

Greetings....

You have either express interest or I have spoken to you about providing food services at the Tulare Sci-Fi Con on March 7-8, 2015. If you have already or are interested in providing food services please make sure I have the attached "Temporary Food Events Health Permit's" package completed and returned by February 10<sup>th</sup> 2015.

- 1) If you hold a "Tulare County Annual Permit" please complete the package and attach a copy of your annual permit. Then mail to the address below.
- 2) If you DO NOT hold a "Tulare County Annual Permit" please remit payment for the "1-2 Consecutive day events" fee of \$53 with your package.  
Make checks payable to "Tulare County Health & Human Services Agency".

Mail ALL paperwork and payments to:

Tulare Sci-Fi Con  
263 Johnson CT  
Tulare CA 93274

ALL Paperwork must be received by February 10, 2015.



**TULARE COUNTY  
HEALTH & HUMAN SERVICES AGENCY**

Cheryl L. Duerksen, Ph.D.  
Agency Director

Jason T. Britt, M.S. • Director • Department of Public Health

TO: COMMUNITY EVENT FOOD BOOTH OPERATORS  
FROM: TULARE COUNTY ENVIRONMENTAL HEALTH SERVICES  
RE: TEMPORARY FOOD EVENTS HEALTH PERMITS

Community events that include serving food to the public present challenges to both professional and volunteer food vendors alike. The goal of providing safe food is shared by everyone involved. While professional food vendors are usually familiar with regulatory requirements, often volunteers are not. Tulare County Environmental Health strives to work with the event organizer and food vendors to help make your event a success.

Food vendors participating in community temporary food events are required to observe the following:

1. All foods must be prepared at an approved food facility with a valid health permit kitchen such as a commercial food facility or onsite at the temporary food stand. Food that has been stored or prepared in a private home **may not be sold, offered for sale, or given away** in a temporary food facility.
2. The Food Booth Health Permit Application Form must indicate the type of food which will be served and the location of the approved food facility where any or all food preparation will occur. The completed form must be returned to the Event Organizer. The organizer must submit a complete package **at least two (2) weeks prior** to the event.
3. Read and follow the **"Temporary Food Facility Guidelines"**.

Health permit fees are subject to change. Please consult the most recent fee schedule for temporary food facility health permit fees\*

Fees effective July 1, 2014:

- 1-2 consecutive day events - \$53
- 3 or more consecutive day events - \$79
- Annual Single Vendor - \$326
- 1-2 consecutive day Prepackaged/Food Sampling events - \$19
- 3 or more consecutive day Prepackaged/Food Sampling events - \$30
- Annual Single Vendor Prepackaged/Food Sampling events - \$41

If you have any questions or need clarification on any item, please feel free to contact the event organizer or this office at (559) 624-7400.

\*U.S. military veterans owning the product being sold from mobile food facilities or temporary event facilities may be exempt from paying the fees if they submit proof of an honorable discharge along with the enclosed Affidavit for Veteran's Fee Exemption in addition to the completed Food Vendor Application Form.

Enclosures



# TULARE COUNTY

HEALTH & HUMAN SERVICES AGENCY

**Environmental Health Services**  
5957 S Mooney Blvd, Visalia, CA., 93277-9394  
559 624-7400 • FAX 559 733-6932

## TEMPORARY FOOD EVENT VENDOR APPLICATION FORM

EACH VENDOR IS TO RETURN THIS FULLY COMPLETED APPLICATION AND THE APPROPRIATE HEALTH PERMIT FEE TO THE EVENT ORGANIZER  
(Attach Veterans Exemption affidavit and DD214 Form to this application, if applicable.)

1. Date(s) of Event: \_\_\_\_\_ Event Start Time \_\_\_\_\_
2. Name of Event: \_\_\_\_\_
3. Address/Location of Event: \_\_\_\_\_ City & Zip: \_\_\_\_\_
4. Name of Your Business/Organization: \_\_\_\_\_
5. Applicant Name: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. **Food Menu** Please list all potentially hazardous food proposed to be served: (attach pages as needed)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

☐ ← Mark here if there will be NO OFF-SITE FOOD PREPARATION

**Off-Site Food Preparation Location** (If there is any food preparation proposed for off-site, including cutting, washing, bagging vegetables, meat, etc., it must take place in a permitted food facility.) No food is allowed to be prepared at a private home (Approved Cottage Food Facilities are exempt from this requirement). Please provide the proposed off-site food preparation location for EHS review and approval.

