



**Department of Health and Human Services, Environmental Health Division**  
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FOR OFFICE USE ONLY	
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PE:	
Amt Due:	
Invoice #:	
Date Paid:	
Receipt #:	
Fee	<input type="checkbox"/> DD214 <input type="checkbox"/> 501c3
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.**
- Submit a completed application to Environmental Health via email to [Business@placer.ca.gov](mailto:Business@placer.ca.gov). Applicants submitting via email will receive an emailed invoice with instructions to submit payment online.
- This authorization is valid for one TFF vendor booth. A separate application and fee are required for each additional booth.
- For current fees, please visit <https://www.placer.ca.gov/3245/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 with current Placer County Health permit (complete section below)
- Qualifying Non-profit Organizations (include copy of 501(c)(3) determination letter from the IRS)

<b>Applicant Details</b>	<b>Type of Authorization:</b> <input type="checkbox"/> <b>Single Event Vendor</b> <input type="checkbox"/> <b>Multi Event Vendor (Valid July 1<sup>st</sup> - June 30<sup>th</sup>)</b>	
	Applicant Name:	
	Name of Concession/Booth:	
	Applicant Address:	
	Phone:	Email:
	Do you have a current permit (food facility, caterer, cottage food) with Placer County Environmental Health? <input type="checkbox"/> Yes <input type="checkbox"/> No    Facility Name _____ Permit # _____	

#### Complete the following for Single Event Vendors only:

<b>Single Event Details</b>	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/or event inspection may be conducted by this office.*

*I agree to post my TFF vendor authorization and daily 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 TO BE SOLD OR SERVED AT THE EVENT**

List all foods to be offered (**Or attach menu**). State law prohibits the use of a private home for food prep and/or storage. For prepackaged items, attach a copy of your CFO permit, state Processed Food Registration, or Cannery License where applicable.

Food Item	Off-Site Prep*	How Served	Made to Order	Describe Preparation Method (e.g. BBQ, frying, grill, slicer)
	<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**):

Name of Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**C. HOT/COLD HOLDING EQUIPMENT**

Identify methods for maintaining food hot (≥ 135°F) or cold (≤ 45°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 is not permitted.**

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

**D. SAMPLING**

Food displayed for customer self-service shall be individually portioned into single service containers. Samples may also be dispensed directly to the customer using single service wrappers or utensils. Use of communal service bowls is not approved.

Type of sampling:  Prepackaged samples  Open/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**.

Provide a hand washing station with a minimum five-gallon water container with a dispensing valve that can provide continuous **hands-free** flow, soap, single-use towels, and a container to catch wastewater.

**F. SANITIZING SOLUTION**

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

Sanitizer:  100ppm Chlorine  200ppm Quaternary Ammonium  N/A (Prepackaged only, no open/dispensed sampling)

**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 only)

Waste tank size (if applicable): \_\_\_\_\_ gallons

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

## H. UTENSIL WASHING

For temporary food facilities where multi-use utensils are used, a utensil washing station is required.

Indicate your method of utensil washing:

- No utensil washing station (No food preparation or multi-use 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 utensil washing station using containers (minimum of three 5-gallon containers) within booth.
- Three-compartment utensil washing sink with hot (120°F) and cold running water under pressure.

## I. FOOD BOOTH CONSTRUCTION

**Option 1:** Booths engaging in food preparation must have 4 sides, a cleanable floor (asphalt, concrete, tarp, or plywood) and overhead protection. The booth may have serving windows that are no larger than 216 square inches each, separated by at least 18 inches. Serving windows need to be equipped with tight-fitting closures. Note: Screening/mesh is a common wall material. Mesh service windows can be kept closed with Velcro or ties.

**Option 2:** Food booths selling only prepackaged foods or dispensing non-potentially hazardous beverages (soda, tea, coffee, etc.) from bulk containers do not need a full enclosure. However, overhead protection is still required.

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

Floor Material: \_\_\_\_\_ Wall Material: \_\_\_\_\_ Ceiling/Overhead 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, hand washing, food/utensil storage, utensil washing, outside condiment storage, open-air BBQ (if applicable), 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): \_\_\_\_\_

