



## MONTEREY COUNTY HEALTH DEPARTMENT

### TEMPORARY FOOD FACILITY PERMIT

#### I. SPECIAL EVENT/TEMPORARY FOOD FACILITY INFORMATION

1. Application to operate a Temporary Food Facility
  2. Temporary Food Permit Fee Schedule effective 05/05/09
  3. General Information for Food and Beverage Personnel
  4. Requirements for Temporary Food Facilities
  5. Food Booth Construction Standards
  6. Hand washing and Utensil – Washing Requirement
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- A colorful illustration of a food booth with a red and white striped awning and a blue and white star-patterned valance. Several people in period clothing are gathered around the booth, which has a red counter and a blue base. A man with a mustache is sitting on a wooden crate to the right.

**MONTEREY COUNTY HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH**

1270 Natividad Road, Salinas 93906  
(831) 755-4508

1200 Aguajito Road Ste 103, Monterey 93940  
(831) 647-7654

620 Broadway Ste N, King City 93930  
(831) 386-6899

**APPLICATION TO OPERATE A TEMPORARY FOOD FACILITY  
CALIFORNIA RETAIL FOOD CODE – ARTICLE 114381.2**

Please complete the following form and attach all information requested. This Application Form and fee must be received by the Monterey County Health Department at least **10** working days prior to the event. Please enclose cash (at office), or a money order or check made out to the “Monterey County Health Department” that has your name, address and phone number professionally printed by a bank. **An incomplete application may prevent the issuance of your Health Permit to operate.**

**A. GENERAL INFORMATION**

- 1. NAME OF EVENT : \_\_\_\_\_ LOCATION OF EVENT : \_\_\_\_\_
- 2. Starting Date & Time : \_\_\_\_\_ Ending Date & Time: \_\_\_\_\_
- 3. Event Coordinator : \_\_\_\_\_ Phone : \_\_\_\_\_
- 4. Name of Food Facility : \_\_\_\_\_ Permit : \_\_\_\_\_
- 5. Owner of Food Facility : \_\_\_\_\_ Phone : \_\_\_\_\_
- 6. Owner’s Address : \_\_\_\_\_
- 7. On-Site Manager / Operator : \_\_\_\_\_ Phone : \_\_\_\_\_

**B. TYPE OF FOOD FACILITY ( check where applicable )**

- 1. [ ] Temporary food booth
- 2. [ ] Food Service Vehicle
- 3. [ ] Mobile Food Preparation Unit
- 4. [ ] Other - Please Explain : \_\_\_\_\_

**C. LIST ALL FOODS AND BEVERAGES TO BE SERVED: Note, all foods and beverages must be prepared / prepackaged at an approved facility, or on site. **NO HOME PREPARED FOODS OR BEVERAGES ARE ALLOWED.****

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

**D. In signing this application, I understand that I am responsible for all aspects as stipulated by the California Retail Food Code (CAL CODE) pertaining to temporary food facilities and/or vehicles (see attachments). Failure to comply with CAL CODE at any time will result in suspension/revocation/refusal of health permit.**

Signature of owner/applicant : \_\_\_\_\_ Date \_\_\_\_\_  
**OFFICIAL USE; DO NOT WRITE BELOW THIS LINE.**

**TO BE COMPLETED BY HEALTH INSPECTOR:**

	Yes	No	NA	Health Permit Fees:
1) Booth enclosure and construction is adequate	[ ]	[ ]	[ ]	Amt. \$ : _____
2) All operations inside booth except for open air BBQ units	[ ]	[ ]	[ ]	# of Booths : _____
3) Hand/Utensil wash system is adequate	[ ]	[ ]	[ ]	Date Paid : _____
4) Refrigeration/cold storage is adequate	[ ]	[ ]	[ ]	Receipt # : _____
5) Hot food storage is adequate	[ ]	[ ]	[ ]	
6) Food Temp (stem) thermometer is present		[ ]	[ ]	[ ]
7) Other : _____				

Attachment for Temporary Food Facilities in conjunction with community events.

