



A Tradition of Stewardship
A Commitment to Service

PERMIT APPLICATION AND REQUIREMENTS FOR FOOD VENDORS AT TEMPORARY EVENTS

Food vendors must submit this application, all necessary information, and permit fee(s) a **minimum** of two weeks prior to the event. All permit fees are payable to Napa County. A permit will be issued to the vendor after this Department confirms that all requirements of the California Retail Food Code (CalCode) have been met.

A vendor is not authorized to operate a food facility at a temporary event until written authorization to operate has been issued by this Department. Submitting an application and fee does not constitute approval to operate.

CURRENT FOOD VENDOR FEES:

Application with fees received:	2 weeks prior to event	At least 1 week but less than 2 weeks prior to event	1 week or less prior to event*
Low risk	\$111	\$222	\$333
High risk	\$171	\$342	\$513
Annual permit	\$406	N/A	N/A

*Applications submitted the week prior to the event will be approved as staffing and workload allow, and the permit will not be mailed to the operator. Applicant will be called when the permit is ready to be picked up.

- *Each food facility operator must have a copy of the temporary food facility permit and the self-inspection checklist posted on site during inspection and throughout the event.*
- *Annual permits will be issued to vendors for multiple events and expire at the end of the calendar year. All events must be listed in this application or on an amended application form. The annual permit is specific to the operation and food service described in this application and as approved by the Department. If you require a high risk permit and participate in 3 or more events/year, we encourage you to get an annual permit.*

Low risk includes facilities that sell or give away non-potentially hazardous food in original manufacturer packaging and do not offer samples.

High risk includes all other facilities, including sampling.

Fee exemptions may be granted to organizations or individuals meeting the following criteria, if a fee waiver request form and event application are submitted and approved at least 2 weeks prior to the event:

- ❖ An organization is a qualified non-profit corporation
- ❖ An organization or club from a school or educational facility
- ❖ An individual owner that has a Veteran's DD 214 government exemption form

Note: Fee waivers may not be approved for applications received less than 2 weeks from the event date.

APPLICANT INFORMATION:

Booth name or organization _____

Owner Name: _____

Owner Address: _____

Phone number: _____ Cell Number: _____

Operator Name (if different): _____

Operator Address: _____

Phone number _____ Cell Number _____

Fax _____ E-mail _____

This application may be used for multiple temporary events providing all the information remains the same. You must submit a separate fee for each event you plan to attend (i.e. St. Helena Farmers' Market and Napa Farmers' Market: fee would be \$88 x 2 = \$176), unless you have an annual temporary event permit, in which case, one permit will be issued for the events included in this application. **However, individual permits will be issued, which are valid only for the event for the time period indicated.**

List temporary events below:

NAME OF EVENT(S):	DATES OF OPERATION:

I certify that I have reviewed this application and state that all information is correct. I understand that the fee paid is based upon my declaration of information on this form, and incorrect or incomplete information is grounds for permit denial or revocation. I have read, understand and agree to comply with the **"Requirements for Temporary Food Facilities in Napa County"** included with this application.

Operator name (print)

Operator signature and date

FOOD PREPARATION PLAN

Please answer all of the following questions. Incomplete information may result in your application being denied.

1. How will cooking and holding temperatures be monitored? _____
2. Will any foods be prepared/stored in advance or after the event? Yes **NO** (check one)
 If yes, where? Name and location of commissary: _____
A copy of the health permit and letter from commissary allowing use of the facility are included. Initial: _____
3. Will all foods be purchased on day of event and prepared in booth? Yes **NO**
 If yes, operator shall provide a receipt or invoice for proof of same day purchase on the day of the event. Initial: _____
4. Are all foods stored, sold or given to customers packaged in original manufacturer packaging? Yes **NO**
5. Will food be stored anywhere other than the temporary food facility or mobile food facility?
 If yes, where? _____
6. Will any samples be offered? Yes No
 If yes, describe methods to provide protection from contamination and review guidelines:

7. Will you BBQ at the event? Yes No

NOTE: NO BBQ'S PERMITTED INSIDE TENTS. GRILLING INSIDE A TENT MAY BE ALLOWED IF LOCAL FIRE AGENCY GRANTS APPROVAL.

