

TEMPORARY EVENTS

PERMITTING & OPERATIONAL REQUIREMENTS

County of San Diego,
Dept of Environmental Health & Quality
Food, Water, and Housing Division



AGENDA

- What is a Temporary Food Facility?
- Types of Permits
- Application Process
- Health Permit Fees
- Program Updates
- Online Application Process

RESTAURANTS



FOOD TRUCKS



FOOD CARTS



SWIMMING POOLS



HOTELS



BARS



SPECIAL
EVENTS



TATTOOS



MORE!



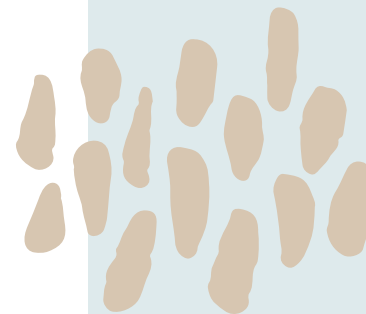
ABOUT US

COUNTY
HEALTH
DEPARTMENT



What is a Community Event?

"COMMUNITY EVENT" means an event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events APPROVED by the local ENFORCEMENT AGENCY.

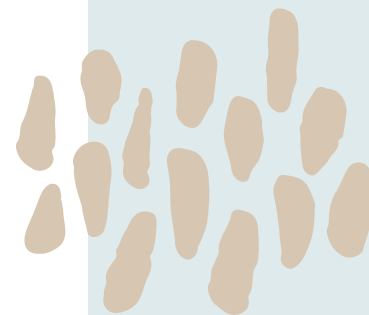


Types of Organizer Permits

1. Single event (1-4 days)
2. Annual (limited to no more than 25 days in a 90-day period)

What is a Temporary Food Facility?

- A Temporary Food Facility (TFF) is a food facility that operates at a fixed location for the duration of an approved community event or at a swap meet and only as a part of the community event or swap meet.



Types of Vendor Permits

- Prepackaged Food
- Limited Beverage Service
- Unpackaged Food
- Mobile Food/CMFO
- Cottage Food Operation
- Single Location Swap Meet Vendor

Duration

- Single event (1-4 days)
- Annual

Types of Permits

Permit Types

- [Permit Type Guidance](#)

Prepackaged Food Vendor

- 100% pre-packaged foods/beverages.
No open food preparation or sampling allowed.



