



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) 999-8920
FHDTempEvents@sdcounty.ca.gov

TEMPORARY EVENT ORGANIZER PERMIT APPLICATION PACKET

A Temporary Event Organizer permit is required for anyone who organizes a community event that sells or gives away food or beverages to the public. Examples of community events include street fairs and festivals, musical and artistic presentations, sporting events, ethnic celebrations, and trade shows. Temporary Events are limited to no more than 25 days in a 90-day period and must be civic, political, public, or educational in nature.

A Temporary Food Facility (TFF) permit is required for anyone that sells or provides food or beverages at a temporary event. The permit is only valid for one single food booth. If a vendor operates more than one booth at an event, a permit must be obtained for each booth location, and separate applications must be submitted. If a vendor is operating at more than one event in San Diego County on the same day, at the same time, each location must be permitted separately. This requirement applies to all TFF permit types, including single event permits and annual permits. If there is more than one mobile food facility (food truck) at an event, an organizer permit is required.

Organizers are responsible for ensuring that all vendors have adequate access to a safe water supply, trash bins, wastewater disposal, and restrooms with hand sinks for food handlers. 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. Vendor applications will not be processed for an event unless there is an Organizer Permit on file.

The Organizers are the key contacts for the Department of Environmental Health and Quality (DEHQ) and are responsible for vendor compliance with California Retail Food Code. Event organizers are responsible for ensuring that all participating food and/or beverage vendors have the appropriate permits.

NEW PERMIT APPLICANTS

- Submit a complete application for a Temporary Event Organizer Permit and pay all applicable fees at least 30 days before your event. Late fees will apply if the application is received less than 14 days prior to the event start date or if there are changes/modifications to the application (including correcting incomplete applications or changes in menu, participating vendors, warewash facilities, etc.) less than 14 days prior to the event start date.
- Applications can be emailed to fhdtempevents@sdcounty.ca.gov, mailed to P.O. Box 129261, San Diego, CA 92112-9261, or submitted in person at the Department of Environmental Health and Quality (DEHQ) office located at 5500 Overland Ave., Suite 170, San Diego, CA 92123. Office hours are 8am - 4pm with a break for lunch between 12pm - 1pm.
- If paying by check, make checks payable to the **"County of San Diego."**
- Online payments can be made at www.dehqpay.com once you are assigned a record number. Click [here](#) for instructions on how to pay online or visit our website.
- If approved, the Temporary Event Organizer Permit will be mailed or issued by the Environmental Health Specialist on the day of the event. Until that time, the receipt from your payment will act as a temporary permit.

NONPROFIT CHARITABLE ORGANIZATIONS

- A permit application is required to process a health permit for a nonprofit charitable organization.
- Nonprofit organizations are exempt from permit fees for two Single Event Organizer or Vendor permits (or a combination of both) per year. Late fees will apply if the application is submitted less than 14 days prior to the event start date. *Please note: Permit fee waivers are tracked by an organization's Employer Identification Number ([EIN](#)).*
- Proof of nonprofit status (Federal IRS 501(c)(3) documentation) must be submitted along with the complete health permit application to receive a fee waiver for the first two permits.
- A 50% reduction in fees will apply to the organization's third and subsequent Organizer and Vendor Permits for the remainder of the fiscal year.

APPROVED PERMIT TYPES FOR TEMPORARY EVENTS

The following permit types are approved to operate at temporary events. Be sure to verify that all vendors participating in the event have one of the following and are operating within the scope of their permit allowance:

- Temporary Food Facility (TFF) Single and Annual Vendors
- Mobile Food Facilities
 - Mobile food facilities, with a valid a San Diego County permit, may operate at temporary events without additional permits if operating under the scope of their current permit (i.e mobile truck vendors must operate within their permitted truck). This permit information shall be provided to the Event Organizer with a photocopy of the valid permit. The original permit must be kept onsite and available upon request.
 - Mobile food facilities permitted in other counties or states must apply for a [TFF Vendor Permit](#) to operate within San Diego County as part of a temporary event.
 - A Temporary Event Organizer permit is required for food truck events when there is more than one food truck participating.
- Cottage Food Operations
 - Cottage food operators are permitted to operate at a temporary event without needing to obtain a TFF permit, only if selling/serving their approved prepackaged products in accordance with the Cottage Food program.
 - If the vendor would like to provide open samples or will be operating outside of the allowances of the Cottage Food Program, vendors will be required to obtain a [TFF Vendor Permit](#) to operate at a temporary event.
- Compact Mobile Food Operations
 - Single event vendors do not need to submit a TFF vendor application for an approved event where only prepackaged, nonpotentially hazardous food or beverages or whole, uncut produce were provided if it meets the 25 sq. ft exemption. These vendors should still be included on the vendor list. If the vendor does not meet the exemption, a TFF Vendor Permit will be required.
- Permanent Food Facilities (Restaurants)
 - If a permanent food facility would like to set up a booth and be part of the permitted temporary event as an approved vendor (as indicated on the vendor list), the facility will need to obtain a [TFF Vendor Permit](#) for the event that is reflective of the type of food to be offered (open or prepackaged) at the temporary event.
 - If a permanent food facility would like to operate a food booth (satellite) that is directly on their property, the facility would first need to follow DEHQ's [Satellite Food Service Operation](#) approval and permitting process. This would include the submittal of [Standard Operating Procedures](#) (SOPs), and the need to obtain a health permit to operate a Satellite Operation prior to the start of the temporary event. Please allow 14 days for review and approval.

- Food Demonstrator
 - Food Demonstrators are permitted to portion food prepared and served at an approved permanent food facility.
 - This permit is only allowed when the demonstration is taking place within a permanent food facility (ex. sampling in a grocery store), typically done by a marketing company. This is not a permit typically associated with a traditional community event.

The following are permit types that are **not** approved to operate at a temporary event.

- Cannabis or CBD Vendors
 - DEHQ does not permit vendors selling food or beverage items that contain CBD or THC. Any organizer who wishes to hold an event to allow these vendors must contact the California Bureau of Cannabis Control for additional permitting requirements. If the product only contains industrial hemp seeds or industrial hemp seed oil (no cannabis) from an approved source with a CDPH license, then they could be sold prepackaged and shelf stable as a prepackaged food vendor at an approved temporary event.

QUESTIONS

For any questions regarding Temporary Events, contact the Temporary Event Technician at (858) 505-6809 or by email at fhdtempevents@sdcounty.ca.gov. Please also visit our Temporary Event Website at www.sdcountytempevents.org for more information including [FAQs](#).

For any questions regarding Plan Check requirements, contact the FHD Plan Check Unit at (858) 505-6659 or submit an online [Inquiry Form](#). For any questions regarding catering, restaurants, mobile food facilities, or other types of food permits, please contact the FHD Permits Unit at (858) 505-6666.



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TEMPORARY EVENT ORGANIZER PERMIT APPLICATION

☐ **New Organizer/Event** ☐ **Existing/Annual Organizer (Record ID):** _____

APPLICANT INFORMATION

Name:	Email Address (required):	Phone number:
Mailing Address:	City, State:	Zip:

EVENT ORGANIZER INFORMATION
(Check here if same as applicant ☐)

Name (required):	Email Address (required):	Phone Number (required):
Mailing Address:	City, State:	Zip:

OWNER INFORMATION
(Check here if same as applicant ☐)

Name (required):	Email Address (required):	Phone Number (required):
Mailing Address:	City, State:	Zip:

Type of Ownership (required): ☐ Corporation ☐ Government Agency ☐ Non-Profit ☐ Partnership ☐ Sole Owner

If you are a Community Event, provide CEP record number: _____

If you are a Non-Profit, provide: Non-Profit Name: _____ 501(c)(3) number: _____

BILLING CONTACT INFORMATION
(Check here if same as applicant ☐)

Name (required):	Email Address (required):	Phone Number (required):
Mailing Address:	City, State:	Zip:

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: ☐ Arabic ☐ Chinese – Cantonese ☐ Chinese – Mandarin ☐ English ☐ Farsi ☐ Filipino ☐ Japanese

