



# County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
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Plan Check Scheduling Line: (858) 505-6660



## Catering Standard Operating Procedures

This document will help you prepare the required written description of your proposed catering activities, including descriptions of your equipment and standard operating procedures for your proposed catering business. All required documents will be reviewed during an in-office Plan Check Consultation. Once these procedures are approved, a Plan Check Field Consultation will be required for an onsite evaluation at the proposed commissary location. A signed and APPROVED copy of this document must be maintained with your Catering operation during all operating hours.

Please note that any changes to the menu, equipment, or procedures listed on your approved form will require another review and written approval by the Department of Environmental Health’s Food and Housing Division (DEH-FHD).

Catering Name: \_\_\_\_\_ Health Permit #: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Documents to Include

✓	<b>Check the following items as you include them with this document.</b>
	<b>Application</b> - Complete and submit the <a href="#">plan check application for an in-office Plan Check Consultation</a> . Once the proposed Standard Operating Procedures have been approved, a Plan Check Field Consultation is required to obtain a health permit. Separate fees apply for both consultations. Ensure that all information is legible.
	<b>Commissary Agreement</b> - The Caterer must prepare and store all food and equipment at a commissary kitchen (permitted food facility). The Caterer and their proposed commissary must complete and sign the <a href="#">commissary agreement</a> .
	<b>Specification Sheets</b> - Submit specification or cut sheets for all proposed equipment, including the <u>portable</u> mechanical refrigeration, overhead protection/enclosure, and portable hand-washing sink(s) carts that will be utilized during Catering events. Provide documentation that shows the certification for sanitation and electrical standards by an American National Standards Institute (ANSI) accredited certification program such as NSF, UL, ETL, etc. for all equipment and refrigeration.
	<b>Menu</b> - Include all menus. List all food and beverages items to be sold. (Refer to page 2 & 6)
	<b>Food Safety Manager Certification</b> - Provide proof that an owner or employee has a valid <a href="#">Food Safety Manager</a> certificate or card.
	<b>County Food Handler Card</b> - Provide documentation that all employees have a valid <a href="#">County of San Diego Food Handler Card</a> .
	<b>Log</b> - A written log must be maintained for a minimum of 90 days after each catering event to include the event organizer name and contact information, menu of foods and beverages served. When operating at a Host Facility, the log shall include your menu and location/date/time of operation. Please describe how you will log this information (i.e. What type of database) and provide a sample of that log.

## Caterer Process

**1. Provide a brief statement on how you intend to provide the catering service. For example, is the catering process to be private event catering<sup>1</sup>, or is the catering process to be direct sales catering<sup>2</sup>, or is the catering process to be meal preparation service.**

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**2. Provide a brief description on how you intend to provide the food to customers. For example, is the food to be prepared on site based on limited food preparation, or is the food to be delivered to the event ready to serve, or is the food to be picked up from the commissary location by the customer.**

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<sup>1</sup> “Private event catering” means catering where food is served to a predetermined number of guests invited to an event by a sponsor or organizer. Provided that the requirements in subsection (a) of section 61.305 are met, “private event catering” also includes catering at a “social function” or “sponsored commercial function.” County Code 61.302.

<sup>2</sup> “Direct-sales catering” means any catering where food is sold or served to individual consumers as members of the public, i.e., all catering other than private event catering. Direct-sales catering is only allowed at a permitted catering host facility that meets the requirements of section 61.306 at the time the catered food is served. County Code 61.302.

## Food Production

**3. Indicate the location where you will store food and equipment at the end of the day.**

Commissary Name: \_\_\_\_\_ DEH-FHD Permit #: \_\_\_\_\_

Address: \_\_\_\_\_

**Catering Operations must comply with Limited Food Preparation when operating at a Host Facility or private catered event. Limited Food Preparation includes the following activities:**

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
- (2) Dispensing and portioning of non-potentially hazardous food.
- (3) Holding, portioning, and dispensing of any foods that are prepared by a Catering Operation for a Host Facility.
- (4) Slicing and chopping of food on a heated cooking surface during the cooking process.
- (5) Cooking and seasoning to order.
- (6) Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Below, please describe your menu and where each item will be prepared, at the commissary or on-site at the catering event.