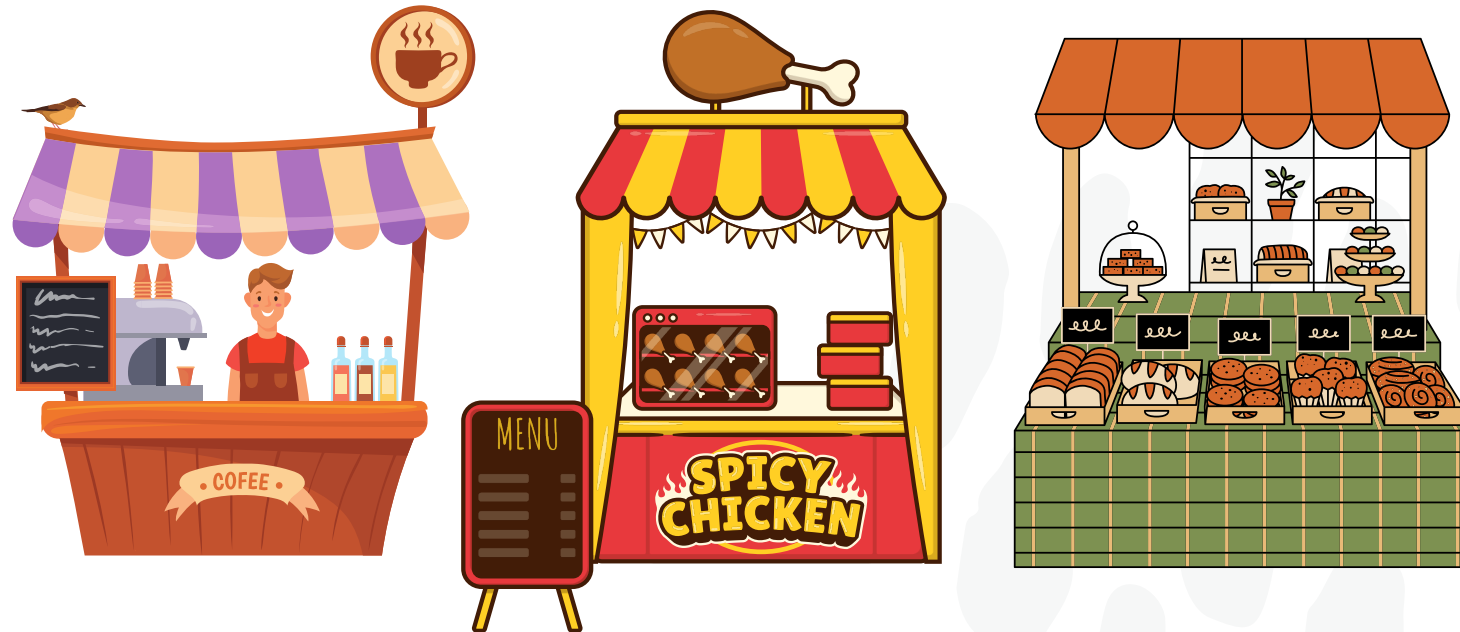
Limited Beverage Service

- Non-potentially hazardous beverages requiring no preparation other than dispensing from the approved container or draft, directly into the consumer's beverage container, or the service of non-potentially hazardous beverages that require the mixing of ingredients and addition of ice or garnish to a beverage.

Types of Permits

Unpackaged Food Vendor

- Open food operations



Types of Permits

Mobile Food Facility

- Any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail.
- All food must be prepared on the mobile. Vendors are unable to set-up a stationary table to store & sell food/beverage items unless approved as a Compact Mobile Food Facility (CMFO).



Types of Permits

Compact Mobile Food Operation (CMFO) Mobile

- Definition: A mobile facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack or other nonmotorized conveyance.
 - Mobile Food health permit required.
- 25 square feet exemption = No TFF vendor permit is required if only providing prepackaged, nonpotentially hazardous food/beverages or whole, uncut produce.



Types of Permits

Cottage Food Operation (CFO) Registration/Permit

- A registration/permit that allows individuals to produce and sell nonpotentially hazardous food from their home kitchen.
- All products are prepared, packaged and labeled for direct or indirect sale to customers. Ex: Baked goods w/out dairy cream or meat fillings, popcorn, honey, etc.
- Any open sampling requires an additional TFF permit.



Types of Permits

Swap Meet Vendor Permit

- 100% prepackaged, nonpotentially hazardous foods.
- This operational scope is limited to a single, fixed Swap Meet location without a Temporary Event Organizer.



Obtaining a Permit

- Submit a complete application and fees at least **14 days prior to the event date**. If an application is submitted or changed within 14 days of the event date, a late fee will be charged.
- You may be required to provide Standard Operating Procedures (SOP) for your food/sampling process.
- Applications can be emailed, mailed, faxed or submitted in person. Note that mailed applications need an extra week to sort through County mail.
- Applications for TFF annual permits must include a Commissary Agreement Letter and a valid Food Safety Manager's Certificate.
- If approved, the TFF permit will be issued by the Environmental Health Specialist on the day of the event or through the Organizer.