☐ Karen ☐ Korean ☐ Somali ☐ Spanish ☐ Vietnamese ☐ Other _____

Preferred Secondary Language: ☐ Arabic ☐ Chinese – Cantonese ☐ Chinese – Mandarin ☐ English ☐ Farsi ☐ Filipino

☐ Japanese ☐ Karen ☐ Korean ☐ Somali ☐ Spanish ☐ Vietnamese ☐ Other _____

EVENT INFORMATION					
(Applications missing information will not be processed. If applying for an annual permit, please include your first event's information below)					
Event Name:		Event Start Date:		Event End Date:	
Person in Charge Day of Event:		Person in Charge Day of Event - Email Address:		Person in Charge Day of Event - Phone Number:	
Event Location (Address):			City, State:		Zip:
Time of Setup:	Event Start Time:	Event End Time:	Days and Hours of Operation:		Total Event Days:
OTHER REQUIRED ITEMS AND INFORMATION					
Number of food/beverage vendors expected to participate: _____ Number of mobile vendors: _____					
Submit a list of food/beverage vendors that will participate in your event. If using annual or mobile vendors that have health permits, please include their San Diego County permit number. (See Appendix B for guidance)					
If you are operating in an unincorporated area as a community event, additional forms and documents are required. Please visit the Community Events webpage for more information. You can also email DEHCommunityEvents@sdcounty.ca.gov or call (858) 694-3614.					
A 3-compartment sink with overhead protection is required if you have any unpackaged food vendors and your event is longer than 4 hours (including set-up time). One 3-compartment sink is required for every 8 unpackaged/open food or beverage vendors. (# Unpackaged food vendors/8 = minimum # of 3 compartment sinks required).					
❖ Number of Organizer Provided 3-compartment sinks: _____ ❖ Number of Vendor Provided 3-compartment sinks: _____ ❖ Number of food facility warewashing agreements: _____					
If you are providing a 3-compartment sink for your vendors, initial here _____ to acknowledge that you must <u>submit a copy of sink rental contract OR warewashing agreement form (Appendix A).</u>					
Will there be a Certified Farmers Market associated with this event? <input type="checkbox"/> Yes <input type="checkbox"/> No ❖ If yes , then please attach a copy of your Department of Food and Agriculture, Fruit, Vegetable, and Egg Quality Control "Certificate for Certified Farmers' Market."					
3-Comp Sink Water source? <input type="checkbox"/> Public <input type="checkbox"/> Private/Well <input type="checkbox"/> Small Water System <input type="checkbox"/> 3-Comp Sink Freshwater Tanks					
Wastewater disposal? <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic/Private Well System <input type="checkbox"/> 3-Comp Sink Wastewater Tanks					

TEMPORARY FOOD FACILITY ORGANIZER SELF CHECKLIST	
Please review the following items in preparation for any Temporary Event Application submittal.	
<input type="checkbox"/>	Temporary Food Facility rules and guidelines, including key food safety practices and review of food safety checklist . Click here for FAQs.
<input type="checkbox"/>	Provide the following (<u>submitted 30 days prior to the event</u>): <ol style="list-style-type: none"> 1. Complete the Temporary Food Facility Event Organizer Application. 2. Food/Beverage Vendor List (a sample list is provided in Appendix B and can be used if you choose) that includes: <ul style="list-style-type: none"> • Name of booth • Contact name & phone number of the person in charge of the booth • Permit number • Type of booth • Menu items

