



San Jose Harvest \$184.00

- Fees may increase in August.

County of Santa Clara Department of Environmental Health
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Phone 408-918-3400 • Fax 408-258-5891 • www.EHinfo.org

APPLICATION TO OPERATE A TEMPORARY FOOD FACILITY (TFF)

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/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, application directions, and TFF requirements, go to www.ehinfo.org > Consumer Protection Division > Temporary Events.

Form with sections: BUSINESS INFORMATION, EVENT INFORMATION, TEMPORARY FOOD FACILITY (TFF) INFORMATION, DECLARATION OF NON-PROFIT STATUS (if applicable), BOOTH CONSTRUCTION INFORMATION. Includes fields for Business Name, Event Name, Facility Status, Facility Type, Booth Construction details, and Signature/Date.

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. 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.

Payment of the required fee to secure a valid permit is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.

Applicant Signature, Print Name, Date

Table with 7 columns: Office Use Only, OW#, FA#, PR#, EV#, Menu Type

FOOD INFORMATION: A complete listing of ALL food/beverage products prepared, served, sold, sampled, or given away from your facility must be detailed below (attach additional sheets if necessary.)

Event Name: _____

Event Date(s): _____

Booth Name: _____

Menu Item(s) Include food, sampling, beverages, condiments and all extra ingredients served with each item.	Food Prepared		Item or food sample will be served:						Preparation Methods:				Storage and Delivery:		Length of time in transport
	* Prepared in Advance	At Event	Pre-packaged	Hot	Cold	Room Temperature	Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	Reheat	List equipment to be used (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) AND any additional preparation methods. If time coding is used, submit a written procedure.	Indicate food storage location and method when event is not operating (if food will remain in booth, state so)	
Smoked Ham	X	X		X				X					Use hot holding equipment	Use hot holding equipment	1 hour
Pastrami, Lasagna	X			X						X			Use hot holding equipment	Use hot holding equipment	1 hour

*** ADVANCE PREPARATION / COMMISSARY AGREEMENT (IF APPLICABLE) - Home Stored or Home Prepared Foods are Not Allowed!**

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.

The Applicant submitting this application has permission to use the facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify the County of Santa Clara, Department of Environmental Health (408-918-3400).

Commercial Kitchen or Commissary Name: _____
Address and City: _____

Phone #: _____
Date(s) and Time(s) of Pre-Event Use: _____

Valid Health Permit in Santa Clara County. Enter facility #: FA _____
 Facility is permitted outside Santa Clara County (Attach a copy of valid Health Permit).

Name of Permit Holder or Authorized Kitchen Representative: _____
Signature: _____
Date: _____

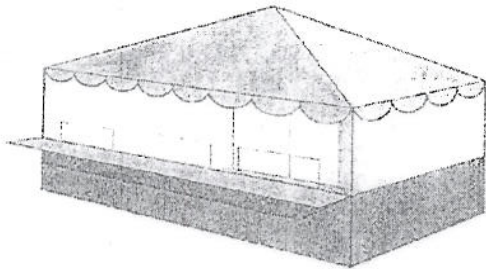
REQUIREMENTS FOR TEMPORARY FOOD FACILITIES IN THE COUNTY OF SANTA CLARA

PERMIT REQUIREMENTS

All event applications and applicable fees **MUST** be submitted to the Department of Environmental Health at least 2 weeks before the event.

- Each temporary food facility **MUST** apply for a permit.
- At events with two or more temporary food facilities, a person or organization **MUST** be responsible for shared facilities (e.g., restrooms, waste disposal) and in addition **MUST** apply for an event coordinator/organizer permit.
- Once the application is approved, **NO** changes may be made without approval of the Department of Environmental Health.
- Unauthorized changes or non-compliance may result in closure of food facility until deficiencies are corrected. Re-inspection fees may be assessed if any permits are suspended.

FOOD BOOTH CONSTRUCTION



Fully Enclosed Food Booth

ALL food and beverage booths **MUST** be constructed with four sides, a ceiling, and a floor as follows:

- Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- Floor surfaces **MUST** be smooth and cleanable.
 - ✓ Smooth pavement, plywood, canvas, etc. is approved.
 - ✓ Grass or dirt floors **MUST** be covered with approved tarps or plywood.
- Walls and ceilings **MUST** completely enclose the booth and be made of approved materials (check with fire department for booth material requirements).
 - ✓ Wood, canvas, plastic, 16-mesh fly screening, or similar material is approved.
 - ✓ Pass-thru window openings **MUST** not exceed 432 square inches and have tight-fitting closures (e.g., Velcro). Minimum distance between window openings shall not be less than 18 inches.

- ✓ **EXCEPTION:** Booths that handle **ONLY** food or beverage **PREPACKAGED** at an approved facility are **NOT** required to be fully enclosed, just an overhead canopy and cleanable flooring. All food and beverage **MUST** be sold or served in unopened original packaging.
- ✓ A clearly visible sign **MUST** be provided listing the booth name, city, state, zip code, and name of permittee. *Non-profit charitable booths are NOT required to provide this signage.*
- ✓ The booth name **MUST** be at least 3 inches high, with strokes at least 3/8 inches wide.
- ✓ The city, state, zip code, and name of permittee **MUST** use lettering at least 1 inch in height.

