the permit fee if found operating without a valid health permit.
_____	11.	I understand that once the application is reviewed, the permit fee is non-refundable, including any late penalty fee.
_____	12.	I understand that permits are non-transferable.

Application completed by:

Name: _____ **Title:** _____

Signature: _____ **Date:** _____