I understand that food prepared or stored in a private home or other unapproved location is prohibited. Initial: _____

USE THE FOLLOWING CHART TO DESCRIBE THE FOOD STORAGE, TRANSPORTATION AND PREPARATION OF ALL FOODS TO BE SOLD, GIVEN AWAY OR PREPARED AT THE EVENT. Attach additional information if necessary to adequately describe how food will be protected throughout the event.

TEMPORARY FOOD FACILITY INFORMATION

Food/beverage	If prepared off-site, time in transport	Method of hot or cold holding during transport?	Cooking/reheating procedures	Method of hot/cold holding during event
<u>EXAMPLE:</u> CHILI	30 minutes	COOLER	BURNER	STEAM TABLE

Note: Please draw the layout of your booth at the bottom of this page.

TENT INFORMATION:

Tents will only be approved for:

- One-day events; or
- Facilities at multiple-day events, selling pre-packaged foods (no sampling) that have a secure, approved location to store food during non-operating hours.

Is your booth fully enclosed from floor to ceiling? Yes No (check one)

Are service openings no larger than 216 square inches and at least 18 inches apart? Yes No

Proper signage will be provided for booth (e.g. name of facility, name of permittee, city, state and zip code) Yes No

**Any food facility operating inside a tent must provide adequate protection during episodes of inclement weather, including rain or heavy winds, or cease operations during these conditions.*

NOTE: ALL MOBILE FOOD FACILITIES IN WHICH A PERSON WORKS MUST BE CERTIFIED BY THE STATE DEPARTMENT OF HOUSING.

MULTIPLE-DAY EVENTS:

Food facility is operating inside an enclosed building? Yes No (check one)

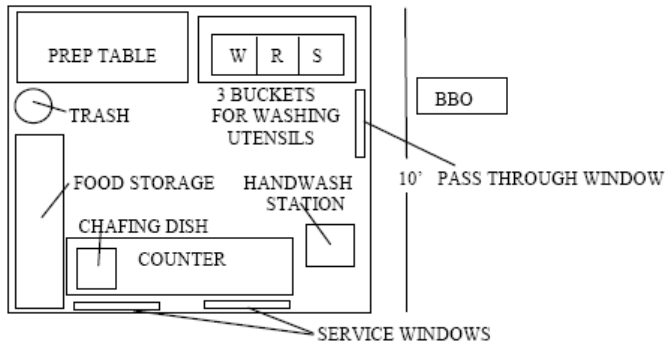
If no, food facility must operate inside a mobile food facility that has an insignia of approval issued by the **California Department of Housing and Community Development (HCD)** and affixed to the unit as required. The mobile food facility has required insignia? Yes No

For information regarding the insignia, contact HCD at (916) 255-2501. **Roll-off type facilities** that have not been inspected and certified by an agency qualified to inspect, electrical, plumbing, egress, etc. will not be issued permits.

FACILITY LAYOUT (REQUIRED IF NOT OPERATING INSIDE A MOBILE FOOD FACILITY):

In the space below, provide a drawing that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing. All food preparation, except food cooked directly on the BBQ, must be conducted inside an enclosed, protected temporary food facility. Contact the local fire department for requirements for cooking equipment located inside a booth.

Example:



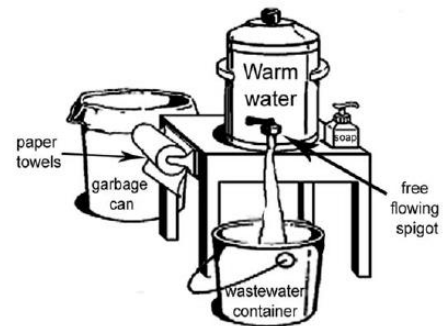
REQUIREMENTS FOR FOOD VENDORS AT TEMPORARY EVENTS IN NAPA COUNTY
(Retain a copy for your records)

Identification of Operator:

The name and address of the business must be permanently affixed to the booth. This sign must be clearly visible to patrons. The letters of the name must be at least 8 centimeters (3 inches) high and must be of a color contrasting with the booth. The letters and numbers for the address must be at least 2.5 centimeters (1 inch) in height. The facility must also post a copy of the permit issued by the Department of Environmental Management and the self-check inspection.

