



SUTTER COUNTY  
COMMUNITY SERVICES DEPARTMENT

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Animal Control  
Building Inspection  
Emergency Services  
Environmental Health  
Fire Services  
Planning

Rich Hall, Director  
Larry Bagley, Assistant Director  
Chuck Vanevenhoven, Fire Services  
Mike Harold, Emergency Services

**SPECIAL EVENT FOOD SALES INFORMATION**  
**APPLICATION FOR TEMPORARY FOOD PERMIT**

An application for temporary food permit **along with permit fee** must be submitted two weeks prior to the event to:

**Sutter County Community Services  
Environmental Health Division  
1130 Civic Center Boulevard, Suite E  
Yuba City, CA 95993**

Applicants submitting information and/or permit fee less than two weeks prior to the event may not receive a permit to operate if there is not sufficient time to process the necessary information:

NAME OF EVENT: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

SPONSOR OF EVENT: \_\_\_\_\_

NAME OF GROUP, CLUB OR ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OPERATOR/CONTACT NAME: \_\_\_\_\_

TELEPHONE (DAY): \_\_\_\_\_ TELEPHONE (EVE): \_\_\_\_\_

NAME OF KITCHEN FACILITY FOR OFF-SITE PREP, IF ANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PLEASE LIST ALL FOODS & DRINKS TO BE SERVED**

FOOD ITEM(S)	COOKING PROCEDURES (DEEP FRY, GRILL, BBQ)	HOLDING HOT OR COLD

**DESCRIBE:**

Cold holding equipment: \_\_\_\_\_

Cooking equipment: \_\_\_\_\_

Hot holding equipment: \_\_\_\_\_

Reheating equipment: \_\_\_\_\_

If food is transported to the food service site, what is length of time in transport? \_\_\_\_\_

How is temperature maintained? \_\_\_\_\_

If event is two or more days, where will the food be stored? \_\_\_\_\_

**\*\*\*\*NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED\*\*\*\***

I hereby make an application for a permit to conduct a temporary food facility (booth) in accordance with the laws, ordinances and regulations that are now or may hereafter be enforced by the State of California, or under jurisdiction of Sutter County Environmental Health pertaining to the above business.

I have read and understand the "Temporary Food Facility Food Booth Requirements and Procedures" handout and will comply with them.

*According to Business and Professions Code Section 16102 every soldier, sailor or marine of the United States who has received an honorable discharge or a release from active duty under honorable conditions from such service may hawk, peddle and vend any goods, wares or merchandise owned by him without payment of any license fee, or tax. If such Business and Professions Code Section 16102 applies to you please attach your honorable discharge certificate (form DD214) as proof.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by R.E.H.S.

\_\_\_\_\_  
Date

***Approval of this application represents your permit to operate as a temporary food facility.***

\*\*\*\*\*

**Office Use Only**

Copy given to applicant     Copy needs to be mailed to applicant     Mailed by \_\_\_\_\_

Receipt #:	Check #:    Amount:	Date:	Received By:

**TEMPORARY FOOD FACILITY  
FOOD BOOTH REQUIREMENTS AND PROCEDURES**

**MARCH 2000**

The California Health & Safety Code requires that all food facilities at temporary events such as fairs, carnivals, civic celebrations, etc., be under permit with the local environmental health department. Private or non-profit organizations, which sell, or give food to the public, must meet the requirements for temporary food facilities or retail food vehicles. Submit attached food sales information sheet **two weeks prior to the event for timely processing**. Informational sheets are available at the Sutter County Community Services Department, Environmental Health Division, 1160 Civic Center Boulevard, Suite E, Yuba City, CA 95993.

**COMMUNITY EVENT PERMIT REQUIREMENT**

In addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization that is in control of any community event at which one or more temporary food facilities operates. This permit shall specify all the areas and facilities at the event site to be utilized by the temporary food facilities and the responsibilities of the person or organization issued the permit, including ensuring compliance with the temporary food facilities food booth requirements and procedures by operating at the event. Effective January 1, 2000, the person or organization in control of the event shall submit a permit application and a site plan to Environmental Health at least two weeks prior to the event. The site plan should show the proposed locations of the temporary food facilities, restrooms, and shared utensil washing, hand washing and janitorial facilities.

