



County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 505-6900 FAX (858) 505-6998



TEMPORARY FOOD FACILITY
EVENT ORGANIZER APPLICATION PACKET

This packet outlines steps for event Organizers to follow when applying for a Temporary Food Facility (TFF) permit in San Diego County. Follow all instructions carefully and ensure all forms are complete before submitting to a Department of Environmental Health office.

Who must have a TFF Event Organizer Permit? An organizer of a community event that sells or gives away food to the public. Examples of a community event include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, and trade shows.

Who must have a TFF Vendor permit? Any person or organization that provides or sells food at a temporary event. This includes **all** retail food and beverage, including prepackaged items like chips or candy bars, soft drinks, bars serving cocktails with ice and/or garnish, etc.

A TFF permit is only valid for one single food booth. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted.

Permit fees are required of all event Organizers and vendors. Nonprofit charitable organizations may apply for **two** permits (Organizer or Vendor) per calendar year with no permit fees. Standard permit fees will apply to the organization's third and subsequent Organizer or Vendor permit. Proof of nonprofit status must be received with the application to qualify for fee exemption (Federal IRS 501(c)(3) is the standard letter).

A **Late Submittal Fee** will be charged if permit applications are received less than 14 days prior to the event start date. Nonprofit organizations **are not** exempt from late submittal fees.

Event Organizers are responsible for ensuring that all vendors have adequate access to a safe water supply, 3-compartment sink with hot/cold running water, trash and wastewater disposal, and restrooms. Vendor applications will not be accepted for an event unless there is an Organizer Permit on file.

Please allow 30 days to process the applications for most events. The Event Organizers are the key contacts for our department and are held responsible for vendor compliance with applicable regulations. We hope your event is successful and we thank you for your cooperation. If you have questions, please call the Temporary Event Coordinator at **(858) 505-6809**.

Complete the following checklist prior to submitting to DEH

TEMPORARY FOOD FACILITY EVENT ORGANIZER RESPONSIBILITIES

- 1. Maintain an open line of communication and work closely with the Department of Environmental Health to assure a safe and successful event.
- 2. Be familiar the Temporary Food Facility rules and guidelines, including key food safety practices.
- 3. Provide the Department with the following (**must be submitted 30 days prior to the event**):
 - Complete the **Temporary Food Facility Event Organizer Application**
 - Food Vendor List** including (a sample list is provided in Appendix B and can be used if you choose):
 - 1) Name of Booth
 - 2) Name, address, & phone number of person in charge of booth
 - 3) Food type & menu items
 - 4) Business Type & Permit Number (Nonprofit or Licensed Business)
 - Restaurant Vendor List** for any facilities operating DIRECTLY OUTSIDE of their restaurant:
 - 1) Name of restaurant
 - 2) Name, address, & phone number of person in charge
 - 3) Provide Standard operating procedures (SOP) for each participating restaurant, at least 30 days prior to the event for review
 - Site Map** including the **location** of:
 - 1) Each food booth
 - 2) Potable and non-potable water supply
 - 3) Waste water disposal
 - 4) Trash dumpsters
 - 5) Refrigerated trucks (if applicable)
 - 6) Warewashing sinks (one 3-compartment per eight open food vendors)
 - 7) Handwashing facilities
 - 8) Restrooms within 200 feet of food booths
- 4. Ensure all food vendors obtain a Temporary Food Facility Permit or provide you with their 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 Each separate booth is considered an independent Temporary Food Facility and must apply for and obtain a separate permit. All applications shall be received at least 14 days prior to the event. The event Organizer is responsible for ensuring that all participating TFFs are permitted.
- 5. Permit applications received less than 14 days prior to the event start date will be considered past due and a **penalty fee will be assessed**. Food vendors without valid permits will not be allowed to operate.
- 6. Submit your permit application via email to fhdtempevents@sdcounty.ca.gov, mail (if more than 30 days prior to event), or in person at:
5500 Overland Ave., Suite 170. San Diego, CA 92123 - Hours: M-F 8AM-430PM.
- 7. For more information, please visit www.sdcountytempevents.org.



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TEMPORARY FOOD FACILITY EVENT ORGANIZER APPLICATION

1. Name of Event: _____ 2. Date(s): _____

3. Location/Address of Event: _____

4. Time of Setup: _____ 5. Hours of Operation: _____

6. Contact Information:

a) Event Organizer: _____

b) Event Contact Name: _____

c) Event Contact Email Address (required): _____

d) Event Organizer Address: _____

e) Event Contact Phone Number: _____ Alternate Phone: _____

f) Day of Event Point of Contact and Phone Number: _____

7. Submit a list of food vendors that will participate in your event. If using annual or mobile vendors that have permits, please include their permit number. (See Appendix B for guidance)

8. Number of food booths expected to participate: _____

9. Will there be a Certified Farmers Market associated with this event? Yes No

10. Will electricity be provided for the food booths? Yes No
 If yes, what is the source? Public Utility Generator(s)

11. How many 3-compartment sinks will be available? (one 3-compartment sink per 8 open food vendors is required. All 3-compartment sinks must have overhead protection)

Submit a copy of sink rental contract OR warewashing agreement form (Appendix A) _____ (initial as read)

12. Restrooms: 1 restroom per every 15 employees is required. How many restroom will be provided? _____

13. Describe garbage/trash disposal (including frequency of pick-up):

14. Will there be animal rides provided? Yes No
 If yes, they must be located at least 20 feet away from food booths _____ (initial as read)

FEES:

Temporary Food Facility Event Organizer Permit Fees

Non-Profit (eligible for two fee exempt permits per year)

IRS 501(c)(3)Number: _____

\$291 – Single Event Permit (1-4 days)

\$533 – Annual Permit (Identical Event held at same location)

\$379 – Certified Farmer’s Market Annual Permit (without Temporary Event Section)

\$633 – Certified Farmer’s Market Annual Permit (with Temporary Event Section)

Late Fee

\$138 – Applies if application is submitted less than 14 days prior to event

How will you pay? Online Mail Check* In person

*Checks will not be accepted less than 15 days prior to the event.

Make checks payable to County of San Diego

If you’d like to pay online, please let us know and we will email you an invoice link for payment.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

X

Applicant/Organizer Signature

Date



APPENDIX A

Warewash Facility Agreement



EVENT ORGANIZER - This section to be completed by the Event Organizer

Organizer Name: _____ Phone #: _____

Event Name: _____

Event Location: _____

Event Date(s): _____

Event Time(s): _____

WAREWASHING FACILITIES - This section to be completed by the Owner/Representative allowing use of warewashing facilities

Business Name: _____ Permit #: _____

Address: _____

Days of Operation: _____ Hours of Operation: _____

Contact Name: _____ Title: _____

Phone #: _____

WE AUTHORIZE EVENT FOOD VENDORS THE USE OF OUR WAREWASH FACILITIES TO PROPERLY WASH EQUIPMENT AND UTENSILS AS REQUIRED BY THE HEALTH DEPARTMENT DURING THE DURATION OF THE EVENT.

X _____
Warewash Facility Representative (Signature) _____ Date _____

X _____
Event Organizer (Signature) _____ Date _____



APPENDIX B

VENDOR LIST



NAME OF BOOTH	CONTACT PERSON NAME AND PHONE NUMBER	SAN DIEGO COUNTY PERMIT NUMBER	<u>TYPE OF BOOTH</u> PRE-PKGD OPEN FOOD SAMPLING	LIST MENU ITEMS