Hand Washing Requirements:

Hand washing facilities are required within each food booth, except where only prepackaged foods are offered. Any vendor offering samples to the public must have a hand washing station in their booth. Hand washing facilities must consist of a minimum 5-gallon container of warm, potable water (100°F), single-use germicidal soap, paper towels, and an adequately sized vessel to contain the wash water.



Employee Knowledge:

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

Person in Charge:

Each temporary food facility shall have an owner or person in charge present during all times of operation that is responsible for the operation of the food facility.

Toilet Facilities:

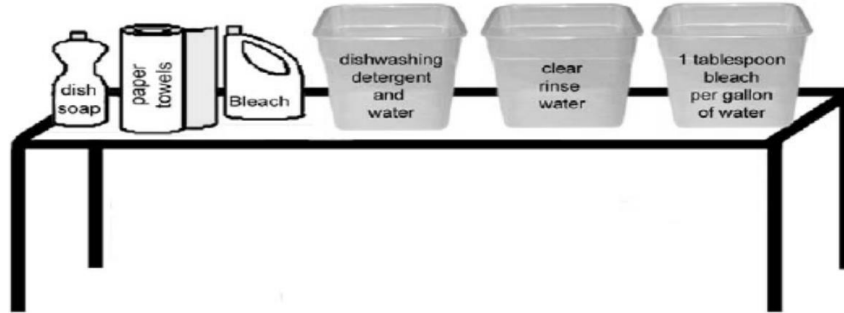
At least one toilet facility per 15 food service workers shall be provided within 200 feet of each booth. Each toilet facility must be equipped with a hand washing station consisting of running water, single-use germicidal soap, and paper towels.

Cleaning and Sanitizing of Utensils:

Food operators which handle multi-use utensils to prepare foods must provide an adequate means for cleaning and sanitizing food prep areas and utensils. At a minimum, a utensil washing station must consist of the following:

- a. Fifteen gallons of potable water per booth per day;

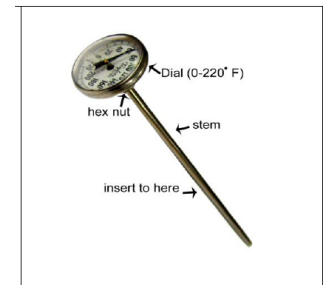
- b. Three clean utensil wash containers large enough to submerge the largest utensil;
- c. Utensil washing detergent;
- d. Approved sanitizing rinse (100 ppm chlorine solution--1 oz. bleach per 2 gallons of water, or 200 ppm quaternary ammonium sanitizer). Food contact surfaces must be sanitized at least every 4 hours.



Food Temperature Control:

All operators handling potentially hazardous foods (PHFs) must comply with the following:

- 1. Adequate equipment must be available to hold PHFs (including meats, seafood, soups, cooked rice and beans, dairy products, cut melons, and sprouts) at or below 45° F or at or above 135° F. CalCode, Section 114343 requires all potentially hazardous foods held at or below 45° F or at or above 135° F to be destroyed in a manner approved by this Department. Hot food remaining at the end of the event shall not be re-used.
- 2. Provide a properly calibrated food *probe* thermometer accurate to ± 2° F for checking hot *and* cold foods throughout the event.
- 3. PHFs must be transported in approved containers capable of maintaining required holding temperatures.



Coolers and Chafing Dishes will be approved for temperature control of PHF's for one-day events only. Foods hot held in chafing dishes must be discarded at the end of the day. **Coolers and chafing dishes are not allowed for multiple day events.**

Conditions of Transport

During transportation to and from the temporary food facility and during operation of the temporary food facility, all food, food contact surfaces, and utensils shall be protected from contamination.