Application Requirements

Page 1: Applicant and Event Information

- Booth Name
- Applicant & Owner Information
- Person-in-Charge on the day of the event
- Billing Contact
- Event Details:
 - Event Name
 - Start and End Date
 - Days and Hours of Operation
 - Event Location



County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
P. O. BOX 129261, SAN DIEGO, CA 92112-9261
PHONE: (858) 505-6809 FAX: (858) 999-8920
FHDTempEvents@sdcounty.ca.gov

☐ New Vendor
☐ Existing/Annual Vendor
(Record ID):

TEMPORARY EVENT VENDOR PERMIT APPLICATION

APPLICANT INFORMATION			
Food Booth Name:		Applicant Name:	
Mailing Address (required):		City, State (required):	Zip (required):
Email Address (required):		Phone Number (required):	
PERSON IN CHARGE DAY OF THE EVENT INFORMATION (Check here if same as applicant <input type="checkbox"/>)			
Name (required):	Email Address (required):	Cell Phone Number (required):	
OWNER INFORMATION (Check here if same as applicant <input type="checkbox"/>)			
Name (required):	Email Address (required):	Phone Number (required):	
Mailing Address (required):		City, State (required):	Zip (required):
Type of Ownership (required): <input type="checkbox"/> Corporation <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Owner			
If you are part of a Community Event, provide CEP record number: _____			
If you are a Non-Profit, provide: Non-Profit Name: _____ 501(c)(3) number: _____			
Are you claiming a Veteran's Exemption? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, read our FAQs document and fill-out the Veteran's Exemption Affidavit Form .			
BILLING CONTACT INFORMATION (Check here if same as applicant <input type="checkbox"/>)			
Name (required):	Email Address (required):	Phone Number (required):	
Mailing Address (required):		City, State (required):	Zip (required):
We are committed to enhancing communication and services to our customers. In support of this effort, we are seeking information on the primary languages spoken by you and your staff. This information will allow FHD to continue to translate various applications and informational materials.			
Preferred Language: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese – Cantonese <input type="checkbox"/> Chinese – Mandarin <input type="checkbox"/> English <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Karen <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____			
Preferred Secondary Language: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese – Cantonese <input type="checkbox"/> Chinese – Mandarin <input type="checkbox"/> English <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Karen <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____			
EVENT INFORMATION			
Temporary Event Name:		Event Start Date:	Event End Date:
Days and Hours of Operation:			# of Days in Operation:
Event Location (Address):		City, State:	Zip:

Application Requirements

Page 2: Annual Vendor Application Requirements

- Copy of your Food Safety Manager certificate (only for unpackaged/open food.
- Commissary Letter of Agreement completed and signed (Page 10)
 - Out of County Commissary and traveling more than 30 minutes to the event? If yes, submit an SOP that includes food temperature control/monitoring, a copy of the commissary's health permit, and the most recent inspection report.
 - No food from home unless you have a Cottage Food registration/permit.



County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
Phone: (858) 505-6900 • Fax: (858) 939-8920 • www.sdcdehq.org

COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT **THIS LETTER MUST BE RENEWED ANNUALLY**

Sections 114295, 114339, and 114341 of the California Retail Food Code require that all Mobile Food Facilities and Annual Temporary Food Facilities operate in conjunction with a commissary, mobile support unit or other facility approved by the local regulatory agency.

I) THIS SECTION TO BE COMPLETED BY THE FOOD FACILITY OWNER

Facility Name: _____ Health Permit Number: _____
Facility Mailing Address: _____ City: _____ Zip: _____
Street No. Street Name
Permit Owner Name: _____ Phone: (____) _____
Fax: (____) _____ E-Mail: _____

II) THIS SECTION TO BE COMPLETED BY THE COMMISSARY/HEADQUARTERS OWNER

The above food facility has my permission to use my health regulated business (listed below) FOR THE PURPOSES OF ESTABLISHING A COMMISSARY/ HEADQUARTERS FOR THEIR MOBILE FOOD, CATERING OR FOOD PROCESSING BUSINESS. This permission includes the use of the premises for the following: *(Check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Wastewater Disposal | <input type="checkbox"/> Vending Machine Storage |
| <input type="checkbox"/> Food Storage | <input type="checkbox"/> Trash Disposal | <input type="checkbox"/> Ice Production |
| <input type="checkbox"/> Warewashing Facilities | <input type="checkbox"/> Vehicle/Cart Storage Area | <input type="checkbox"/> Used Cooking Oil Disposal |
| <input type="checkbox"/> Vehicle/Cart Washing Area | <input type="checkbox"/> Chemical/Supply Storage | |
| <input type="checkbox"/> Fresh Water Supply | <input type="checkbox"/> Vending Machine Cleaning | |

