

Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.
Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.

Incomplete or late applications may not be approved or the menu may be restricted.
Once the application is approved, NO changes may be made without approval of this Department.
Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to www.ehinfo.org > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION		EVENT INFORMATION	
Business or Organization Name / DBA		Event Name	
Owner Name or Care Of Name		Event Location	
Owner Address		Event Address	
City and Zip Code		City and Zip Code	
Owner Business or Home Phone	Food Service Date(s)	Food Service Time(s)	
Owner Cell Phone	Food Service Date(s)	Food Service Time(s)	
E-mail Address	Food Service Date(s)	Food Service Time(s)	
Event Coordinator Name and Phone	Food Service Date(s)	Food Service Time(s)	
TEMPORARY FOOD FACILITY (TFF) INFORMATION		PERMIT TYPES (must check one, as applies)	
Facility Type: <input type="checkbox"/> Food Booth If your food booth will be larger than 10'x10', indicate size: _____ <input type="checkbox"/> Beverage Booth(s) Total Number of Beverage Booths: _____ <input type="checkbox"/> Food Cart <input type="checkbox"/> Food Vehicle (Applies to vehicles not permitted by County of Santa Clara DEH) <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Indoor Event <input type="checkbox"/> Multiple food service stations: submit a simple site plan depicting where food and beverages (including beer/wine) will be distributed.		<input type="checkbox"/> TE06 - RC1 Low-risk food <input type="checkbox"/> TE07 - RC2 Moderate-risk food, prepared for same-day service (1-12 days) <input type="checkbox"/> TE08 - RC2 Moderate-risk food, prepared for same-day service (13+ days) <input type="checkbox"/> TE09 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (1-12 days) <input type="checkbox"/> TE10 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (13+ days) <input type="checkbox"/> TE14 - NO FOOD/BEVERAGE SALES – SAMPLING ONLY <input type="checkbox"/> TE01 - Annual Temporary Event Permit Holder (Santa Clara County) Permit Number (PT#): _____ <input type="checkbox"/> Veteran (submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of your honorable discharge form <u>without</u> your social security information)	
Food Preparation Start Time: (Before Food Service Time)		BOOTH CONSTRUCTION INFORMATION	
Name of Temporary Food Facility: (Booth name to show on permit)		Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:	
Person in Charge Day of Event:		Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Tarp <input type="checkbox"/> Other: (Grass or Dirt surfaces must be covered with approved tarps or plywood)	
Person in Charge's Cell Phone:		Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: (Enclosed food booth required if unpackaged foods are handled)	

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections may be subject to additional fees.

I have read and understand the Requirements for Temporary Food Facilities in the County of Santa Clara and hereby agree to adhere to them.

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true. NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Applicant Signature

Print Name

Date

***** OFFICE USE ONLY *****			
OW#:	FA#:	PR#:	BO#:
<input type="checkbox"/> PFR (Processed Food Registration)	<input type="checkbox"/> CFO	<input type="checkbox"/> Certified Producers Certificate	<input type="checkbox"/> Other



ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health
1555 Berger Drive, Suite 300, San Jose, CA 95112-2716
Phone 408-918-3400 • Fax 408-258-5891 • www.EHinfo.org

FOOD INFORMATION: A complete listing of ALL food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: _____ Temporary Event Name: _____

Menu Item(s) Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Prepared ONLY at event	Item will be served AT the Event:				* (3) Serve samples	Preparation Methods AT the Event: Type text here					List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) AND any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
			* (2) Pre-packaged	Hot	Cold	Room Temperature		Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	
Example: Hamburger		X		X				X			X		BBQ to cook, chafing dish to hot-hold
Example: Cookies	X					X							Food storage containers

* (1) ADVANCE PREPARATION activities at approved kitchen ☐ No advance preparation

If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution.	
Commercial Kitchen or Commissary Name Address and City Phone #	The Applicant submitting this application has permission to use this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400). Print name of Permit Holder or Authorized Kitchen Representative Signature _____ Date _____
Date(s)/Time(s) of Pre-Event use <input type="checkbox"/> Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA FA0302520 <input type="checkbox"/> Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT).	

