



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 VENDOR PERMIT APPLICATION PACKET

A Temporary Food Facility (TFF) permit is required for anyone that sells or provides food or beverages at a temporary event. 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 also be permitted separately. This requirement applies to all TFF permit types, including single event permits and annual permits. Vendor applications will not be processed unless there is an Organizer application on file.

NEW PERMIT APPLICANTS

- Submit a complete application for a TFF 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, 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.
- 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 TFF Vendor 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.

SINGLE vs. ANNUAL TEMPORARY FOOD FACILITY PERMIT

- Single Event permits are valid for events that take place for 1-4 days. Any events taking place for more than 4 days, but no more than 25 days in a 90-day period, will be charged an annual event fee.
- If you already have a valid annual TFF permit issued by this Department, provide the Event Organizer with your permit record number. Your original permit must be kept on-site when open for business during your event.
- If this Department has not issued a valid annual TFF permit, complete the Temporary Food Facility Permit application and pay all applicable fees. Applications for annual vendor permits must include a [Commissary Agreement Letter](#) and evidence of a [Food Safety Manager Certificate](#).

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 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.

MOBILE FOOD FACILITIES

- Mobile food facilities with a valid 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 from within their permitted truck). The permit record number information must be provided to the Event Organizer. The original permit must be kept on-site when open for business during your event.
- 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.

COTTAGE FOOD OPERATIONS

- If a Class A or a Class B Cottage Food Operation has a valid registration/permit and is selling products in accordance with the Cottage Food program, no additional permit is required to operate at a temporary event.
- If a Class A or a Class B Cottage Food Operation is providing any open samples or operating outside of the allowances of the Cottage Food Program, the vendor is required to obtain a TFF 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 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 to be part of the permitted temporary event as an approved vendor (as indicated on the organizer's vendor list), the facility must obtain a TFF Vendor Permit for the event that is reflective of the type of food to be offered (open or prepackaged).
 - If a permanent food facility would like to operate a food booth (satellite) 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 before starting 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 types of 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](#) and [Vendor Requirements](#).

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.



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 ☐)

Name (required):	Email Address (required):	Cell Phone Number (required):
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OWNER INFORMATION

(Check here if same as applicant ☐)

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 ☐)

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: ☐ 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

Temporary Event Name:	Event Start Date:	Event End Date:
Days and Hours of Operation:	# of Days in Operation:	
Event Location (Address):	City, State:	Zip:

ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

Applications that are missing information or the required documents below will not be processed.

- Copy of your Food Safety Manager certificate (if unpackaged/open food).
- [Commissary Letter of Agreement](#). If using an [Out of County Commissary](#) and traveling more than 30 minutes to the event, submit an SOP that includes food temperature control/monitoring, a copy of the commissary's health permit, and the most recent inspection report.
- If applying for an annual permit, please include your first event's information above.

WAREWASHING FACILITY/FACILITIES

(For unpackaged vendors only)

☐ Self-Provided

☐ Organizer-Provided

☐ Agreement with food facility within 200 ft
(must complete [Appendix A](#))

PERMIT TYPES (see [fee schedule](#) for current fees)**Prepackaged Foods/Beverages**

No food/beverage preparation takes place on-site at the event. 100% prepackaged foods. No sampling is allowed.

☐ Single Event Permit (1-4 days)

☐ Annual Permit (Multi-event/Yearly)

Unpackaged Foods/Beverages

Unpackaged (open) food and beverage operations, including on-site food/beverage preparation and sampling.

☐ Single Event Permit (1-4 days)

☐ Annual Permit (Multi-event/Yearly)

Limited Beverage Service

Service of 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 requires the mixing of ingredients and addition of ice or garnishes to a beverage.

☐ Single Event Permit (1-4 days)

☐ Annual Permit (Multi-event/Yearly)

Food Demonstrator (Within a Permitted Food Facility)

Portioning of food made and served at an approved permanent food facility. This permit is only allowed when the demonstration occurs within a permanent food facility (ex. sampling in a grocery store).

☐ Single Event Permit (1-4 days)

☐ Annual Permit (Multi-event/Yearly)

Single Location Swap Meet Vendor

100% prepackaged, non-potentially hazardous foods. The operational scope is limited to a single fixed Swap Meet Location without a Temporary Event Organizer.