**FEES MUST BE PAID TWO WEEKS PRIOR TO THE EVENT. VIOLATION OF HEALTH CODES OR PERMIT CONDITIONS MAY RESULT IN LEGAL ACTION OR CLOSURE UNTIL CORRECTIONS ARE MADE.**

**I. FOOD HANDLING – SANITATION REQUIREMENTS**

**A. Food Preparation:**

1. All food handling and preparation shall take place within a food facility (booth) unless approval of a different preparation site (e.g., retail markets, restaurants, food wholesalers).
2. **FOOD PREPARED OR STORED AT HOME IS PROHIBITED.** Food, water, ice and beverages must come from approved sources (e.g. retail markets, restaurants, food wholesalers).
3. BBQ operations (cooking only) may be allowed adjacent to the food facility.
4. Food preparation surfaces, equipment and utensils must be in good condition, smooth, non-absorbent and easily cleanable, (commercial cutting boards are recommended).
5. Employees preparing, handling and serving food must wear clean clothing and shall keep their hands clean at all times. All employees are to be in good health. Do not allow anyone with a skin infection or cold handle food.
6. Smoking and the use of tobacco is prohibited inside food facilities.
7. No animals are permitted inside food facilities.
8. Deep fat fryers, grills, etc., may require separate screened areas in accordance with local fire codes.

- B. **TEMPERATURE CONTROL:** Adequate temperature control shall be provided for all potentially hazardous (perishable) foods. Provide metal probe thermometer to check temperatures.
1. **Cold foods:** Maintain food temperature at 45 degrees F or below for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that has been held at or below 45 degrees F shall be placed in refrigerator units that maintain the food at or below 41 degrees F or the food shall be destroyed.
  2. **Hot Foods:** Maintain food temperature at 140 degrees F or above.
  3. Food in transit must be protected from contamination and must meet the temperature requirements above.
- NOTE:** This will require sufficient equipment necessary to cook and maintain required temperatures for all potentially hazardous perishable food, (e.g. steam tables, chafing dishes, refrigerators, & coolers).
- C. **UTENSIL WASHING AND HAND WASHING FACILITY:**
1. If event lasts three days or less, food facilities (booths) with food preparation require two five-gallon, clean, insulated containers with spigots for the cleaning of equipment, utensils, hands and for general cleaning purposes. Provide wastewater receptacles. One container must be filled with a warm soapy water solution. The other must have a warm bleach and water solution (use one-tablespoon of household bleach per gallon of water). These containers must be labeled as to contents. Provide soap dispenser and paper towels within the facility (booth).
  2. If event lasts four or more days, a two-compartment sink meeting National Sanitation Foundation (NSF) Standards and handsink are required. The sinks must be supplied with hot and cold running water under pressure from an approved source. The sinks must drain into an approved sewage disposal system.
- D. **WASTE WATER:**
1. Water and other liquid waste, including wastes from ice bins and beverage-dispensing units must be contained in or drained into a leak proof container.
  2. Liquid wastes must be disposed of through an approved sewage system or holding tank and must not be discharged onto the ground.
- E. **FOOD HANDLERS:** Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissues when handling food.
- F. **TOILET FACILITIES:**
1. Approved toilet facilities must be located within 200 feet of all temporary food facilities.
  2. Handwashing units equipped with soap and towel dispensers must be located within or adjacent to the toilets.
- G. **STORAGE/SERVICE:** All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination, and shall be stored six (6) inches off the floor on shelves, racks or pallets. Do not store food products next to toxic substances.
- H. **GARBAGE AND REFUSE:**
1. Garbage and refuse must be stored in leak-proof, fly-proof containers and emptied as necessary. It is recommended that the containers be lined with plastic garbage bags.

2. Arrangements for cleanup and final disposal for all solid waste must be approved by the Environmental Health Division.

## II. **FOOD BOOTHS**

Temporary food facilities, except as provided below, booths must be entirely enclosed with four (4) complete sides, a top and a cleanable floor (pavement is acceptable).

- A. Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.
- B. Rigid walls at least three (3) feet in height constructed of plywood, canvas or similar materials are required. The remaining wall surfaces and ceiling must be entirely enclosed, except for customer service windows. Materials such as plywood, visqueen or fine fly screening shall be used to complete the enclosure.
  1. Doors and food service openings shall be equipped with tight-fitting, self-closures to minimize the entrance of insects.
  2. Food operations that have adjoining BBQ facilities should have a pass through window or door at the rear or side of the booth.
  3. The name and address of the business, organization or owner of the food facility must be displayed on the front of the booth in at least three (3) inch high letters.

