

**Tuolumne County**  
**Community Development Department– Division of Environmental Health**

**Office**  
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2 South Green Street  
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**APPLICATION FOR A**  
**TEMPORARY FOOD FACILITY PERMIT**

**Please read carefully. Our application has changed.**

**Directions:** **PRINT CLEARLY.** The operator of **each** Temporary Food Facility (TFF) must complete this application, and submit payment for **each** TFF. The application includes this cover sheet and the attached questionnaire, sketch sheet, and tables. The completed application must be submitted *to the Event Coordinator* (if one is available) with the applicable fee. The Event Coordinator is to submit this application to this Division, along with the fee, at least 14 days before an event.

Date of Submission to Event Coordinator (Please read directions above): \_\_\_\_\_

Name of Temporary Food Facility Booth: \_\_\_\_\_

Name of Operator/Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name and Location of Event: \_\_\_\_\_

Coordinator of Event: \_\_\_\_\_ Coordinator's Telephone Number: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Date and Time TFF will be set up and ready for inspection: \_\_\_\_\_

**Please Select One:** (Note: Non-profit and Veteran's fee exemption permit applications require the necessary documentation)

- High Risk/Potentially hazardous foods- \$ \_\_\_\_\_
- Low Risk /Non-potentially hazardous foods- \$ \_\_\_\_\_
- Approved fixed permit food facility (1x/year plan check) \$ \_\_\_\_\_
- Non-profit or Veteran's Exemption \_\_\_\_\_

I have read and understand the attached "Temporary Food Facility Requirements". I have completed the attached questionnaire.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

Received Documentation:  501 C3 Non-Profit Organization  Veterans Exemption  
Plan  Menu Review  Operation Consultation  Site Inspection  
REHS Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Issued: \_\_\_\_\_  
Amount Paid \$: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

The following Temporary Food Facility requirements have been established to be consistent with State code requirements and are intended to assist you in providing safe and wholesome food to the public. Should you have any questions, please call this office.

**Please answer the following questions – (attach additional sheets if necessary):**

1. List all food and beverage items (including ice) to be prepared and served. This includes foods provided for sampling, though not for sale (e.g., crackers provided to sample a dip which is being sold). Attach a separate sheet if necessary. Any changes to the menu must be submitted to and approved by this office at least 10 days prior to the event.

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2. Identify the sources (i.e., where the food was received or purchased) for each menu item (including ice). \_\_\_\_\_

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3. Will all foods be prepared at the Temporary Food Facility (TFF)?

\_\_\_\_\_ Yes – Complete Attachment 1 - Table A

\_\_\_\_\_ No --- Complete Attachment 1 - Table A & B

(Provide a copy of the current license for the permanent food establishment where the food will be prepared).

4. Describe (be specific) how frozen, cold, and hot foods will be transported to and stored at the event. \_\_\_\_\_

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5. Describe the procedure for verifying that food storage temperatures are adequate. Cold foods are to be at 45°F or below (41°F or below for overnight storage) and hot foods at 135°F or above. \_\_\_\_\_

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**Food Protection**

- ✓ *Food prepared or stored at home is prohibited from use.*
- ✓ *All equipment used in the preparation or storage of food shall be commercial or otherwise approved by this office.*
- ✓ *All food, beverage, utensils, and equipment shall be served or stored so as to be protected from contamination (e.g., insects, sneezing, etc.) and shall be stored at least 6 inches off the floor.*
- ✓ *During periods of in-operation, food shall be stored in one of the following methods:*
  - ♦ *Within a fully enclosed temporary food facility, provided that the refrigerators, freezer, bins, etc., are locked and all food and utensils are in a locked container. .*
  - ♦ *Within a permitted food facility or other facility approved by the Environmental Health Division.*
- ✓ *An area separate from food preparation, utensil washing, and food storage shall be provided for the storage of employee clothing or other personal effects.*
- ✓ *Condiment containers shall be the pump type or squeeze containers. Bowls are not recommended, but if used, these are to have self-closing lids, and be in view of the food handlers at ALL TIME. Single service packets are recommended. Non prepackaged condiments may be removed if an infestation of flying insects (e.g., flies) is observed.*
- ✓ *Live animals, birds, or fowl are not permitted in any temporary food facilities.*