(a) Describe food items and how they will be prepared.

(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.) ☐ No PHFs

* (2) Will you PRE-PACKAGE food/beverages before the event? ☐ No ☐ Yes - submit a copy of your valid Processed Food Registration.

If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: www.cdph.ca.gov.

* (3) SAMPLING Procedures: Samples prepared in advance? ☐ Yes ☐ No Samples pre-portioned and pre-packaged in advance? ☐ Yes ☐ No

Include how and where samples will be prepared and how they will be served.



WARM WATER REQUIREMENT FOR HANDWASHING AT CERTIFIED FARMERS' MARKETS AND TEMPORARY EVENTS

Effective January 1, 2015, DEH will be enforcing the CalCode requirement for warm water (100°F) for handwashing. If a hard-plumbed sink with hot and cold potable water is not available, warm potable water may be stored in an insulated food-grade container with a spigot that can remain locked in the open position and that is capable of maintaining water warm.



There are some containers with a push button spigot that can be retrofitted with lever-type spigots. These may be available from the manufacturer or from water container filling stores. All materials must be food-grade and must use potable water supply.

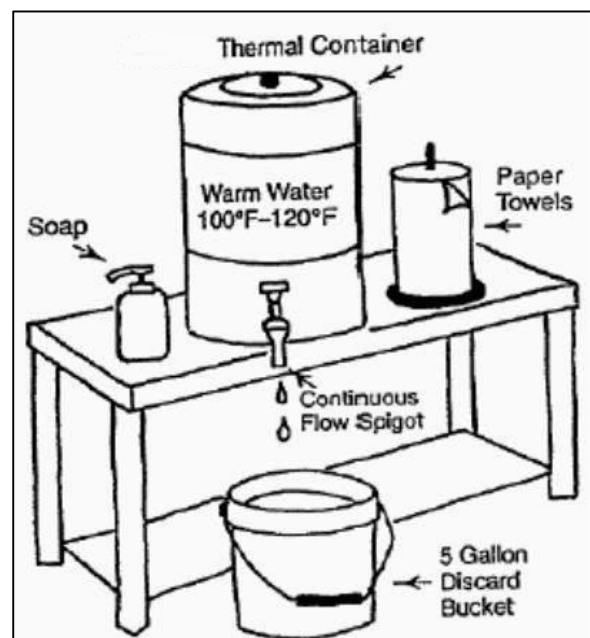
Options for obtaining warm water for handwashing include, but are not limited to:

- Heating water at the commissary then filling insulated water containers;
- Use a hot water heater (such as a coffee maker), then then mix with cold water;
- Heating water in a clean pot over a range/griddle in the food booth.



A handwash station is required to be operational inside the food booth if unpackaged food is handled prior to any food handling,

- Insulated water container with spigot that locks in open position
- WARM WATER
- Liquid soap
- Catch bucket
- Paper towels



Here is a list of resources you may research further. **These are NOT recommendations or endorsements.** You must still verify the products are food-grade, may store warm water and meet the department requirements. Check with the manufacturer.



www.cambro.com



www.webstaurantstore.com



www.carlislefsp.com

Search: insulated beverage



www.buddeez.com

This is a double-walled dispenser.



www.igloocoolers.com

Igloo's website shows a lever-type spigot replacement part. Description states it fits all Igloo 2, 3, 5 & 10 gallon beverage coolers.



www.rubbermaidcommercial.com

Search: insulated beverage



www.amazon.com

You may try searching for: lever spigot



www.walmart.com

Search: Mainstays 2-Gal Double Wall Dispenser

Some filtered water filling stores have a retrofit spigot with lever that may fit some insulated beverage dispensers that have a push-button spigot.

This document with website hyperlinks may be found on our website: www.ehinfo.org