Commissary/HQ

Facility Name: _____ Health Permit Number: _____
Address: _____ City: _____ Zip: _____
Street No. Street Name
Permit Owner Name: _____ Signature: _____ Phone: _____
Print
E-mail address: _____ Date: ____/____/____

OFFICE USE ONLY

VERIFICATION OF HEADQUARTERS

Vending Year: 20 Other Agency – Copy of Current Health Permit: ☐ Yes ☐ No ☐ N/A

Verified By (initials): _____ Date of Approval: ____/____/____

Application Requirements

Food Safety Certificate & County Food Handler Cards

- For Annual Vendors: There must be one person with a valid Food Safety Manager's Certificate working at the event.
- All unpackaged/open food handlers shall have demonstration of adequate food safety knowledge.
 - Valid food handler card or test from an approved San Diego County course.
 - Other approved methods.



Application Requirements

Page 2: Warewashing Facilities

- Only applicable to unpackaged vendors.
- A 3-compartment sink with hot/cold running water for proper utensil washing must be provided by the Organizer when vendors don't have their own.
 - Must be available with overhead protection for any unpackaged food vendors, and if the event is longer than 4-hours (including set-up time).
 - One 3-compartment sink for every 8 unpackaged/open food or beverage vendors.

WAREWASHING FACILITY/FACILITIES (For unpackaged vendors only)		
<input type="checkbox"/> Self-Provided	<input type="checkbox"/> Organizer-Provided	<input type="checkbox"/> Agreement with food facility within 200 ft (must complete Appendix A)

Application Requirements





Page 2: Warewashing Facilities; Appendix A, Page 8

- Complete this agreement if a restaurant food facility located at the event will allow the use of their on-site warewashing facilities.
 - Ex: A restaurant located directly adjacent to a street fair.

APPENDIX A

WAREWASHING FACILITY AGREEMENT

Warewashing facilities must be provided when open/unpackaged food vendors are operating at a temporary event and the length of the temporary event (including food vendor set-up time), is 4 hours or longer.

TEMPORARY EVENT VENDOR			
(This section to be completed by the Temp Event Vendor)			
Food Booth Name:		Event Name:	
Event Address:		City, State:	Zip Code:
Event Start Date:	Event End Date:	Event Time:	Owner Phone #:
WAREWASHING FACILITIES			
(This section should be completed by the Food Facility Owner allowing the use of on-site warewashing facilities)			
Business Name:		Permit #:	
Address:		City, State:	Zip Code:
Days of Operation:		Hours of Operation:	
Contact Name:	Title:	Phone #:	
<i>WE AUTHORIZE THE ABOVE-MENTIONED TEMPORARY EVENT FOOD VENDOR THE USE OF OUR WAREWASHING FACILITIES TO PROPERLY WASH EQUIPMENT AND UTENSILS AS REQUIRED BY THE HEALTH DEPARTMENT DURING THE DURATION OF THE EVENT.</i>			
X 			
Warewash Facility Representative (Signature)		Date	
X 			
Temp Event Vendor (Signature)		Date	