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List of foods prepared at this Off-Site location: \_\_\_\_\_

## **Community Event Temporary Food Facility** **Vendor Application Instructions**

1. **Booth Layout and Booth Construction:** Indicate the proposed layout of equipment, such as food preparation tables, food storage, warewashing, and handwashing setup.  
  
Provide details of the materials and methods used to construct the temporary food facility.
2. **Food Products:** Provide a list of all food products that will be handled and dispensed.
3. **Procedures and Methods:** Provide written procedures and methods of food preparation and handling.
4. **Cleaning and Refuse Disposal:** Provide written procedures, methods, and schedules for cleaning hands, utensils, equipment, and structures. Note: use of hand sanitizer and glove use is not required and does not take the place of approved adequate hand wash. Provide written procedures and methods for trash, garbage, and wastewater disposal.
5. **Transportation and Protection from Contamination of Food:** Describe how the food will be transported to and from a permitted permanent food facility or other approved facility and the Temporary Food Facility. Describe the steps that will be taken to prevent contamination of the food.
6. **Temperature Control:** Describe how potentially hazardous foods will be maintained at or below 41°F, or at or above 135°F.

*Use additional pages as needed.*

*These items are required by California Health and Safety Code Section 114381.2.  
Effective July 1, 2007*

**Please complete the required information fully, In detail. Incomplete applications may delay or prevent approval of the food facility operation.**

## **1. Temporary Food Facility Layout**



Show locations of complete equipment set-up including hand wash setup, ware washing setup, food equipment, hot and cold food storage, food cooking and preparation areas, customer service area, waste containers, etc.

List details of the materials and methods used to construct the booth. If there is any food preparation or open food, the booth is required to be fully enclosed. Screening may be used to provide the enclosure but must be no larger than 16-mesh per square inch. The ceiling must be leakproof. The flooring must be constructed of cleanable tight wood or similar

## **2. List All Food Products to be Prepared, Served, and/or Dispensed**

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

## **3. Proposed Procedures and Methods of Food Preparation and Handling**

TFFs that prepare, handle or serve non-prepackaged food shall have an owner or person in charge who can demonstrate to the local enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food operation.

Describe the procedures that will be used to prepare the proposed food menu.

*Example: Tri-tip will be cooked on an open-air BBQ grill, brought into the booth in covered stainless steel containers, sliced, and placed in a heated chafing dish for hot holding and dispensing onto sandwich rolls. The workers assembling the sandwiches will wash their hands frequently to minimize the potential for cross contamination and use long-handled tongs to assemble the ready-to-eat food products to prevent any bare-hand contact with the food.*

#### **4. Procedures, Methods, and Schedules for Cleaning and Refuse Disposal**

Describe the methods, materials to be used and time periods scheduled for cleaning utensils, equipment, structures, and for the disposal of refuse (trash, garbage, and wastewater). *(Any food-related utensils, food preparation surfaces, and equipment must be washed, rinsed, and sanitized at least every four hours throughout the operating day.)*

*Describe the sanitizer to be used. Note: sanitizer test strips are required.*

#### **5. Food Transportation and Protection from Contamination**

Describe how the food will be transported from a permanent food facility or other approved food facility (open-air BBQ, etc.) to the Temporary Food Facility.

#### **6. Temperature Control of Potentially Hazardous Food**

Describe how potentially hazardous foods will be maintained at or below 45°F or at or above 135°F. Temperature measuring thermometers will be required along with alcohol swabs to sanitize the thermometer food surface.





# TULARE COUNTY

HEALTH & HUMAN SERVICES AGENCY

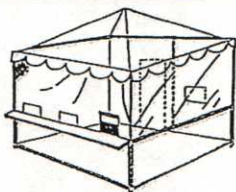
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559 624-7400 • FAX 559 733-6932

## Temporary Event Food Vendor Requirements

Requirements are based upon the California Health & Safety Code (CalCode)

**Potable Water:** The event organizer is to ensure that potable water shall be provided from an approved well, bottled water source, or water system. Hoses used for transporting drinking water must be an approved drinking water hose (white) and equipped with adequate back flow protection.