**NOTE:** The only operations not requiring enclosed booths are those which sell beverages from approved dispensers or food items prepackaged by a wholesaler or at an approved off-site kitchen. **These items must be sold in the original packaging.**

*Construction materials such as plywood, canvas, plastic and fine-mesh fly screening may be used. Rental booths constructed as noted above may be used when approved by this Department.*

*These requirements have been established consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.*

*The enforcement officer may establish additional structural and/or operational requirements as necessary to ensure that food/beverage sold or given away to the public is of safe and sanitary quality.*

*Note: Please see Article 11 & 12 (Mobile Food Facilities and Mobile Food Preparation Units); California Uniform Retail Food Facilities Law for requirements for vehicular food sales.*

## **Article 13. Temporary Food Facilities**

### **III. 114310. Scope**

This article governs sanitation requirements for temporary food facilities as defined in this chapter.

### **IV. 114311. General Requirements**

Except as otherwise set forth in this article, temporary food facilities shall meet the applicable requirements in Article 6 (commencing with Section 113975) and Article 7 (commencing with Section 113990).

### **V. 114312. Food from an Approved Source**

All food that is sold, given away, or dispensed from a temporary food facility shall be from an approved source. No food prepared or stored in a private home may be used, stored, served, offered for sale, sold, or given away in a temporary food facility.

### **VI. 114313. Identification of Operator**

The name, address, and telephone number of the owner, operator, permittee, or business shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall have strokes at least one centimeter (3/8 inches) wide, and shall be of a color contrasting with the temporary food facility. Letters and numbers for the address and telephone numbers may not be less than 2.5 centimeters (1 inch) in height.

### **VII. 114314. Permit Requirements for Event Organizer**

In addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization that is in control of any community event at which one or more temporary food facilities operates. This permit shall specify all the areas and facilities at the event site to be utilized by the temporary food facilities and the responsibilities of the person or organization issued the permit, including ensuring compliance with this article by the temporary food facilities operating at the event. Effective January 1, 2000, the person or organization in control of the event shall submit a permit application and a site plan to the local enforcement agency at least two weeks prior to the event. The site plan shall show the proposed locations of the temporary food facilities, restrooms, and all shared utensil washing, hand washing, and janitorial facilities.

### **VIII. 114315. Temperature Requirements for Potentially Hazardous Foods**

(a) Notwithstanding Section 113995, during operating hours of the temporary food facility, potentially hazardous food may be held at a temperature not to exceed 7 degrees Celsius (45 degrees Fahrenheit) for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that has been held in accordance with this subdivision shall be placed in refrigeration units that maintain the food at or below 5 degrees Celsius (41 degrees Fahrenheit) or the food shall be destroyed in a manner approved by the local enforcement agency.

(b) At the end of the operating day potentially hazardous food that is held at or above 60 degrees Celsius (140 degrees Fahrenheit) shall be either destroyed in a manner approved by the local enforcement agency or donated in accordance with Article 19 (commencing with Section 114435), but may not be reserved in a food facility.

(c) Adequate cold food and hot food holding equipment shall be provided to insure proper temperature control during transportation and operation of the temporary food facility.

### **IX. 114316. Live Animal Prohibition**

In addition to complying with Section 114045, live animals, birds, and fowl may not be kept or allowed within 6 meters (20 feet) of any area where food is stored or held for sale. All reasonable efforts shall be taken to exclude wild animals, birds, and fowl from the temporary food facility. This

subdivision shall not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.

**X. 114317. Equipment Standards**

Food-related and utensil-related equipment used in conjunction with a temporary food facility shall be approved by the local enforcement agency.

**XI. 114318. Ice restrictions**

Ice used for refrigeration purposes may not be used for consumption in food or beverages.

**XII. 114319. Operating Requirements**

(a) Adequate and suitable facilities shall be provided for the storage of food, utensils, and related items.

(b) All food-related and utensil-related items shall be stored at least 15 centimeters (6 inches) above the floor and in a manner that will protect these items from sources of contamination.

(c) During periods of inoperation, food shall be stored in one of the following methods:

(1) Within a fully enclosed temporary food facility that is in compliance with Sections 114030 and 114145.

(2) In lockable food storage compartments or containers meeting both of the following conditions:

(A) The food is adequately protected at all times from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

(B) The storage compartments or containers have been approved by the local enforcement agency.

(3) Within a permitted food facility or other facility approved by the local enforcement agency.

**XIII. 114320. Conditions of Transport**

During transportation to and from the temporary food facility and during operation of the temporary food facility, all food, food contact surfaces, and utensils shall be protected from contamination.