Proper 3- compartment Sink Set-up







Application Requirements

EVENT VENDOR ACKNOWLEDGEMENTS		
As the Temporary Food Facility owner/operator, you acknowledge that you understand your roles and responsibilities by initialing the following statements.		
	1	<p>Single Event Vendors – I acknowledge that all food and beverage preparation will be done on-site at the event, or I will be preparing food off-site ONLY at a permitted food facility (no home preparation is allowed).</p> <p>Annual Event Vendors – I acknowledge that any food preparation conducted off-site will be at my approved commissary location. I will complete and submit a Commissary Letter of Agreement</p>
	2	All potentially hazardous cold foods or beverages shall be held at or below 45°F at all times, including during transportation. Any food held between 42°F and 45°F must be discarded at the end of the day. Any food held at or below 41°F may be returned to the commissary at the end of the event.
	3	All potentially hazardous hot foods shall be held at or above 135°F at all times and must be discarded at the end of the day.
	4	Rapid reheating/cooking devices (e.g., flat grill, BBQ) must be available and capable of reheating food to 165°F within two hours. Steam tables, heat lamps, and crockpots are not designed for rapid reheating.
	5	Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.

Application Requirements

Page 6: Event Vendor Acknowledgements

	11	The application must be received at least 14 days before the event. All late applications will be assessed a late fee at the time of processing. I understand a supplemental fee will be invoiced, in addition to the required permit fee, if the application submittal and/or modifications to the original application are submitted less than 14 days before the event start date. Modifications include, but are not limited to, correcting incomplete applications or changes to the menu, participating vendors, warewashing facilities.
	12	No ill employees will be working with food, food contact surfaces, or equipment.
	13	I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in the filing of misdemeanor charges. <i>California Retail Food Code Section 114395.</i>
	14	I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.

Make checks payable to "County of San Diego"

Ensure that a valid email address is provided. An invoice and payment instructions will be emailed to you once your application has been processed. Prorated billing is not available. Credits or refunds cannot be issued after your application has been processed, regardless of participation in the event or inspection by this Department.

Page 9: Appendix B, Summary of Menu

- List all food/beverage items, including toppings, garnishes, and prepackaged foods.
- No food shall be prepared or stored at home.
- If Single Event Vendor, all your food preparation will be completed at the event unless you have an approved commissary.

- ## Page 9: Appendix B, Summary of Menu
- List all food/beverage items, including toppings, garnishes, and prepackaged foods.
 - No food shall be prepared or stored at home.
 - If Single Event Vendor, all your food preparation will be completed at the event unless you have an approved commissary.

MENU (List all food/beverage items, including toppings, garnishes, and prepackaged foods).						
FOOD/BEVERAGE	HOW SERVED	MADE TO ORDER	PREP AT COMMISSARY	PREP AT EVENT	SAMPLING	DESCRIBE PREPARATION METHOD
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
	<input type="checkbox"/> HOT <input type="checkbox"/> COLD	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	

Permit Fees

Temporary Food Facility Permits:

- Prepackaged Food/Limited Beverage Service:
 - Single Event Permit: \$148 / Annual Permit: \$360
- Unpackaged Foods
 - Single Event Permit: \$251 / Annual Permit: \$685*

* Annual permits require an approved commissary or other approved facility and a Food Safety Manager's Certification if handling potentially hazardous foods.

Swap Meet Vendor Single Location:

- Prepackaged Foods: \$111

* *Fees noted are current from July 1, 2025 - June 30, 2026.*

* *Late application submittal or modification for all temporary food facilities: \$198*

Fee Exemptions

Non-profit organizations

- Eligible for 2 fee-exempt health permits per fiscal year for the entire organization. Copy of 501(c)(3) must be attached to the application. Must still submit an application. Late fees are not exempt.

Veterans

- Must have sole proprietorship with proof, veteran's proof of honorable discharge (DD 214), copy of personal identification, submit veteran's exemption application. Late fees are not exempt.

Confirmed Legal Blindness

- Must meet federal definition of legally blind (central visual acuity of 20/200 or less in the better eye with the use of a correcting lens). Provide documentation and submit Confirmation of Legal Blindness form. Late fees are not exempt.

Late Application Fees & How to Pay Fees

Applies if the application is submitted or modified less than 14-days prior to the event start date.