<b>MENU DESCRIPTION</b> <small>(USE ADDITIONAL SHEET ON PAGE 7, IF NECESSARY)</small>		
Indicate all the food and beverage items for sale.	WHERE WILL THE FOOD BE PREPARED?	
FOOD ITEM	COMMISSARY	CATERING EVENT
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. List equipment and utensils that will be used. Please be specific on equipment's use and function.  
For example: Equipment: Blender Intended use: Make Smoothies

Equipment	Intended use during food preparation or catering event
Refrigerator	

5. **Transport and Storage-** Describe the procedures for transportation (more than 30 minutes) and storage of food and equipment. Include methods to cold-hold and hot-hold potentially hazardous foods and the methods to hold food until service (e.g., covered chafing dishes, etc.). Include information about the proposed catering enclosure and handsink. Please note that all potential hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

- Transport Vehicle**
- Interior is constructed of smooth, washable, impervious material.
  - Holding area does not drain liquid to street, sidewalk, or premises.

<b>Hot Holding Method</b> (135°F and above)	During Transport-
	At Event-
<b>Cold Holding Method</b> (41°F and below)	During Transport-
	At Event-
<b>Other Food Storage</b>	During Transport-
	At Event-
<b>Equipment</b>	During Transport-
	At Event-
<b>Enclosure and Handsink</b>	Enclosure-
	Handsink-
<b>Closing Procedures</b>	Food Disposal-
	Transport-

**6. Cleaning- Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils at the commissary.**

Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:

Contact with a solution of 100 ppm (parts per million) available chlorine for at least 30 seconds.

Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.

Check the option you will use:  Commercial pre-mixed solution or  I will prepare my own sanitizer solution

Statements		
Initial next to the below statements indicating that you understand and will abide by them.		
_____	<b>1</b>	<b>A Catering permit may be used to prepare and serve food at private events and host facilities only.</b>
_____	<b>2</b>	<b>A Catering facility may not directly and indirectly sponsor a private event, social function, or sponsored commercial function at which the caterer prepares or served food.</b>
_____	<b>3</b>	<b>A Caterer may not have a substantial ownership interest in a Host Facility.</b>
_____	<b>4</b>	<b>All food must be prepared at the approved commissary. Home preparation or storage of food is prohibited. Only Limited Food Preparation is allowed when food is prepared offsite at a Host Facility or private catered event.</b>
_____	<b>5</b>	<b>When operating at an offsite premise, a sign or business cards must be posted/provided at the event premises stating the Caterer's business name, address, and DEH permit number.</b>
_____	<b>6</b>	<b>Mechanical refrigeration is required to hold all potentially hazardous food during operation; use of ice, portable cooling blocks, or ice chests/coolers is prohibited.</b>
_____	<b>7</b>	<b>A plan check fee must be paid prior to each consultative appointment and an operational health permit for a Caterer (FA28) must be applied and paid for prior to operating.</b>
_____	<b>8</b>	<b>Upon request, you must provide your operation schedule to DEH for inspection purposes.</b>
_____	<b>9</b>	<b>At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary.</b>
_____	<b>10</b>	<b>Potable water will be accessible at all times.</b>

**Acknowledgment**

I understand and agree that if I make changes to my operating procedures, I must notify the DEH-FHD within 7 days. Revised operating procedures may be provided by Fax: 858-505-6848, E-mail: [fhdperrmits@sdcounty.ca.gov](mailto:fhdperrmits@sdcounty.ca.gov), in person at 5500 Overland Avenue, San Diego, CA 92123 or by U.S. Mail to P.O. Box 129261, San Diego, CA 92112-9261, Attn: DEH-FHD Direct-Sales Caterer Inspection Program. Failure to notify DEH-FHD of any changes may result in an administrative citation, suspension, or revocation of the Health Permit issued to me to operate as a Direct-Sales Caterer. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Additional Menu Description**

Indicate all the food and beverage items for sale.	Where will the food be prepared?	
FOOD ITEM	COMMISSARY	ON-SITE
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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