

ENVIRONMENTAL HEALTH  
 EAST SAN GABRIEL OFFICE  
 1435 WEST COVINA PARKWAY, ROOM #10  
 WEST COVINA, CA 91790  
 Phone (626) 813-3380 : Fax (626) 813-3333



**VENDOR FEE:**  
 \*Food Prep. Booth : \$ 166.00  
 \*Pre-Packaged Booth: \$ 58.00  
 \*Food Demonstration: \$ 39.50  
 \*Pre-Packaged and Food Demonstration \$97.50

Note: Application will not be accepted if not completed.

*Rates may change*

**CASHIERS CHECK OR MONEY ORDER**

*Pomona Harvest*  
 \$166.00 of \$97.50

County of Los Angeles Department of Health Services  
 Environmental Health District Services  
 Plan and Application for Temporary Event Food or Beverage Stands  
 (VENDOR)

Name of Event \_\_\_\_\_ Date (s) \_\_\_\_\_  
 Name of Food Stand \_\_\_\_\_ PHP# \_\_\_\_\_  
 Name of Person Operating/Serving at Stand \_\_\_\_\_  
 Event address \_\_\_\_\_ Home telephone # ( ) \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Cell telephone # ( ) \_\_\_\_\_  
 For Profit    \*  Charitable-Not Profit     Demo     Other \_\_\_\_\_ (Vehicle)

**\*\*NO HOME CANNED OR PROCESSED FOOD ALLOWED\*\***

List all foods to be served, indicating which foods will be commercially pre-packaged and which will be prepared at the stand. Please list the source of commercially pre-packaged foods or foods that will be prepared in a location other than the stand. Also, list the Public Health Permit/License number of the establishment preparing those foods.

FOOD	COMMERCIALLY PRE-PACKAGED	PREPARED AT STAND	PREPARED AT OTHER LOCATION	LOCATION	PHP/L# Attach copy of permit
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

If perishable foods are included in the above listing, is refrigeration provided?  Yes    No  
 If so, what type? \_\_\_\_\_

\*Provide proof of non profit status i.e. 501C.

**UTENSILS AND EQUIPMENT**

Part A

Multi-use eating and drinking utensils, (e.g. plates, glasses, silverware)?  Yes  No

Multi-use kitchen utensils, (e.g. scoops, spatulas, etc.)?  Yes  No

Utensil Washing sink with hot and cold running water under pressure provided by:

Promoter

Food Stand Operator \*

\* Please complete Part B

*Each food booth must provide a hand washing station*

Part B Location and type of utensil sink

Method of liquid waste removal:  Connected to public sewerage  Waste tank

Waste tank maintenance schedule \_\_\_\_\_ per day \_\_\_\_\_ per hour

Name of waste removal company \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Part C

List all equipment to be used at event

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ f. \_\_\_\_\_

c. \_\_\_\_\_ g. \_\_\_\_\_

Food to be protected from customer contamination by:

Sneeze Guards

Only pre-packaged or Bottle Food or Drink

Hinged Chafing Dishes

Other (Specify): \_\_\_\_\_

Prepared and Handled out of the line of the customer

**FOOD STAND CONSTRUCTION AND EQUIPMENT  
MATERIALS TO BE USED FOR FLOORS, WALLS, AND CEILING**

\*Please note: Food stands must be protected from dust contamination on 4 sides and top. A service opening of no more than 216 square inches (12"x18") is allowed.

Floor \_\_\_\_\_

Walls \_\_\_\_\_

Ceiling \_\_\_\_\_

Comments \_\_\_\_\_

Application Completed By: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

County of Los Angeles Department of Health Services  
Environmental Health  
District Environmental Services

Requirement for Temporary Event Food Stands

Food Stand Construction and Placement

- \*Stand in which food is prepared shall be enclosed on the top and three sides With wood, canvas, plastic, fine mesh screening, or similar material. Stand material is subject to local fire regulations. (See sketch on page 6).
- \*Earth floor are not permitted. Such floors shall be covered with materials such as clean canvas, wood, or cleanable carpet. Smooth asphalt and concrete floors are acceptable.
- \*Food stand shall not be located under trees or vegetation.
- \*Maximum customer service opening shall be no larger than 216 square inches (12"x18") spaced minimum 18" apart.