	<p>3. Site Map (click here for sample site map) including the location of:</p> <ul style="list-style-type: none"> • Each food booth or vehicle • Potable water supply • Wastewater disposal • Waste disposal locations (i.e. dumpsters, trashcans) • Refrigerated storage trucks (if applicable) • Warewashing sinks (one 3-compartment per eight unpackaged food vendors, if provided by the Organizer) located within 100 feet of each vendor using the sink. <i>Note: vendors can use this sink to fill their handwashing sinks to the required water temperature</i> • Restrooms located within 200 feet of food booths (including all handwashing sinks)
<input type="checkbox"/>	<p>Ensure all food and beverage vendors obtain a Temporary Food Facility Permit or have an annual health permit number. TFF Vendor applications are available on our website at: http://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/tempevent_vendorapp_fp.pdf</p>
<input type="checkbox"/>	<p>Submit your permit application via email to fhdtempevents@sdcounty.ca.gov, fax to (858) 999-8920, mail or in person at: 5500 Overland Ave., Suite 170, San Diego, CA 92123</p> <p>Hours: Monday-Friday, 8:00AM – 4:00PM; We are closed for lunch between, 12:00PM – 1:00PM.</p>
<p>Questions? For assistance in completing this application, DEHQ offers 15-minute over the counter complimentary consultations. Please note fees will be assessed if further consultation is requested and provided in addition to the 15-minute scheduled consultation. www.sdcountytempevents.org.</p>	
<p align="center">PERMIT TYPES (see fee schedule for current fees)</p>	
<p>Temporary Food Facility Event Organizer Permit/Business Types</p>	
<p><input type="checkbox"/> Single Event Permit (1-4 days)</p>	
<p><input type="checkbox"/> Annual Permit (Identical Event held at the same location)</p>	
<p><input type="checkbox"/> Certified Farmer's Market Annual Permit (without Temporary Event Section)</p>	
<p><input type="checkbox"/> Certified Farmer's Market Annual Permit (with Temporary Event Section)</p>	
<p><input type="checkbox"/> Fisherman's Market</p>	
<p>Non-profit Organizer Eligible for two fee-exempt permits per fiscal year for the entire organization. A copy of your 501(c)(3) letter must be attached to this application.</p>	
<p><input type="checkbox"/> A copy of your 501(c)(3) letter must be attached to this application.</p>	
<p>Fee Exempt Permit</p>	
<p><input type="checkbox"/> Veteran's Fee Exemption Affidavit (Click here for Veteran FAQs)</p>	
<p><input type="checkbox"/> Confirmation of Legal Blindness Form</p>	
<p>Late Application Fee</p>	
<p><input type="checkbox"/> Applies if application is submitted or modified less than 14 days prior to event.</p>	
<p align="center">Make checks payable to the "County of San Diego"</p> <p>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.</p>	

EVENT ORGANIZER ACKNOWLEDGEMENTS

As the Temporary Food Facility Organizer, you acknowledge that you understand your roles and responsibilities by initialing the following statements.

- ☐ I understand events will not be permitted to operate if payment has not been received prior to the event date. 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.
- ☐ 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, etc.
- ☐ 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. *California Retail Food Code Section 114395*
- ☐ I understand that all food and beverage vendors must obtain a Temporary Food Facility Permit or have a valid annual temp event permit.
- ☐ I understand that it is required that I provide one (1) restroom, including handwashing facilities, per every 15 food employees. ($\# \text{ Food employees} / 15 = \text{Number of restrooms/handwashing facilities required}$)
- ☐ I understand that garbage/trash must be disposed of as often as necessary, and at least once per day for multiday events.
- ☐ I understand that if any animals are present, animals must be kept at least 20 feet (6 meters) away from any area where food is stored or held for sale (i.e. animal rides).
- ☐ I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.
- ☐ I understand that the organizer is responsible for ensuring that all vendors have obtained a valid health permit.
- ☐ I understand that I will be charged up to three times the permit fee if found operating without a valid health permit. I understand that permits are non-transferable.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business. I understand and hereby consent to any information I provide on this permit application to be considered a public record subject to disclosure under the California Public Records Act.

X

Applicant Signature

Date

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.

EVENT ORGANIZER			
(This section to be completed by the Event Organizer)			
Organizer Name:		Event Name:	
Event Address:		City, State:	Zip Code:
Event Start Date:	Event End Date:	Event Time:	Organizer 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 #:
<p><i>WE AUTHORIZE THE ABOVE-MENTIONED TEMPORARY EVENT ORGANIZER 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></p> <p><u> X </u> _____ Warewash Facility Representative (Signature) Date</p> <p><u> X </u> _____ Event Organizer (Signature) Date</p>			

APPENDIX B

FOOD/BEVERAGE VENDOR LIST

Any modifications to your event or event application, including addition of vendors, less than 14 days before the event start date will be charged a late fee.

[illegible]