**XIV. 114321. Toilet Facilities**

At least one toilet facility for each 15 employees shall be provided within 60 meters (200 feet) of each temporary food facility. Each toilet facility shall be provided with hand washing facilities equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. Temporary food facilities that handle only prepackaged foods may provide cold water with a germicidal soap in lieu of hot and cold running water at the hand washing facilities. The local enforcement agency may allow hand washing facilities other than those required by this section when it deems that the alternate facilities are adequate.

**XV. 114322. Janitorial Facilities**

Adequate janitorial facilities shall be provided for the cleaning of the temporary food facilities, restrooms, and all shared utensil washing and hand washing facilities. Janitorial facilities shall be provided with hot and cold running water from a mixing valve. The local enforcement agency may allow janitorial facilities other than those required by this section when it deems that the alternate facilities are adequate.

**XVI. 114323. Employee Personal Effects Storage**

An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects. Personal effects shall be stored in a manner that prevents the contamination of food-related and utensil-related items.

**XVII. 114324. Lighting**

Adequate lighting shall be provided.

**XVIII. 114325. Water Supply**

(a) An adequate supply of potable hot water, at least 48 degrees Celsius (120 degrees Fahrenheit) shall be provided for utensil washing, hand washing, and janitorial purposes. The water supply shall be from a source approved by the enforcement agency. The potable water supply shall be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.

(b) Adequate potable water shall be provided, commensurate with the food handling activities taking place in the temporary food facility. In addition to the water needed for food preparation and dispensing, at least 75.8 liters (20 gallons) of potable water shall be provided per temporary food facility per day of operation for utensil washing and hand washing.

(c) The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service, and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner.

**XIX. 114326. Liquid Waste Facilities**

Adequate liquid waste holding facilities shall be provided and shall meet all of the following requirements:

(a) All liquid waste shall be disposed of in a manner approved by the enforcement agency.

(b) The liquid waste tanks shall have a minimum capacity that is 50 percent greater than the potable water tanks.

(c) When ice is utilized in the storage or display of foods or beverages, an additional minimum liquid waste holding tank capacity equal to one-third of the volume of the ice bins shall be provided for the drainage of ice melt.

(d) Additional liquid waste tank capacity may be required where liquid waste production or spillage is likely to occur.

(e) Any connection to a liquid waste holding tank shall preclude the possibility of contaminating any food, food contact surface, or utensils.

**XX. 114327. Open-air Barbecue**

Open-air barbecue facilities may be operated adjacent only to those temporary food facilities that are permitted to handle the types of foods to be prepared on the barbecue and with the approval of the local enforcement officer and subject to the requirements of Article 9 (commencing with Section 114185). All other cooking equipment shall be installed and operated in compliance with all applicable local building and fire codes.

**XXI. 114328. Enforcement Officer Discretion in Imposing Requirements**

Based upon local environmental conditions, location, and other similar factors, the enforcement officer may establish additional structural or operational requirements, or both, as necessary to ensure that foods are of a safe and sanitary quality.

**XXII. 114329. Requirements for Prepackaged Foods**

In addition to complying with Sections 114310 to 114328, inclusive, temporary food facilities that handle only prepackaged foods shall also meet both of the following requirements:

(a) A durable and readily cleanable floor surface shall be provided within the temporary food facility.

(b) A temporary food facility shall be designed and operated so as to prevent contamination of food under normal operating conditions with regard to employee sanitation, and minimize exposure to airborne contaminants, birds, vermin, leaves, rain, condensation, and other forms of contamination. Overhead protection may be required by the enforcement agency in order to protect food products from contamination.

### **XXIII. 114330. Requirements for Nonprepackaged Foods**

In addition to complying with Sections 114310 to 114328, inclusive, temporary food facilities that handle nonprepackaged foods shall also meet all of the following requirements:

(a) Temporary food facilities shall be fully enclosed, meeting the requirements of Sections 114030 and 114145, except that temporary food facilities that handle only nonprepackaged nonpotentially hazardous food shall be fully enclosed, or, if approved by the local enforcement agency, all food handling activities shall take place within food compartments meeting the requirements of subdivision (o) of Section 114265.

(b) A durable and readily cleanable floor surface shall be provided within the temporary food facility.

(c) Walls shall be smooth, durable, and readily cleanable. Screening that is at least 16 mesh shall be considered an acceptable wall material for enclosing a temporary food facility.

