



Department of Health and Human Services, Environmental Health Division

Auburn Office: 3091 County Center Drive, Suite 180, Auburn, CA 95603 (530) 745-2300

Tahoe Office: 775 N Lake Blvd, Suite 203, Tahoe City, CA 96145 (530) 581-6240

Host Facility Requirements

A brewery, winery, commercial building or other location that meets specified infrastructure and operational requirements may be approved by Placer County Environmental Health (PCEH) to obtain a Host Facility (HF) Permit. This permit allows for hosting a catering operation to sell and serve food at this approved site for a maximum of 4 hours within any one 12-hour period. HF are inspected annually by Environmental Health.

NOTE: A Host Facility Permit is not required for sites that only utilize catering for private events or that only host mobile food facilities (food trucks).

Host facilities must meet all of the following requirements:

- **Restrooms (Toilet and Handwashing):** An approved restroom facility must be available within 200 feet of the area where catering operations take place and must be accessible to food handlers at all times during operation. The restroom shall meet all local building and plumbing codes. If the available restroom is common use among other building tenants, a signed restroom agreement must be submitted to PCEH.
- **Additional Handwashing:** A permanently plumbed handwashing sink for caterer's use may be required. Handwashing sinks shall be able to provide water of 100°F-108°F under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.
- **Liquid Waste:** The HF must have approved methods for disposal of liquid waste. Approval may be required from your local sewer agency or from Environmental Health if the facility operates on a septic system. A curbed janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.
- **Potable Hot and Cold Water:** The HF must have a hot water heater that consistently supplies hot water at a minimum 120°F.
- **Location for Catering Operations:** The HF must provide a suitable location where caterers can set up their operations. All food preparation shall be conducted within an approved, enclosed space. Floors, walls, and ceilings shall consist of approved materials. The type of food service allowed by caterers is contingent upon the location where they will set up their equipment. The HF must ensure that operations comply with all applicable codes in their jurisdiction, including but not limited to Planning, Zoning and Fire Department.
- **Equipment Specifications & Operating Procedures:** The HF shall maintain the following on-site:
 - a) specifications for all equipment that will be provided by the HF to support catering operations
 - b) procedures for how potentially hazardous foods will be held at appropriate temperatures on-site,
 - c) a list of catering operations that will operate at the HF with their menus, dates and times of their operations,
 - d) written operating procedures, methods, and schedules for cleaning any permanent food related equipment and for the disposal of refuse.

Please contact our office to schedule a consultation with one of our Specialists at your site. If your facility fails to meet any of the requirements listed on page 1 of this handout, a plan submission may be required with our office to bring the facility up to required standards.

Plan Review

Should your facility require structural upgrades, submit a plan check application to PCEH along with the following items included in the plans:

- A **Vicinity Map** showing the building and structure locations along with two cross streets
- **Site Plan** including dumpster/trash area if outside the facility.
- **Floor Plan** showing a schematic of the layout of all equipment and fixtures in the facility. Specify the location and type of electrical connection(s) that will be provided for a Caterer to power their food-related equipment. Layout is to include any and all areas that equipment may be stored onsite by the Caterer.
- **Plumbing Plan and Schedule:** Provide a plumbing layout showing hot and cold-water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and BTU/KW of the hot water heater.
- **Restrooms** The restroom must meet all local building and plumbing code standards.
- **Complete Equipment list** (must correlate to floor plan/equipment lay-out)
 - Equipment manufacturer's specifications sheets with descriptions and model numbers on all equipment, including all dishwashers and hot water heaters.
 - All equipment must be NSF or ANSI Certified or classified for Sanitation.
- **Janitorial Sink:** Show the location and method of installation of janitorial sink equipped with hot and cold water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. Provide the manufacturer's specifications for this sink and indicate the type of backflow device it contains.
- **Standard Operating Procedures:** Submit with your plans, a written operating procedure that describes the procedures, methods, and schedules for cleaning food related equipment and how everything will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.