



Department of Health and Human Services, Environmental Health Division
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FOR OFFICE USE ONLY	
SR:	
PE:	
Amt Due:	
Invoice #:	
Date Paid:	
Receipt #:	
Fee	<input type="checkbox"/> DD214 <input type="checkbox"/> 501c
Exempt:	<input type="checkbox"/> Brick & Mortar

Application for Temporary Food Facility (TFF) Vendor Authorization

Application Submittal and Payment Instructions

- Applications must be received **at least two weeks** prior to the planned event. **Incomplete applications may delay processing.**
- This authorization is valid for one TFF vendor booth. A separate application and fee are required for each additional booth.
- Submit a completed application via email to tempfoods@placer.ca.gov. Applicants submitting via email will receive an emailed invoice with instructions to submit payment online via credit card or e-check. Your emailed invoice will include the correct fee amount. Current fees can also be found online here: [Permits, Forms, & Fees](#)

Applicants eligible for fee reduction must include required documentation with application:

- Veterans (include copy of DD Form 214 and driver’s license)
- Food facilities, caterers, and cottage food operators with a current Placer County permit (complete section below)
- Qualifying non-profit organizations (include copy of 501c determination letter from the IRS)

Applicant Details	Type of Authorization: <input type="checkbox"/> Single Event Vendor <input type="checkbox"/> Multi Event Vendor (Valid July 1st - June 30th)	
	Applicant Name:	
	Name of Concession/Booth:	
	Applicant Address:	
	Phone:	Email:
	Are you currently permitted as a food facility, caterer, or cottage food operator in Placer County? <input type="checkbox"/> Yes <input type="checkbox"/> No Facility Name _____ Permit #: _____	

Complete the following for Single Event Vendors only:

Single Event Details	Event Name:	
	Event Organizer:	
	Organizer Phone:	Organizer Email:
	Event Location:	
	Event Dates:	Hours of Operation:

A. VENDOR RESPONSIBILITIES AND CERTIFICATION

I certify that I am familiar with the requirements to operate a Temporary Food Facility (TFF) as a vendor (CAL CODE section 113947.1c) and agree to operate in a manner consistent with those requirements. I also understand that, depending on risk assessment and staff assignments, an initial phone interview and event inspection may be conducted by this office.

I agree to post my TFF vendor authorization and event self-inspection checklist in a location visible to the public while operating.

I agree to obtain approval from Environmental Health for any menu or set-up changes prior to the event.

I agree to renew my TFF vendor authorization should it expire before continuing to participate in any community events.

Applicant Signature: _____ Date: _____

B. FOOD/BEVERAGE TO BE SOLD OR SERVED AT THE EVENT

List all foods and/or beverages to be offered (**Or attach menu**). Note: Off-Site Prep means preparation, usually ahead of time, at a location other than within your temporary food facility booth, such as a permanent food facility or commissary.

Food or Beverage Item	Off-Site Prep*	How Served	Made to Order	Describe Preparation Method (e.g. Mixing, BBQ, frying, grill)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*For Off-Site Prep, please complete the following (**Attach a copy of health permit if not in Placer County**). For prepackaged items, provide a copy of your Cottage Food Operator (CFO) Permit, Processed Food Registration (PFR), or Cannery License.

Name of Facility: _____ Phone: _____

Address: _____

C. HOT/COLD HOLDING EQUIPMENT

Identify methods for maintaining food hot ($\geq 135^{\circ}\text{F}$) or cold ($\leq 45^{\circ}\text{F}$).

Cold Holding Equipment (Check all that apply): Ice Chest Mechanical Refrigerator N/A Other: _____

At the end of each day, discard all potentially hazardous foods not held under mechanical refrigeration at or below 41°F.

Hot Holding Equipment (Check all that apply): Hot Holding Cabinet (Cambro) Steam Table Soup Warmer/Crock Pot
 Chafing Dishes Hot Dog Steamer/Roller Electric Rice Cooker/Warmer N/A Other: _____

At the end of each day, discard all hot held potentially hazardous foods. COOLING FOR NEXT DAY SERVICE IS NOT PERMITTED.

How will food storage temperatures be monitored at the event? Probe thermometer Ambient thermometer N/A

D. SAMPLING

Samples displayed for customer self-service shall be individually portioned in lidded containers. Samples may also be dispensed by employee to customer using single service wrappers or utensils. **Use of self-service communal bowls is not approved.**

Type of sampling: Prepackaged samples Dispensed samples N/A, no sampling

E. HAND WASHING FACILITIES

For temporary food facilities with open food/beverage or sampling, a hand wash station is required **within the booth**.

Type of hand wash station:

Water containers (5-gallon supply) with hands free spigot Plumbed sink N/A, prepackaged foods only and no sampling

Hand wash station shall provide for hands-free water flow, pump soap, single-use towels, and wastewater catch bucket.

F. SANITIZING SOLUTION

Provide information about sanitizers to be used for utensil washing and/or to sanitize food contact surfaces.

Sanitizer: 100ppm Chlorine 200ppm Quaternary Ammonium N/A, prepackaged foods only

Ensure that appropriate test strips are available at booth and used to test solution.

G. WASTE DISPOSAL

All waste must be disposed of properly. Liquid waste may not be dumped onto the ground or into a storm drain.

Liquid waste removal provided by:

Booth operator Event organizer Sanitary sewer Waste removal company N/A, prepackaged foods only

Address where liquid waste will be disposed of (if applicable): _____

H. UTENSIL WASHING

A utensil washing station is required **within the booth** for cleaning/sanitizing food preparation and serving utensils such as knives, tongs, scoops, spatulas, etc.

Indicate your method of utensil washing:

- No utensil washing station (No food preparation or serving utensils will be used at event).
- No utensil washing station (Facility will operate for no more than 4 hours at a time with adequate supply of spare utensils).
- Three-step (wash/rinse/sanitize) utensil washing station using containers within booth. Containers must fit your largest utensil.
- Three-step (wash/rinse/sanitize) plumbed utensil washing sink with hot (120°F) and cold running water under pressure.

I. FOOD BOOTH CONSTRUCTION

Option 1: Booths with open food handling must be fully enclosed on **all 4 sides** (mesh screen, wood, or metal), have an approved floor (concrete, asphalt, tarp, or plywood), and overhead protection (pop-up tent). Fully enclosed booths may have two serving windows that are no larger than 18"x12" each, separated by at least 18 inches. Note: Mesh screening is a common wall material. Mesh screen service windows can be kept closed with Velcro or ties.

Option 2: Side walls are not required when all food is prepackaged or when the operation is limited to serving open food from approved food compartments such as a lidded chafing dish, covered crock pot, or enclosed display case. In these instances, food is usually prepared ahead of time. **Overhead protection is still required.** Note: When in doubt, email tempfoods@placer.ca.gov to ask whether your specific operation requires full enclosure or just overhead protection.

Note: Approved flooring is not required for prepackaged foods only.

Select type: Outdoor Booth (Pop-up tent) Indoor booth Mobile food truck Permanent structure (e.g., Snack-bar)

Floor Material: _____ Ceiling/Overhead Material: _____ 4-Sided Wall Material: _____

Method for closing service windows: Velcro/ties Glass/plexiglass N/A Other (specify): _____

J. SKETCH OF BOOTH LAYOUT

A temporary food facility application must include a site plan of the booth to be constructed. Include location of equipment for cooking, hot/cold holding, hand washing, food/utensil storage, utensil washing, and trash.

Vendor Identification (must be clearly visible to customers at booth)

Concession/Booth Name (minimum 3-inch lettering): _____

City, State and Zip (minimum 1-inch lettering): _____