FOOD PREPARATION AND HANDLING

- All food **MUST** be from an approved source.
 - ✓ Food or beverage that has been stored or prepared in a private home may **NOT** be offered for sale, sold, or given away.
 - ✓ Have copies of invoices/receipts for food, available for review by Specialist.
- All equipment and utensils **MUST** be approved by the Department of Environmental Health.
 - ✓ Surfaces that come in contact with food **MUST** be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment.)
 - ✓ Do **NOT** use galvanized or enamel coated cookware or utensils.
 - ✓ **ALL** utensils and cooking equipment – except for barbecue units and deep fat fryers (see below) – **MUST** be inside the temporary food facility unless otherwise required by the local fire department.
- Food storage and display:
 - ✓ All food (including ice) and food containers **MUST** be stored inside the temporary food facility and off the floor on shelving or pallets.
 - ✓ **NO** open or unpackaged food may be stored or displayed at service counters
 - ✓ Condiments **MUST** be in single-service packets, pump-type containers, or squeeze containers
 - ✓ **EXCEPTION:** Supplies and non-potentially hazardous foods in unopened original commercial packaging may be stored outside the facility.
- Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.

SAFE FOOD TEMPERATURES

- A probe-type metal thermometer **MUST** be used if potentially hazardous foods are served. Clean and sanitize thermometer before and after each use.
- All potentially hazardous foods **MUST** be maintained at required temperatures. Maintain temperature logs.

COOKING requirements:

Food **MUST** be thoroughly cooked to required minimum internal temperatures.

- 165°F Poultry, stuffed meats, and other stuffed foods
- 157°F Ground beef (hamburger)
- 145°F Fish, eggs, and pork

RE-HEATING requirements:

- 165°F Re-heat potentially hazardous foods before placing in a warming unit

HOLDING requirements for PROFIT facilities:

- 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
Foods may be kept at this temperature for up to 12 hours in any 24-hour period. At the end of the operating day, these cold foods **MUST** be:
 - ✓ placed in a refrigeration unit within an approved facility and maintained at or below 41°F; or
 - ✓ destroyed in an approved manner.
- 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F. At the end of the operating day, these hot foods **MUST** be either:
 - ✓ destroyed in an approved manner.
 - ✓ donated to a food bank.

HOLDING requirements for NON-PROFIT CHARITABLE facilities:

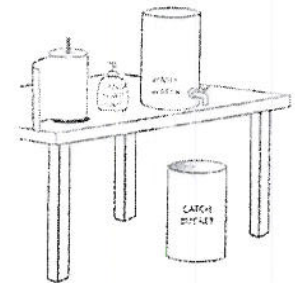
- 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F at all times.
- 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F at all times.

PLEASE NOTE . . .

Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department of Environmental Health.

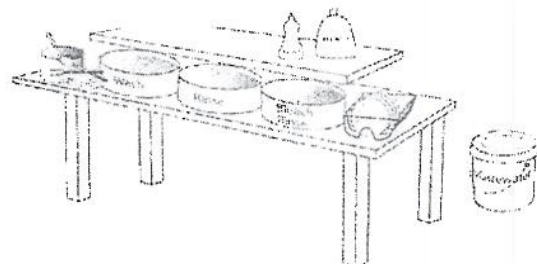
HANDWASHING

- Facilities that handle unpackaged or open foods or beverages **MUST** provide handwashing facilities **INSIDE** the temporary facility.
- All food handlers must wash hands frequently to prevent the contamination of food. This includes, but is not limited to, washing hands **BEFORE** handling food, **AFTER** visiting the restroom and **AFTER** using tobacco products.
- Each facility **MUST** provide a gravity flow handwashing set-up consisting of:
 - ✓ a container – 2 gallons or more – with a spigot that can lock in the open position,
 - ✓ pump soap,
 - ✓ paper towels,
 - ✓ a catch bucket or tub for wastewater.
- Hand washing facility **MUST** be checked frequently and refilled when needed.



UTENSIL WASHING AND SANITIZING

- Facilities that handle unpackaged or open foods or beverages **MUST** provide utensil washing and sanitizing facilities **INSIDE** the temporary facility.
- Utensil washing set-up includes three containers filled with potable water. Each container **MUST** be large enough to accommodate the largest utensil to be washed.
 - ✓ Container # 1 – WASH – with soapy water.
 - ✓ Container # 2 – RINSE – with clean and clear water.
 - ✓ Container # 3 – SANITIZE – with sanitizing solution. Replace water and add sanitizer whenever necessary.
 - ✓ Adequate space to air dry all utensils.
- A sanitizing solution **MUST** be provided for cloths used to wipe spills on food contact surfaces.



- Sanitizing solution may consist of 1 tablespoon household bleach for each gallon of water. Other approved sanitizers may be used.