- Fee: \$198.00

How to Submit Payment:

- Through DEHQ's online payment portal, or in-person over-the-counter at our office.
- If completing the application online, an invoice and payment instructions will be emailed to you once your application has been processed.
- Make checks payable to "County of San Diego"


Health Permit Delivery

- Health Permit will be printed after invoice fees have been paid.
- Printed permit will be given to the event's inspector and will be delivered during the routine inspection.
- Once obtained, the Health Permit should be posted at a visible location.

DEC **County of San Diego** **2019**
DEPARTMENT OF ENVIRONMENTAL HEALTH
ENVIRONMENTAL HEALTH PERMIT
P.O. BOX 128091, SAN DIEGO, CA 92112-8091 / (619) 505-4700 / (619) 253-9893 / FAX (619) 505-6945
www.sdsdeh.org

Owner/Operator Name: A PERMITTED MOBILE INC.
Facility Name: PERMITTED MOBILE
Facility Located at: 5500 OVERLAND AVE, SAN DIEGO, CA 92123

Mailing Address:
A PERMITTED MOBILE INC.
PERMITTED MOBILE
5500 OVERLAND AVE
SAN DIEGO, CA 92123


Elisa Rothachild
Director

Record Number: DEH2018-FFMP-123456

PERMIT TO OPERATE MOBILE FOOD
Expiration Date: 12/30/2019
RENEWAL IS REQUIRED BEFORE EXPIRATION DATE

ATTENTION

- Post in a Conspicuous Place.
- A copy of this permit must be maintained at the facility location.
- Permit is not valid for any facility location or owner not listed above.
- This permit is not transferable. Any change in the above owner, location or mailing address or business activity must be reported by submitting a written change to the department.
- This is not a City or County use permit, nor a permit to operate under any other regulatory program. Other permits may be required for these operations at this location.

This permit is provisional. The Director or designee of the Director may order the permit or any permit element be denied, suspended or revoked for violation of any relevant requirement established or provided by law. This permit does not excuse any owner or operator from complying with all applicable federal, state, county or local laws, ordinance or regulations. The owner or operator is required to determine if another permit or approval from any other agency or department is necessary. The County, by issuing this permit, does not relinquish its right to enforce any violation of law.

08/128

Program Updates

- Bars and Beer Gardens - can now be permitted as limited beverage service. Can now mix non-PHF ingredients, add ice or garnishes.
- Fees – Non-profit organizations qualify for up to 2 fee-waived permits per fiscal year. 3+ permits will receive 50% fee reduction. This applies even for CEP permits in the unincorporated areas.
- Fees – There is a charge for the organizer's vendor booth
- Online applications now accepted.

Demo: Temporary Event Permit Online Application

Navigation to Citizen Access Portal:

1. DEHQ website
2. Doing Business
3. Online Services
4. Citizen Access -

<https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx>

Temporary Food Events webpage:

Fillable Application

Supplemental Forms

Online Application Instructions

Temporary Food Events



CURRENT UPDATES

Please take some time to read through our [Frequently Asked Questions](#) and remember to **Avoid Food Poisoning, Don't Eat From Unpermitted Vendors!**

[Expand All](#) | [Collapse All](#)

Event Permitting Guidance	+
Application Resources	+


**TFF Organizer
Permit Application**


**TFF Vendor
Permit Application**


**TFF Organizer
Supplemental Form**


**TFF Vendor
Supplemental Form**


**TFF Organizer
Online Application
Instructions**


**TFF Vendor
Online Application
Instructions**



CONTACT US

5500 Overland Ave, Suite #170, San Diego 92123
Monday-Friday | 8:00 AM – 4:00 PM

Temp Event Questions

(858) 505-6809

FHDTempEvents@sdcounty.ca.gov

General Questions (Specialist On-Duty)

(858) 505-6900

FHDutyEH@sdcounty.ca.gov

*Federal holidays are observed. Office counter is closed for lunch from 12:00 – 1:00 PM
Website: www.sdcdehq.org