

STEPS IN OBTAINING A CATERERS PERMIT

- 1. Review Caterer vs. Cook for Hire Definitions.** If your activities fall outside of the Cook-for-Hire definition then you will be required to obtain a Health Permit as a Caterer.
- 2. All catering must be done through an approved, permitted food facility. Finding a facility to work out of is often the most difficult part of the process.** The Health Department does not have a list of "Catering/Commissary Kitchens". It is up to you to find a permitted kitchen that is willing to work with you. *NOTE: Most Church kitchens and Lodge kitchens do not meet the requirements for a permitted food facility so they cannot be used as your Commissary.*
- 3. After locating the facility that you think might work for you, call and talk with the District Specialist who inspects that facility to see if it can be approved for your catering operation.** The District Specialist or inspector will need to evaluate whether that facility has adequate space for your operation (*i.e. refrigerator space, dry storage, utensil storage, etc.*) If facility has had problems in the past (*i.e. food handling, sanitation and structural problems*), it is possible that it may not be approved for use even though it is a permitted facility. *NOTE: It is recommended you talk with the District Specialist (inspector) before you sign any contract or agreement just in case the facility you want to use will not be approved.*
- 4. If the District Specialist determines the facility can be approved then you must have that facility operator sign the Commissary Form.** The Commissary form states that they have given you permission to use their facility (*i.e. prepare, cook and store food, store and wash utensils etc...*). The commissary must maintain a sign-in sheet that you must sign in every time you use the facility. *NOTE: If you are using a food facility outside of Placer County, you must attach a copy of the facility's current Health Permit.*
- 5. Submit the Food Facility Permit Application form, fee, menu, Commissary Form (original and signed by facility owner or operator) and Written Operational Procedures to Environmental Health.** Make sure to review the Catering Guidelines and follow these operational requirements. Also review the Catering vs. Cook-for-Hire Definitions. You are also required to obtain a **Food Safety Certification** within 60 days of being permitted. *NOTE: Placer County offers Food Safety Certification classes 4X a year please check our website for the schedule, or you can take any approved and accredited food safety certification course. All other employees or volunteers shall possess a Food Handler's Card.*
- 6. The District Specialist will review your application and will contact you to discuss your proposed operation (if they have not already been in contact with you) or might do a pre-inspection with you at your commissary.** Once all concerns have been addressed, a permit will be issued to you. *NOTE: Business License applications will not be approved until a Health Permit is obtained.*
- 7. When a routine inspection is made of your Commissary, the District Specialist will check to see where your items are being stored, he or she will also check the "Scheduled Signed- In" sheet of the times or days you've used your Commissary.** Your areas should be designated so as to be easily identifiable (shelves for storage or prep areas should be marked, etc.). *NOTE: Your District Specialist may call to arrange a meeting with you on site during your operations.*