(d) Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.

(e) Food condiments shall be protected from contamination and, where available for customer self-service, be prepackaged or available only from approved dispensing devices.

(f) A stainless steel utensil washing sink with at least three compartments with two integrally installed stainless steel drainboards shall be provided. The sink compartments and drainboards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located within each temporary food facility, except that one sink may be shared by no more than four temporary food facilities that handle only nonprepackaged nonpotentially hazardous food, if the sink is centrally located and is adjacent to the sharing facilities. The local enforcement agency may allow utensil washing facilities other than those required by this section when it deems that utensils can still be handled in a safe and sanitary manner.

(g) Hand washing facilities, separate from the utensil washing sink, shall be provided. The hand washing facilities shall be located within each temporary food facility, except that the facilities may be shared by no more than four temporary food facilities that handle only nonprepackaged nonpotentially hazardous food, if the facilities are centrally located and are adjacent to the sharing facilities. Each hand washing facility shall be equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. The local enforcement agency may allow hand washing facilities other than those required by this section when it deems that the alternate facilities are adequate.

## **Chapter 13.5 Nonprofit Charitable Temporary Food Facilities**

### **XXIV. 114332. Scope**

This article governs sanitation requirements for nonprofit charitable temporary food facilities.

### **XXV. 114332.1. Frequency and Duration of Operations**

Nonprofit charitable temporary food facilities may operate once annually for a period of time not to exceed 72 hours.

### **XXVI. 114332.2. Hand washing, Utensil Washing, Liquid Waste, Toilet, Food Contact Surface Requirements**

(a) Except where all food and beverage is prepackaged, hand washing, and utensil washing facilities approved by the enforcement officer shall be provided within nonprofit charitable temporary food facilities.

(b) Facilities for the sanitary disposal of all liquid waste shall be subject to the approval of the enforcement officer.

(c) At least one toilet facility for each 15 employees shall be provided within 60 meters (200 feet) of each nonprofit charitable temporary food facility.

(d) Food contact surfaces shall be smooth, easily cleanable, and nonabsorbent.

### **XXVII. 114332.3. Operational Requirements**

(a) No potentially hazardous food or beverage stored or prepared in a private home may be offered for sale, sold, or given away from a nonprofit charitable temporary food facility. Potentially hazardous food shall be prepared in a food establishment or on the premises of a nonprofit charitable temporary food facility.

(b) All food and beverage shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.

(c) Potentially hazardous food and beverage shall be maintained at or below 7 degrees Celsius (45 degrees Fahrenheit) or at or above 60 degrees Celsius (140 degrees Fahrenheit) at all times.

(d) Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.

(e) All food and food containers shall be stored off the floor on shelving or pallets located within the facility.

(f) Smoking is prohibited in nonprofit charitable temporary food facilities.

(g) (1) Except as provided in paragraph (2), live animals, birds, or fowl shall not be kept or allowed in nonprofit charitable temporary food facilities.

(2) Paragraph (1) does not prohibit the presence, in any room where food is served to the public, guests, or patrons, of a guide dog, signal dog, or service dog, as defined by Section 54.1 of the Civil Code, accompanied by a totally or partially blind person, deaf person, person whose hearing is impaired, or handicapped person, or dogs accompanied by persons licensed to train guide dogs for the blind pursuant to Chapter 9.5 (commencing with Section 7200) of Division 3 of the Business and Professions Code.

(3) Paragraph (1) does not apply to dogs under the control of uniformed law enforcement officers or of uniformed employees of private patrol operators and operators of a private patrol service who are licensed pursuant to Chapter 11.5 (commencing with Section 7580) of Division 3 of the Business and Professions Code, while these employees are acting within the course and scope of their employment as private patrol persons.

(4) The persons and operators described in paragraphs (2) and (3) are liable for any damage done to the premises or facilities by the dog.

(5) The dogs described in paragraphs (2) and (3) shall be excluded from food preparation and utensil wash areas. Aquariums and aviaries shall be allowed if enclosed so as

not to create a public health problem.

(h) All garbage shall be disposed of in a sanitary manner.

(i) Employees preparing or handling food shall wear clean clothing and shall keep their hands clean at all times.

**XXVIII.114332.4. Additional Requirements**

The enforcement officer may establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

**XXIX. 114332.5. Open-air barbecues**

Open-air barbecue facilities may be operated adjacent to nonprofit charitable temporary food facilities, and shall be subject to the requirements of Article 9 (commencing with Section 114185).

