



**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](mailto:FHDTempEvents@sdcounty.ca.gov)



## TEMPORARY FOOD FACILITY 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. If the application and payment are received less than 14 days before the event starts, late fees will be applied.
- Applications can be emailed to [fhdtempevents@sdcounty.ca.gov](mailto: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](http://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 permit will be 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 calendar year. Late fees will apply if the application is submitted less than 14 days before the event start date. *Please note: Fee waived permits are tracked by an organization's Employer Identification Number (EIN).*
- Proof of nonprofit status (Federal IRS 501(c) documentation) must be submitted along with the health permit application.

### 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 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.

### **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 FHD'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.

### **QUESTIONS**

For any questions regarding Temporary Events, contact the Temporary Event Technician at (858) 505-6809 or by email at [fhdtempevents@sdcounty.ca.gov](mailto:fhdtempevents@sdcounty.ca.gov). Please also visit our Temporary Event Website at [www.sdcountytempevents.org](http://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. 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

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### TEMPORARY EVENT VENDOR PERMIT APPLICATION

#### CONTACT INFORMATION

Food Booth Name:		Applicant Name:	
Applicant Mailing Address (required):		City, State (required):	Zip (required):
Applicant Email Address (required):	Applicant Phone Number (required):	Person in Charge Day of Event (required):	
Person in Charge Day of Event Email Address (required):	Person in Charge Day of Event Cell Phone (required):	Alternate Phone:	

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).

Temporary Event Name:	Event Date(s) (Event Start Date if annual permit):	
Event Location (Address):	City, State:	Zip:

#### **ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:**

*Applications that do not include the required documents below will not be processed.*

- Copy of your Food Safety Manager certificate (if unpackaged/open food).
- Commissary Letter of Agreement (see Appendix B). 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.
- [Processed Food Registration](#) (PFR) from the CA Department of Public Health (selling a prepackaged food product that you make and package for retail sale).

#### 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)
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(# Unpackaged food vendors/8 = minimum # of 3 compartment sinks required, excluding mobile trucks).  
Proof from the rental agency must be provided.

## 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	

## FOOD PREPARATION STATEMENTS

As the Temporary Food Facility owner/operator, by initialing one of the following statements, you acknowledge that you understand your roles and responsibilities for food preparation during the event.

_____	<b>1</b>	<b>Single Event Vendors</b> – I will not prepare food off-site. I acknowledge that all food preparation will be done on-site at the event.
_____	<b>2</b>	<b>Single Event Vendors</b> – I will be preparing food off-site at the following permitted food facility: Name of Permitted Food Facility: _____ Health Permit Number (DEHXXXX-FFPP-XXXXXX): _____
_____	<b>3</b>	<b>Annual Event Vendors</b> – I acknowledge that any food preparation conducted off-site will be at my approved commissary location. I will complete and submit a <a href="#">Commissary Letter of Agreement</a> .

FEES	
<b>Prepackaged Foods/Beverages</b> No food/beverage preparation is on-site at the event. 100% prepackaged foods. No sampling is allowed.	<b>Fee Amount</b>
<input type="checkbox"/> Single Event Permit (1-4 days)	\$128
<input type="checkbox"/> Annual Permit (Multi-event/Yearly)	\$332
<b>Unpackaged Foods/Beverages</b> Unpackaged (open) food and beverage operations, including on-site food/beverage preparation and sampling.	<b>Fee Amount</b>
<input type="checkbox"/> Single Event Permit (1-4 days)	\$224
<input type="checkbox"/> Annual Permit (Multi-event/Yearly)	\$645
<b>Limited Beverage Service</b> 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. Limited Beverage Service does not include any operation that requires the mixing of ingredients, addition of ice to a beverage, or any potentially hazardous ingredients.	<b>Fee Amount</b>
<input type="checkbox"/> Single Event Permit (1-4 days)	\$128
<input type="checkbox"/> Annual Permit (Multi-event/Yearly)	\$332
<b>Food Demonstrator (Within a Permitted Food Facility)</b> 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).	<b>Fee Amount</b>
<input type="checkbox"/> Single Event Permit (1-4 days)	\$128
<input type="checkbox"/> Annual Permit (Multi-event/Yearly)	\$332
<b>Single Event Swap Meet</b> 100% prepackaged, non-potentially hazardous foods. The operational scope is limited to a single fixed Swap Meet Location without a Temporary Event Organizer.	<b>Fee Amount</b>
<input type="checkbox"/> Single Event Swap Meet	\$92
<b>Out of County/Unpermitted Mobile Food Facility</b> 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 permit, please contact our Plan Check unit at (858) 505-6659 to start the San Diego County mobile food permit approval process.	<b>Fee Amount</b>
<input type="checkbox"/> Out of County/Unpermitted Mobile Food Facility	
<b>Nonprofit Vendor</b> Eligible for two fee-exempt permits per calendar year for the entire organization. A copy of your 501(c) letter must be attached to this application.	
<input type="checkbox"/> <a href="#">IRS 501(c)</a> Number: _____	Fee Amount Waived:
<b>Fee Exempt Permit</b>	
<input type="checkbox"/> <a href="#">Veteran's Fee Exemption Affidavit</a> (Click <a href="#">here</a> for Veteran FAQs)	Fee Amount Waived:
<input type="checkbox"/> <a href="#">Confirmation of Legal Blindness Form</a>	Fee Amount Waived:
<b>Late Application Fee</b>	
<input type="checkbox"/> Applies if the application is submitted or modified less than 14 days prior to the event.	\$159
<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>

How will you pay?  Online  Mail Check  In Person

**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	All potentially hazardous cold foods shall be held at or below 45°F at all times, including 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.
_____	2	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.
_____	3	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.
_____	4	Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
_____	5	A probe thermometer for checking internal food temperatures must be on-site and available for use at all times.
_____	6	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 <b>within</b> the food preparation area and easily accessible for use before beginning any food preparation and must be maintained supplied throughout the event.
_____	7	All food handlers have been trained in food safety. <b>For annual vendors:</b> A Food Safety Manager course has been completed, and a copy of the certificate is provided with this application.
_____	8	All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination.
_____	9	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).
_____	10	The application must be returned 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.
_____	11	No ill employees will be working with food, food contact surfaces, or equipment.
_____	12	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>
_____	13	I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.
_____	14	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 the temporary event and the length of the temporary event (including food vendor set-up time), is 4 hours or longer.

<b>TEMP EVENT VENDOR</b> (The Temp Event Vendor should complete this section)			
Food Booth Name:		Event Name:	
Event Location:		City, State:	Zip:
Event Date:	Event Time:	Owner Phone #:	
<b>WAREWASHING FACILITIES</b> (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:
Days of Operation:	Hours of Operation:		
Contact Name:	Title:	Phone #:	
<p><b><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></b></p>			
<u>  X  </u>		_____	
Warewash Facility Representative (Signature)		Date	
<u>  X  </u>		_____	
Temp Event Vendor (Signature)		Date	