**Booth Structure:** Each food booth preparing and handling **non-prepackaged** foods must be **fully enclosed** (walls and ceiling) except for a self-closing serving window or entry door. Overhead protection is required above all food preparation, food storage, and warewashing areas. Clear, plastic, tarps, wood, canvas, or screens are approved enclosure materials. Constructed floor material that provides a cleanable surface, such as concrete, tight wood, or asphalt is acceptable. **Note:** Booths serving only unopened, prepackaged foods are exempt from wall enclosure and flooring requirements (refer to section 114347).



**Booth Identification:** The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least 3 inches high. Letters and numbers for the city, state, and ZIP Code, may not be less than 1 inch in height. Identification on a poster, sign, or banner is acceptable.

**Food and Utensil Storage:** All utensils, food, and food contact items must be stored in a manner that ensures protection from contamination from moisture, dust, insects, and rodents, etc.

- All potentially hazardous foods (PHF) are to be stored in such a way that the temperature is maintained either **below 45°F** or **above 135°F**.
- Cold storage units including ice chests must possess a thermometer at all times and the food vendor is to frequently check to ensure that the temperature is maintained at or below 41 °F, to keep potentially hazardous foods below 41 °F.
- Ice used for refrigeration purposes is not to be used for consumption in food or beverages.
- No other items are to be stored or left inside ice containers storing ice that is intended for consumption.
- Ice chests may not be used to store unpackaged, cooked meats unless cooked meats are stored in leak proof containers to prevent cross contamination. Separate ice chests are recommended.
- Food clean utensils and food equipment must be kept a minimum of **6 inches** above the floor/ground.
- During periods of operation, supplies and non-potentially hazardous food in **unopened** containers may be stored adjacent to the temporary food facility or in **unopened** containers in an approved nearby temporary storage unit. This must be indicated on the booth plan.
- **At the end of each operating day, all food that is held cold at 45 °F OR hot at or above 135 °F shall be discarded.**



**Hand Washing:** A minimum **5-gallon container of warm water** (100°F) is required in all temporary food facilities handling **non-prepackaged** food. The container must have a dispensing spout that leaves both hands free to



allow proper hand washing. A **catch basin** for wastewater, **liquid soap** in a dispenser and mounted single-use disposable **paper towels** must be provided. No wastewater or garbage is to be dumped onto ground. If the event organizer does not provide hot water, the food vendor is responsible for heating water either on a stove top or via a portable water heating device. **All food handlers are required to wash their hands before handling food and when changing operations:** when alternating between types of potentially hazardous food being prepared, after using the toilet, handling money, smoking, etc. **Note:** Booths that handle only prepackaged food need not

comply with this handwashing requirement.



**Food Preparation:** NO FOOD IS TO BE PREPARED IN A PRIVATE HOME KITCHEN.

- Food handlers are to have loose hair tied back or contained within a hairnet or hat.
- Food contact surfaces must be smooth, easily cleanable, and non-absorbent.
- Equipment, food-contact surfaces, and utensils must be cleaned and **sanitized** at any time the following occurs:
  - Alternation of uses between raw fruits or vegetables and potentially hazardous food,
  - Alternation of uses between raw foods of animal origin to working with ready-to-eat foods,
  - Alternation of uses between processing different types of animal products unless processed in the following order first to last:
    - Cooked, ready-to-eat products,
    - Raw beef and/or lamb,
    - Raw fish products,
    - Raw pork or poultry,
  - Before each use of a food temperature-measuring device,
  - At any time during the food handling operation when contamination may have occurred.
- Equipment, food-contact surfaces, and utensils must be **sanitized** routinely throughout the day **not to exceed four (4) hour intervals, or more often if needed.**
- The following required final internal cooking temperatures are to be met and a **metal probe thermometer\*** must be used to ensure these temperatures are met:
  - Pork/eggs= 145 °F
  - Beef/hamburger= 157 °F
  - Poultry/meat stuffed foods= 165 °F
  - Reheated foods= 165 °F
- **\*The thermometer must also be utilized frequently to ensure that hot holding units are maintaining food at or above 135°F. Sanitize the thermometer after use.**
- No galvanized metal, blue enamel, or copper cookware is to be used.
- Outdoor barbeques may be operated outside food booth, however must be located in an area which suitably protects the food and equipment from dust, dirt, and overhead contamination. The surface of the ground adjacent to the barbecue facility must consist of a material which will inhibit the generation of dust. The barbecue unit must be separated from public access by using ropes or other approved methods at approximately 5' (feet) perimeter. Food items prepared on an outdoor barbecue must be brought back into food booth for any further preparation, assembly, and/or serving.



