





County of San Diego
 DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
 FOOD AND HOUSING DIVISION
 P. O. BOX 129261, SAN DIEGO, CA 92112-9261
 PHONE (858) 505-6900 | FAX (858) 999-8920
FHDTempEvents@sdcounty.ca.gov



Temporary Event Permit Types



There are three easy steps to obtain a Temporary Food Facility (TFF) Permit.

1. Determine the correct permit type using the table below for your specific business operations.
2. Submit the required documents, as listed in the table, by email to fhdttempevents@sdcounty.ca.gov; in person, at 5500 Overland Ave., Ste. 170, San Diego, CA 92123 between the hours of 8:00 am – 4:00 pm; by fax to (858) 999-8920; or by mail to P.O. 129261, San Diego, CA 92112-9261. Please plan accordingly: US Postal Mail takes approximately 3-5 days to route through County mail.
3. Once TFF staff provide you with an invoice, pay all applicable fees either online (www.dehqpay.com), in person (by cash or check), or by mail (by check only. Do not mail cash).

Annual Vendors		
Permit Type	Description	Required Documents
Prepackaged Vendor (annual) 	This permit is valid year-round. The permit allows distribution and sales of unopened prepackaged food and beverages in the sealed manufacturer's packaging. Open/unpackaged food or beverage preparation and sampling are not allowed.	<ol style="list-style-type: none"> 1. TFF Vendor application. 2. Proof of current health permit if Vendor's commissary is not in San Diego County. 3. Commissary Letter of Agreement. 4. Proof of commissary's current health permit, most recent health inspection report, and vendor Standard Operating Procedures (SOP), including transportation and disposal after the event, if the Vendor's commissary is not in San Diego County. 5. Processed Food Registration, health permit, or proof of approved source (receipts). Additional documents may be required. 6. Proof of nonprofit status, if applicable.
Swap Meet Vendor Single Location (annual)	This permit is valid year-round at one swap meet location (no TFFs). The permit allows the distribution and sales of prepackaged, non-potentially hazardous foods and beverages in the sealed manufacturer's packaging or uncut produce.	<ol style="list-style-type: none"> 1. TFF Vendor application 2. Commissary Letter of Agreement.
Unpackaged Vendor (annual) 	This permit is valid year-round. The permit allows the portioning, cutting, scooping, open/unpackaged sampling of food and beverages outside of its manufacturer's packaging, cooking, mixing, mixing open beverages onsite, and any other preparation of	<ol style="list-style-type: none"> 1. TFF Vendor application. 2. Commissary Letter of Agreement. 3. Proof of current Food Safety Manager Certification. 4. Verify if the warewashing (3-compartment) sink is being provided by the Organizer. If not, provide a warewashing agreement letter or rental invoice if the event is more than 4 hours (including set-up time). If the

	open/unpackaged food and beverages onsite at the event.	<p>event is 4 hours or less, a warewashing (3-compartment) sink may not be required.</p> <ol style="list-style-type: none"> 1. If your commissary is not in San Diego County, provide proof of the commissary's current health permit or the most recent health inspection report, along with Standard Operating Procedures (including food preparation, transportation, and disposal after the event). 2. Proof of nonprofit status, if applicable.
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Single-Event Vendors

Permit Type	Description	Required Documents
Prepackaged Vendor (single event) 	<p>This permit is valid for a single event (1-4 days).</p> <p>The permit allows distribution and sales of unopened prepackaged food and beverages in the sealed manufacturer's packaging. Open/unpackaged food or beverage preparation and sampling are not allowed.</p>	<ol style="list-style-type: none"> 1. TFF Vendor application. 2. Processed Food Registration, health permit, or proof of approved source (receipts). Additional documents may be required. 3. Proof of nonprofit status, if applicable.
Limited Beverage Service (single event)	<p>This permit is valid for a single (1-4 day) event.</p> <p>The permit allows the opening and pouring of a beverage from a sealed container or draft into a disposable cup. No scooping of ice, mixing of cocktails, or addition of garnish is allowed.</p>	<ol style="list-style-type: none"> 1. TFF Vendor application. 2. Proof of nonprofit status, if applicable.
Unpackaged Vendor (single event) 	<p>This permit is valid for a single event (1-4 days).</p> <p>The permit allows the portioning, cutting, scooping, open/unpackaged sampling of food and beverages outside of its manufacturer's packaging, cooking, mixing, mixing open beverages onsite, and any other preparation of open/unpackaged food and beverages onsite at the event.</p>	<ol style="list-style-type: none"> 1. TFF Vendor application. 2. Verify if warewashing 3 comp sink is being provided by the Organizer. If not, provide a warewashing agreement letter/Rental invoice if more than 4 hours. If the event is 4 hours or less, a warewashing 3-compartment sink may not be required. 3. Proof of nonprofit status, if applicable.