**Temperature Control** – Adequate temperature control shall be provided for all potentially hazardous foods.

- ✓ **Cold food** - maintain a temperature of 45°F or below for up to 12 hours in any 24-hour period, and discard at the end of the day. Food that is kept for more than 12 hours (e.g., food held overnight for a 2-day event) is to be held at 41°F or below.
- ✓ **Hot food** - maintain food temperatures of 135°F or above. At the end of the operating day, hot food shall be discarded. Hot food is to be kept at 135°F or above at all times, and not by refrying periodically or refrying just before serving.
- ✓ Ice that is used for refrigeration cannot be used for consumption.
- ✓ Food in transit must be protected from contamination and must meet the temperature requirements noted above (transported at 45°F or below, or 135°F or above). .
- ✓ These requirements will necessitate sufficient equipment to cook and maintain required temperatures for all potentially hazardous foods (e.g., steam tables, chafing dishes, refrigerators, coolers). The equipment shall be commercial or approved by this office.
- ✓✓ **Provide a probe thermometer that reads a minimum of 0° to 220 °F to check temperatures of hot and cold foods.**

6. Describe the number, location, and setup of hand washing facilities to be used by the TFF workers. At least one hand washing facility must be inside the booth.

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7. Describe the location and setup of utensil washing ("Utensil" includes pots, pans, serving spoons, samples containers, kettles, cutting boards, etc.). Utensil washing requires a minimum of overhead protection.

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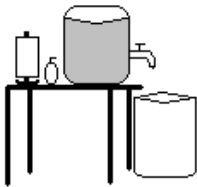
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### **Hand Washing**

Hand washing facilities, separate from the utensil washing sink, shall be provided (Permanently plumbed utensil washing sinks may be used as hand sinks IF no hand sink is available). The hand washing facilities shall be located *INSIDE* each temporary food facility which has any open foods, even if the only open foods are for sampling. Hands are to be washed at 100°F to 108°F.

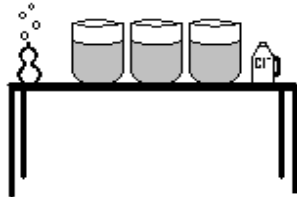
**NOTE:** The "cooler/bucket" set-up will be acceptable if: 1. A hard plumbed hand sink or hard plumbed 3-compartment sink is not available, 2. The operation is conducted in a sanitary manner, and 3. The booth's menu and operations will allow for this limited handwashing set-up, 4. The spigot stays open by itself, 5. The water is between 100°F and 108°F.



- ✓ Provide pump soap and single-use paper towels at each hand washing facility.
- ✓ Thoroughly wash hands after any activity that could contaminate hands (e.g., after using the restroom, after a break, after cutting raw meat, sneezing, touching the face or any other unwashed body part, etc.)
- ✓ Wash hands thoroughly before wearing gloves. Change gloves as often as handwashing would be required.

**Utensil Washing Facilities** - Facilities with food preparation require a stainless steel utensil washing sink with at least three compartments with two integrally installed stainless steel drain boards. The sink shall be provided with hot and cold running water from a mixing valve, and the hot water is to be no less than 120°F.

**NOTE:** If a 3-compartment sink is not available, the set up shown below may be used. The containers are to be large enough to accommodate the largest utensil washed, and enough rack space is to be provided to allow the utensils to air dry.



- ✓ Provide dish washing detergent *and* a sanitizer .
- ✓ Utensil washing shall be located within each temporary food facility, or immediately adjacent. Up to 4 booths may share a plumbed 3-compartment sink if it is centrally located and adjacent to all 4 facilities.
- ✓ The utensil washing compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned.
- ✓ Bringing extra utensils is not acceptable in lieu of setting up a utensil washing facility.
- ✓ All utensils are to be washed, rinsed, and sanitized in the booth or at an approved facility *BEFORE* being used. Washing utensils at home before the event is not allowed.

### **Utensil Washing Procedure –**

- Scrap utensils over garbage container.
- Wash with soapy water (detergent required). Water *IN* the COMPARTMENT is to be at no less than 100°F.
- Rinse with clean water.
- Immerse into a sanitizer solution (e.g., for 30 seconds in solution of 100 ppm chlorine or 1 T. plain laundry bleach per gallon of water).
- Air dry.

8. Identify the source of potable water and describe how water will be stored and distributed at the event. Confirm that backflow protection (e.g., Watts 8) will be installed at each spigot (at each hose after a "Y" split), if applicable.

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9. Describe how and where wastewater from handwashing and utensil washing will be collected, stored, and disposed.

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10. Describe the location and status of the nearest employee restrooms and the janitorial area.

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**Water -**

✓ An adequate supply of potable water shall be provided for utensil washing, hand washing, and janitorial purposes. Hot water, if applicable, must be at least 120°Fahrenheit. The water supply shall be from a source approved by the enforcement agency.

**Wastewater -**

✓ Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into an approved leak proof container.

✓ Liquid waste must be disposed of into an approved sewage system. Liquid waste shall not be discharged onto the ground or into a storm drain system. Fryer oil is not to be disposed of into a sewage system.

**Toilet Facilities -**

✓ At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.