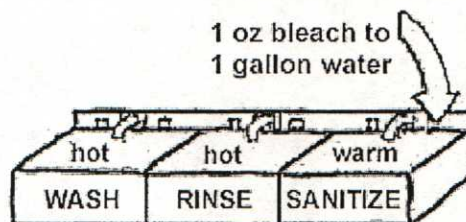
**Food Assembly:** Tongs and serving utensils shall be utilized to prevent food contamination. Keep all food covered when not serving. Sneeze guards are to be provided whenever the public has access to food holding containers. Condiments shall be single-use packaging or contained within a dispensing unit.

**Washing and Sanitizing:** Cloth towels intended for wiping and maintenance shall be stored in a sanitizing solution when not in use. **100 parts per million (ppm) chlorine** (or 1 oz. Bleach per 1 gal. of water) provides adequate sanitizing of towels. Single-use disposable paper towels may be used instead of cloth towels. Provide sanitizer test strips to measure strength of sanitizer.



Utensils, food contact surfaces and containers are to be cleaned using the following four (4)-step manual dishwashing method:

1. Wash with hot soapy water
2. Rinse with hot water
3. Sanitize in water with 100 ppm chlorine (Bleach-water solution) by full immersion for a **minimum of 60 seconds**
4. Air dry – do not towel dry



**Permitting:** Health permits will be issued the first day of the event following a successful inspection. **NO PERMIT WILL BE ISSUED IF ALL OF THE ABOVE REQUIREMENTS ARE NOT MET. FACILITIES OPERATING WITHOUT ENVIRONMENTAL HEALTH APPROVAL WILL BE REQUIRED TO CEASE OPERATION UNTIL APPROVAL IS GRANTED AND ARE SUBJECT TO ENFORCEMENT ACTION.**

A current copy of Health & Safety Code requirements may be accessed on the Web at:  
<http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>





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## Request for Exemption from Regulation as a Food Facility per Health and Safety Code Section 114381

Name and Date of Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

In order to be considered for exemption from regulation, we certify the following:

1. ☐ It is a private, not public event, with a guest list.

OR

2. ☐ List All Food Vendors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Tax ID # \_\_\_\_\_

I certify that the for-profit business operating the food booth will receive no monetary benefit, except that resulting from recognition for participating in the event. We understand that this permit exemption may only be granted for an occasional event that occurs not more than 3 days in any 90-day period (Health and Safety Code Section 113789). Must attach non-profit organization letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Contact Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_

### For Office Use Only

( ) Approved Reason for decision: \_\_\_\_\_

( ) Denied \_\_\_\_\_

REHS: \_\_\_\_\_

Date: \_\_\_\_\_



# TULARE COUNTY

## HEALTH & HUMAN SERVICES AGENCY

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### VETERAN'S FEE EXEMPTION REQUEST FORM

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every United States Veteran, who has received an honorable discharge or a release from active duty under honorable conditions, to hawk, peddle, sell any goods, or merchandise owned by him, (except spirituous, malt, vinous or other intoxicating liquor), without payment of any license, tax or fee to vend the merchandise.

This affidavit is to be filed with the Tulare County Environmental Health Services Division in conjunction with the application for a Health Permit to sell or give away food to the public.

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Business Owner (Veteran): \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_

Business Description: Describe kinds of food sold and type of facility sold from: \_\_\_\_\_

Are you selling or giving away any alcoholic beverages or foods? ☐ Yes ☐ No

Were you honorably discharged/released from the US Services? ☐ Yes ☐ No

Are you the sole owner of the goods being vended? ☐ Yes ☐ No

#### Verification of Owner Veteran Identity:

Drivers License No. _____	State _____	Expiration Date _____ / ____ / ____	Birth Date _____ / ____ / ____
Service Branch: Army <input type="checkbox"/>	Navy <input type="checkbox"/>	USMC <input type="checkbox"/>	USAF <input type="checkbox"/>
		USCG <input type="checkbox"/>	

Service Documentation: Attach a copy of Veterans **Honorable Discharge Form (DD214)**.

**I DECLARE UNDER PENALTY OF PERJURY, BY THE LAWS OF THE STATE OF CALIFORNIA, THAT  
THE FOREGOING INFORMATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account #

Approved: ☐

Denied: ☐

\_\_\_\_\_  
Environmental Health Specialist

\_\_\_\_\_  
Date

Reason: \_\_\_\_\_