☐ Single Location Swap Meet

Out of County/Unpermitted Mobile Food Facility

Operation of a mobile food facility that is not currently permitted in San Diego County for a single event. Provide a copy of your current health permit and most recent inspection report. If you would like to apply for an annual mobile food facility permit, please contact our Plan Check unit at (858) 505-6659 to start the San Diego County mobile food permit approval process.

☐ Out of County/Unpermitted Mobile Food Facility

Nonprofit Vendor

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.

- ☐ A copy of your 501(c)(3) letter must be attached to this application.

Fee Exempt Permit

- ☐ [Veteran's Fee Exemption Affidavit](#) (Click [here](#) for Veteran FAQs)
- ☐ [Confirmation of Legal Blindness Form](#)

Late Application Fee

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

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.

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 <u>Commissary Letter of Agreement</u></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.
_____	6	A probe thermometer for checking internal food temperatures must be on-site and available for use at all times.
_____	7	A handwashing station with warm water (100-108°F), a hands-free spigot providing a continuous stream of water that leaves both hands free for vigorous rubbing, dispensed soap, paper towels. A catch basin is required to be set up within the food preparation area and easily accessible for use before beginning any food preparation and must be maintained supplied throughout the event.
_____	8	All food handlers have been trained in food safety. For annual vendors: A Food Safety Manager course has been completed, and a copy of the certificate is provided with this application.
_____	9	All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination.
_____	10	A smooth and easily cleanable floor will be used if the booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
_____	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.

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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.

Print Name: _____ Title: _____

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 according 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.

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 #:	

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.

X

Warewash Facility Representative (Signature)

Date

X

Temp Event Vendor (Signature)

Date

APPENDIX B

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	



DEH: FH-273 (Rev. 06/30/2024)



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
FOOD, WATER, AND HOUSING DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
Phone: (858) 505-6900 ♦ Fax: (858) 999-8920 ♦ www.sdcdehq.org

CARTA DE AUTORIZACIÓN PARA EL USO DE LA COMISARÍA ESTA CARTA DEBE RENOVARSE ANUALMENTE

Las secciones 114295, 114339, and 114341 del Código de Comida al Menudeo requieren que todas las Unidades Móviles de Comida (permanentes y temporales), tengan una comisaría, una unidad de apoyo o algún otro tipo de negocio aprobado por la agencia local que les proporcione apoyo en sus operaciones.

I) EL DUEÑO DEL NEGOCIO DEBE COMPLETAR ESTA SECCIÓN:

Nombre de su Negocio: _____ Número de su Permiso de Salud: _____
Dirección de Correo: _____ Ciudad: _____ Código Postal: _____
No. de la Calle Nombre de la Calle
Nombre del Dueño: _____ Teléfono: (____) _____
Fax: (____) _____ Correo Electrónico: _____

II) EL DUEÑO DE LA BODEGA DE ABARROTES/COMISARÍA DEBE COMPLETAR ESTA SECCIÓN

El negocio que se describe arriba tiene mi autorización para ESTABLECER UNA BODEGA DE ABARROTES/COMISARIA para su unidad móvil de comida. Esta carta los autoriza a utilizar las instalaciones para las actividades marcadas a continuación:

- | | | |
|---|---|---|
| <input type="checkbox"/> Preparar alimentos | <input type="checkbox"/> Tirar la basura | <input type="checkbox"/> Almacenar la máquina expendedora de comida |
| <input type="checkbox"/> Almacenar alimentos | <input type="checkbox"/> Usar el drenaje con interceptor de grasa para tirar agua sucia | <input type="checkbox"/> Tener acceso a hielo |
| <input type="checkbox"/> Lavar utensilios en el fregadero de tres compartimientos | <input type="checkbox"/> Estacionar la unidad | <input type="checkbox"/> Usar el contenedor para desechar el aceite usado |
| <input type="checkbox"/> Lavar la unidad móvil | <input type="checkbox"/> Almacenar productos químicos y de limpieza | |
| <input type="checkbox"/> Abastecerse de agua limpia | <input type="checkbox"/> Limpiar la máquina expendedora de comida | |

Nombre de la Bodega o Comisaría: _____ Número de su Permiso de Salud: _____
Dirección: _____ Ciudad: _____ Código Postal: _____
No. de la Calle Nombre de la Calle

Nombre del Dueño de la Bodega/Comisaría _____ Firma del Dueño de la Bodega/Comisaría _____ Teléfono _____
Correo Electrónico: _____ Fecha: ____/____/____

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: ____/____/____