Open Flame/Barbecue Cooking

- \*Open flame cooking equipment may be located adjacent to the stand, but not in an area subject to customer or overhead contamination, (e.g. trees, birds, people, etc.). The location and type of open flame cooking equipment is subject to local fire department approval.
- \*Equipment shall be placed to avoid customer contact with all heating/cooking devices.

Trash Maintenance and Disposal

- \*An adequate number of approved metal or plastic refuse containers with tight fitting lids shall be provided.

Animals

- \*Live animals, birds, or fowl are not permitted inside the stand.
- \*Food stand must be at least 35feet away from animal petting or other attractions.

Toilet and Hand washing Facilities for Food Handlers

- \*At least one single-compartment sink equipped with hot and cold potable running water shall be provided within each food stand.
- \*At least one water closet or chemical toilet must be provided for each 15employees / food handlers.
- \*Hand washing facilities shall be provided at each food stand. Liquid or powdered soap and paper towels for Hand washing shall be provided.

\*Covered/clean waste receptacles must be provided at handwash facilities.

### Toilet and Hand washing Facilities for the Public

\*It is recommended that one toilet for each 175 women and one toilet for each 250 men or fractional part thereof, be provided.

\*Handwashing/toilet facilities for the public are to be conveniently located. Adequate maintenance of the facilities must be kept, (e.g. toilet paper, soap, single use towels, and trash container).

### Equipment and Utensil Washing Facilities

\*Equipment and food contact surfaces shall be smooth, easily cleanable, and non-absorbent.

\*At least one two compartment sink with potable hot and cold running water shall be provided at each food stand.

\*All washable utensils (pots, pans, scoops, ladles, etc.), shall be washed and cleaned at approved utensil washing facilities as indicated on the temporary event application.

### Food Protection and Handling

\*Smoking inside the stand is prohibited.

\*Food handlers shall wear clean clothing, adequate hair restraint (caps or hairnets), and shall keep their hands clean at all times.

\*Food handlers should avoid direct contact with food, and should instead use scoops, tongs, or disposal gloves.

\*Food handlers must wash hands each time they leave the stand, after taking breaks, or using toilet facilities.

\*Ice used in customer beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes. All ice shall be stored in leak-proof containers.

\*All food and utensils shall be stored off the ground at least 6" on shelving or pallets within the stand.

\*Only single-service eating and drinking utensils are approved for customer use.

\*Customer self-service of unwrapped or unpacked foods is prohibited, except if protected by approved sneeze guard or is served from hinged, covered chafing dishes.

\*All food, beverages, and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination by dirt, dust, insects, or customers.

\*All food shall be prepared in a licensed/permitted food establishment, or at the food stand, as indicated on the application.

\*No home prepared foods shall be dispensed by profit making organizations at food stands.

- \*Non-perishable home prepared bakery products may be dispensed from non-profit food stands only. Non-profit status must be established 30 days prior to the event as indicated on application.
- \*Potentially hazardous/perishable foods must be maintained at temperatures either below 41°F or above 140°F at all times.
- \*All liquid waste shall be lawfully disposed of at approved dump stations. This includes, but is not limited to, grease, ice condensate, beverage waste, etc.
- \*Children shall work under the direct supervision of a responsible adult at all times.

### Plans, Applications, Permits and Fees

- \*A plan and application must be submitted for each separate food stand. No permits will be issued without a completed plan and application.
- \*Health permits are required for all food stands. A fee of \$ (Contact Office for current prices) is to be submitted with the plan and application, and received by the office listed below at least 30 days prior to the event. The fees are to be paid by check or money order, made payable to: **“Department of Health Services”**. *No cash* will be accepted.
- \*Permit fees are not required for stands operated by charitable/tax -supported organizations. Proof of charitable/tax supported status is required. Such proof (i.e. articles of incorporation or non-profit status from the California Secretary of State), shall be provided at least 30 days prior to the event and must be submitted along with all other required applications and paperwork.
- \*Plans, applications, and fees may be submitted in person or mailed to:

**Environmental Health**  
**1435 West Covina Parkway, Room #10**  
**West Covina, California 91790**  
**(626) 813-3380**

- \*A copy of these requirements shall be posted in a conspicuous place within each food stand.

#### FOOD STAND CONSTRUCTION:

- ◆Rear, two sides, front, and top must be covered.
- ◆Covering may be canvas, plastic, tarp, fine mesh screening, or wood
- ◆Covering material shall be fire retardant and subject to local fire department approval.
- ◆Washable floor required if booth is located on ground other than asphalt or concrete.