If the event is more than 1 day, a [commissary agreement](#) may be required.

Organizers

Permit Type	Description	Required Documents
Temporary Event Organizer (single event)	A single event organizer can host a 1-4 day event (must be consecutive days) as long as the event has the same name and occurs at the same location each day.	<p><u>Organizer with unpackaged food vendors:</u></p> <ol style="list-style-type: none"> 1. Organizer application. 2. Site map with all required elements. 3. Vendor list. 4. Provide Warewashing agreement letter/Rental invoice if more than 4 hours. If the event is 4 hours or less (including prep time), a warewashing (3-compartment) sink may not be required. 5. Proof of nonprofit status, if applicable.
Temporary Event Organizer (annual)	An annual event organizer is an entity that hosts a community event multiple times a year, not to exceed 25 operational days in a 90-day period. Each annual event organizer permit is only valid for the same event at the same	

	location. If the event travels throughout San Diego County, a separate TFF Organizer permit will be required for each event location. If there are different events at the same location, a separate TFF Organizer permit is required for each event.	6. Profit for nonprofit events: <ul style="list-style-type: none"> ○ Restaurant/market vendor list ○ Declarations Organizer with <u>only</u> prepackaged food vendors: <ol style="list-style-type: none"> 1. Organizer application. 2. Site map with all required elements. 3. Vendor list. 4. Proof of nonprofit status, if applicable.
Certified Farmers Market with Temporary Event	A Certified Farmers' Market (CFM) is a market that has been certified by the County of San Diego Department of Agriculture Weights and Measures (AWM). A CFM with Temp Event can have food or beverage vendors and certified farmers, but they must be separated physically at the event.	<ol style="list-style-type: none"> 1. TFF Organizer Application (including all documents listed in the Organizer section above). 2. CFM Certificate from San Diego County, Department of Agriculture, Weights, and Measures.
Certified Farmers Market without Temporary Event	A Certified Farmers' Market (CFM) is a market that has been certified by the County of San Diego Department of Agriculture Weights and Measures (AWM). This is a CFM without food/beverage vendors.	<ol style="list-style-type: none"> 1. CFM Certificate from San Diego County, Department of Agriculture, Weights, and Measures.
Community Event Permit Event Organizer	A Community Event Permit (CEP) is required for events in San Diego County's unincorporated area that a nonprofit organization sponsors.	Contact the CEP Coordinator for requirements. Website: Community Event Permit Email: dehcommunityevents@sdcounty.ca.gov .

Cottage Food Operations (Class A and B) attending Temporary Events

Permit Type	Required Documents
Cottage Food Operation Class A	<ul style="list-style-type: none"> • No other documents are required if the business has a valid County of San Diego registration/health permit and is <u>not</u> sampling/has no unpackaged food. • If there is sampling or unpackaged food, the applicable temporary food facility vendor permit must be obtained.
Cottage Food Operation Class B	
Out of County Cottage Food Operation	<ul style="list-style-type: none"> • Must apply for applicable temporary food facility vendor permit. <ul style="list-style-type: none"> ○ Prepackaged Vendor if not sampling. Unpackaged Vendor if sampling. • Provide proof of valid CFO registration/health permit from issuing jurisdiction.

Mobile Food Vendors attending Temporary Events (Food Trucks)

Type of Mobile	Required Documents
Mobile permitted in San Diego County	<ul style="list-style-type: none"> • Provide proof of valid mobile food facility health permit. • No other documents are required if the business has a valid County of San Diego mobile food health permit and operates within the mobile food facility. No food can be prepared, stored, or served outside of the mobile unit.
Mobile permitted in another county or state	<ul style="list-style-type: none"> • Provide proof of valid mobile food facility health permit and HCD insignia. • Provide a copy of the most recent inspection report. • Provide Standard Operating Procedures (SOP) if transportation time exceeds 30 minutes.
Mobile that is not permitted in any County or State	<ul style="list-style-type: none"> • Apply for a temporary food facility permit and operate within the booth. • Can only use mobile for transportation, storage, and advertising. • Provide SOP if transportation time exceeds 30 minutes. • If the event is longer than 1 day, provide: <ul style="list-style-type: none"> ○ Commissary Letter of Agreement ○ SOP document for how, where, and when the transport/storage of food will take place.

Out of County Single Day Event vs. Multi-Day Event	<ul style="list-style-type: none">• Single-day event mobile food operators are not required to have a commissary.• Multi-day events must obtain a local commissary.
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These are general guidelines. If your business model is not listed above, don't hesitate to contact our TFF staff for further details. Failure to provide the above listed documents may result in permit processing delays and additional fees.

Please contact us for additional questions at fhdtmpevents@sdcounty.ca.gov or (858) 505-6809.