✓ Each toilet facility shall be provided with hand washing facilities. Hand washing cleanser and single-use sanitary towels shall be provided. Restroom hand sinks are to provide warm (100°F) water.

**Janitorial -** Adequate janitorial facilities shall be provided for the cleaning of the food booths.

**Garbage and Refuse -** Garbage and refuse must be stored in leak proof and fly proof containers, and serviced as needed. Fryer oil and liquids are not to be disposed of into a garbage or refuse bin. Such bins which have lids, and are in a food booth, are to have foot operated lids. (Plastic garbage bags are recommended in each garbage container).

12. Describe the floors, walls, and ceiling surfaces and lighting within the TFF/food booth.

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**Food Booths:**

It is required that all food preparation take place within a fully enclosed food booth (See exemptions below).

✓ **Floors:** When operating on grass or dirt, use plywood, tarp, or similar material.

✓ **Ceilings:** Shall be smooth, durable, and readily cleanable.

✓ **Lighting:** If necessary, lighting shall be adequate, and bulbs shall be protected with a shatterproof shield.

✓ **Storage:** All food and equipment shall be stored in an enclosed area, and shall be protected from insects at all times. Food, equipment, and utensils are to be stored at least 6" off the floor.

✓ **Signage:** The name, city, state, and zip code of the owner, operator, or permittee, shall be legible and clearly visible to patrons. The business name shall be in letters at least 3 inches high, and the rest of the information shall be in lettering at least 1" high. Lettering shall be of a color contrasting with its background. If the name of the business differs from that of the owner, operator, or permittee, provide that information in lettering at least 1" high. This information is to be prominently displayed on the customers' side, and not behind the booth or on the side of the booth where customers are not allowed or expected to walk.

**Enclosure:** Consists of full screening (16 mesh per inch or tighter) of the booth, with pass through windows no more than 216" square inches, and no less than 18" apart. Windows are to be kept closed as much as possible. The following are exemptions to this requirement: 1. The serving of non-potentially hazardous beverages from a covered container, which does not require any type of enclosure, and may be done in front of a booth. 2. Only overhead protection, signage, and lighting (need not be shatterproof) are required when serving only prepackaged foods. 3. BBQs and grills may be outdoors without overhead protection, IF required by the local Fire Prevention Department. 4. Limited food preparation booths may have an unscreened open front, with a barrier to keep customers out (all food and utensils must be at least 3 feet away from the customers). Limited food preparation is heating, frying, baking, roasting (e.g., corn), popping, shaving of ice, blending, steaming or boiling of hot dogs; dispensing and portioning of non-potentially hazardous food; slicing/chopping on a heated surface, cooking (no prior preparation or assembly on site) to order.

**Open-air BBQ Facilities -**

- ✓ *Open-air BBQ facilities may operate in conjunction with a permitted booth. 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 booth.*
- ✓ *A barrier is to be provided to keep customers at least 3 feet away from the BBQ.*
- ✓ *Grills and other similar equipment which cannot be enclosed, per the local Fire Prevention Department, are to be treated the same way as a BBQ.*

**13. Provide the name and address of the commissary or food processor used, if applicable. If this commissary or food processor is not in Tuolumne County, attach a copy of that facility's permit to operate (from their local Environmental Health Department, from the California Department of Public Health, etc.)**

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**14. Please add any additional information about your Temporary Food Facility that should be considered (e.g., disposal method of fryer oil, non-commercial equipment to be used, etc).**