Food Protection:

- 1. All food and utensils must be protected from contamination, including rain, vermin, bird droppings, insects, non-food chemicals, wastewater, overhead leakage, and other contaminants.
- 2. Food handlers must wash their hands prior to preparing food, and after smoking, eating, after using the restroom, disposing of garbage, handling raw meats, etc.

3. Direct hand contact with food must be minimized.
4. Food handlers must not work in food booths when ill.
5. No food may be stored or prepared in a private home.
6. All food shall be stored at least 6 inches off the floor.
7. Employee belongings shall be stored separate from food and utensils.
8. Only single-use utensils for consumer use are permitted.

Booth Construction:

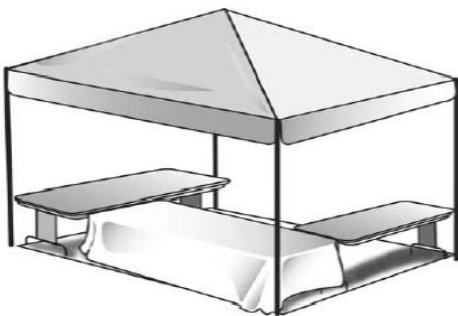
1. Booths must provide a durable and cleanable floor surface (i.e., a tarp or sealed plywood).
2. Each booth shall indicate the name, address, and telephone number of the booth operator or permittee in letters clearly legible to patrons.

Multiple Day Events: Tents are ONLY allowed at multiple day events for foods sold in original manufacturer packaging with an approved, sanitary location to store product during non-operating hours.

One Day Events: Tents will be allowed for one day events such as those at the Chef’s market. Barbecues can be approved if they meet the requirements’ below. Fryers are NOT allowed inside or outside tents.

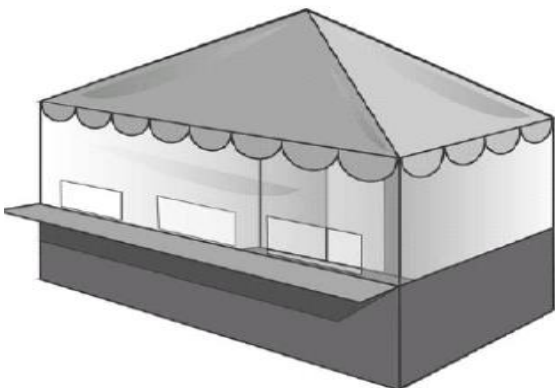
All booths which handle any non-prepackaged foods must be fully enclosed (floors, walls, and ceiling) with approved pass through windows. Screening, if used, must be a minimum of 16 mesh.

Booth examples:



PACKAGED FOOD BOOTH:
(overhead protection)

- Fully wrapped food items prepared in an approved food facility.
- Serving of beverages from approved dispensers



FULLY ENCLOSED FOOD BOOTH

(may also have a flat roof and alternate openings in front)

- Full food preparation and service

Waste Disposal:

1. All liquid wastes must be disposed of via a sanitary sewer or liquid waste disposal station.
2. All solid and food waste must be handled so as to prevent a nuisance.

Open-Air Barbecues:

Open-air barbecue facilities may be permitted in conjunction with a temporary food booth provided that the following requirements are met:

1. Any foods cooked on an open-air BBQ must be cooked directly over the heat source. Foods may not be cooked in a pan or skillet on the BBQ. The food must be placed directly on the grill.
2. The barbecue must be separated from public access to prevent food contamination or injury to the public by using ropes or other approved methods.
3. No animals (except as allowed in CalCode) are allowed within 20 feet of an open-air barbecue.
4. The open-air barbecue must be protected from dust and other contamination.
5. Approved toilet facilities must be located within 200 feet of the open-air barbecue.
6. Open-air barbecues must meet all requirements of the local fire authority (check with local fire district).

DEPARTMENT OF HOUSING CERTIFICATION

ALL mobile food facilities in which any person works must be certified by the California Department of Housing.