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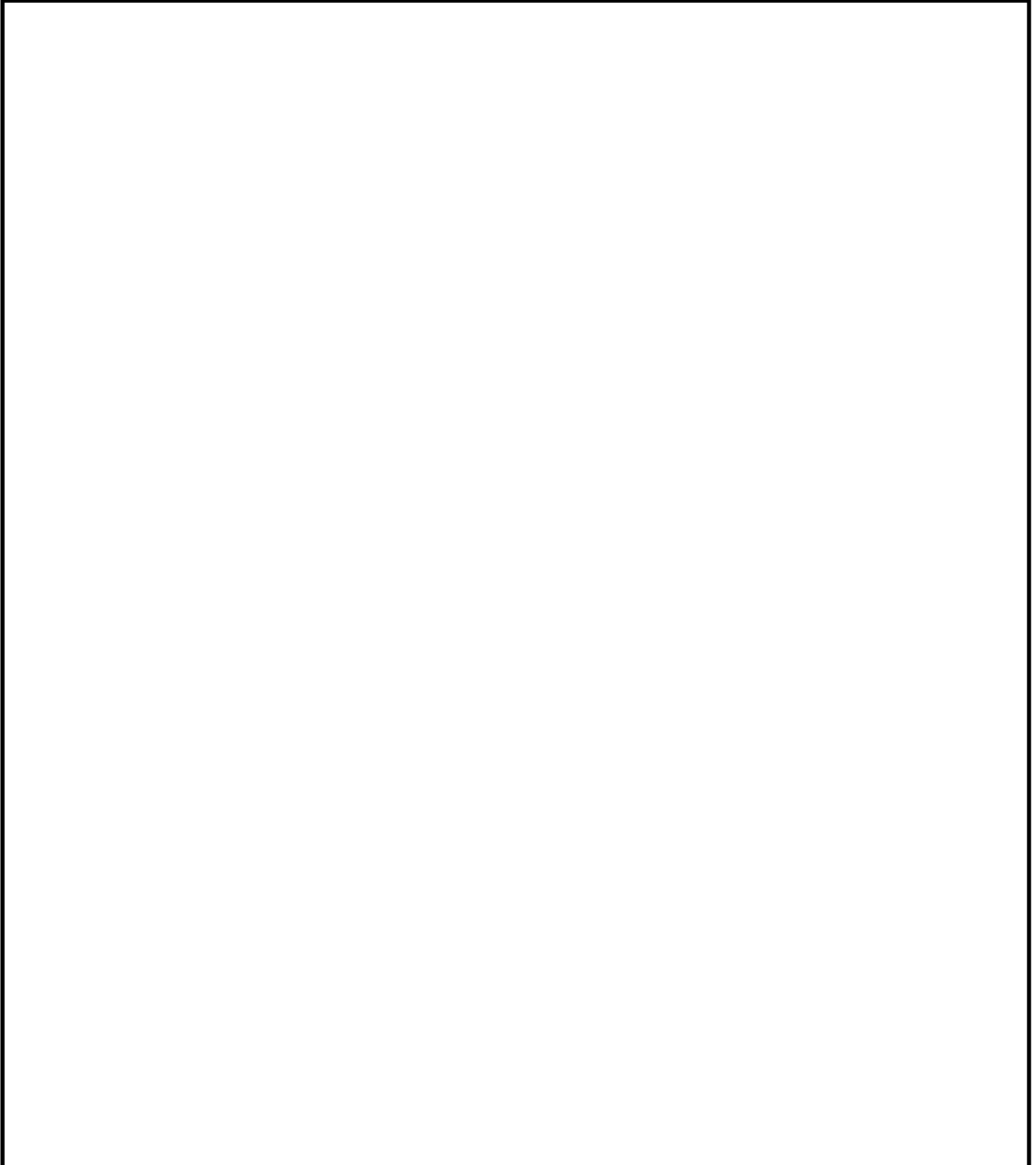
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**Food Handlers -**

- ✓ *Food handlers must be in good health.*
- ✓ *Food handlers shall wash their hands and arms with soap and warm water (between 100°F and 108°F) upon entering the food booth, prior to the start of food preparation activities, at other times as necessary to prevent food contamination, and especially after visiting the restroom.*
- ✓ *Clean aprons or outer garments must be worn, and hair must be restrained.*
- ✓ *Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling food. Bare hand contact with foods is to be minimized.*  
*[NOTE: WHEN USING GLOVES, WASH HANDS BEFORE PUTTING GLOVES ON, AND CHANGE GLOVES IN BETWEEN TASKS!!]*
- ✓ *Smoking is prohibited in any food preparation and food storage areas, and utensil storage or handling areas.*

**Sketch Sheet** – In the following space, provide a drawing of the TFF/food booth. Identify and describe all equipment, including cooking and cold holding equipment, handwashing facilities, worktables, dishwashing/utensil washing facilities, food and other storage, garbage containers, and customer service areas. Show how food will be protected from the public.



Attachment

**Table A : Food Preparation at the Temporary Food Facility:**

<u>Food</u>	<u>Thaw</u> How? Where?	<u>Cut/Wash</u> Assemble where?	<u>Cold</u> <u>Holding</u> How? Where?	<u>Cook</u> How? Where?	<u>Hot</u> <u>Holding</u> How? Where?	<u>Reheating</u> How? Where?	<u>Commercial</u> <u>Pre-portioned</u> <u>Package</u> Yes or No?

**Table B : Food Preparation at a Permitted Food Facility:**

(Note: Submit a copy of the health permit to this office for review and approval)

<u>Food</u>	<u>Thaw</u> How? Where?	<u>Cut/Wash</u> Assemble where?	<u>Cold</u> <u>Holding</u> How? Where?	<u>Cook</u> How? Where?	<u>Hot</u> <u>Holding</u> How? Where?	<u>Reheating</u> How? Where?	<u>Delivery to</u> <u>Event</u> Yes or No?