Community Event Organizer/ Sponsor: .....\$165.00

**IF TEMPORARY FOOD FACILITY FEES ARE PAID TEN (10) WORKING DAYS BEFORE THE EVENT, A DISCOUNT WILL BE GIVEN.**

A. For application/s and fee/s submitted less than 10 working days prior to the date of the event.

a. 1) 1 - 3 days: ..... \$171.00 each

2) 1 - 3 days (Non-Profit): ..... \$136.00 each

b. 1) 4 - 7 days: ..... \$328.00 each

2) 4 - 7 days (Non-Profit): .....\$272.00 each

c. 1) 8 - 25 days: .....\$457.00 each

2) 8 - 25 days (Non-Profit): ..... \$407.00 each

B. Discount fees of 10% for application/s and fee/s submitted 10 working days prior to the date of the event.

a. 1) 1 - 3 days: .....\$153.00 each

2) 1 - 3 days (Non-Profit): .....\$122.00 each

b. 1) 4 - 7 days: .....\$296.00 each

2) 4 - 7 days (Non-Profit): ..... \$244.00 each

c. 1) 8 - 25 days: .....\$411.00 each

d. 2) 8 - 25 days (Non-Profit): .....\$366.00 each

C. Annual Permit: .....\$571.00 each year

D. Free Sample Booth: .....\$ 67.00 each  
(Nonperishable, commercially prepackage)

ALL NON-PROFIT ORGANIZATIONS MUST SUBMIT PROOF OF STATUS SUCH AS A NON-PROFIT I.D. NUMBER.

## GENERAL INFORMATION FOR FOOD AND BEVERAGE PERSONNEL

1. All Participants who sell OR GIVE AWAY any type of food should contact the Monterey County Health Department at least ten (10) working days before the day of the event. You must file an application for a Temporary Food Facility Health Permit and pay applicable fees. Failure to contact the Health Department may result in closure of your concession stand or an assessment of double fees on the day of the event.
2. All food and beverages must be prepared and dispensed from a booth or enclosure approved by the Health Department. Booths set up on dirt shall have a floor. (If you are providing food from a permitted Food Facility bring a copy of the Health Permit for the Food Facility).
3. Selling of food prepared at home is prohibited. No home-canned foods will be permitted.
4. All food must be obtained from a Health Department approved source. (Provide a receipt of purchase for all food items).
5. All perishable food shall have temperatures of above 140 °F or below 41 °F at all times.
6. All food shall be protected from contamination at all times. Storage of all foods and materials must be in a protected area and at least 6 inches off the ground and floor.
7. All food handlers must be clean, in good health and free from communicable diseases, and have their hair confined at all times.
8. Hand washing facilities must be provided in an area adjacent to the booth. Soap, hot water, paper towels, a 5-gallon water container with dispensing valve and a 5-gallon wastewater container must be provided.
9. Toilet facilities must be readily available (within 200 feet) and food handlers must wash their hands prior to preparing or handling food.
10. Provisions shall be made for the proper washing and sanitizing of all utensils. Booths with food preparation require a minimum of 2-5 gallon containers for cleaning of equipment, bleach for sanitizing must be provided (1 tbs./gal. of water). In addition to the water needed for food preparation and dispensing 20 gallons of potable water must be provided at each booth for utensil and hand washing purposes.
11. Only single service eating utensils may be used.
12. All garbage must be disposed of in proper containers with tight-fitting lids. All liquid waste must be disposed of into a sanitary sewer or other approved sewage disposal system.
13. Ice shall be prepared from an approved source of potable water. Ice used for drinking purposes must be stored so as to be free from contamination or adulteration and shall be served by using ice scoops.
14. The area around the booth shall be kept clean at all times.
15. A copy of these regulations shall be posted in each booth.

**NOTE:** This is only a partial listing of the requirements for a Temporary Food Facility (Food Booth).

**POST THIS INFORMATION SHEET IN FOOD BOOTH**

## REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

The following are found in the California Retail Food Code (Cal Code) of the California Health and Safety Code beginning with Section 114335 through Section 114363. Other requirements can be found in the Health and Safety Code.

1. Identification of the operator with a sign, which shall be clearly visible on the booth and shall show the name of the business, city, state and zip code. The name of the business shall be 3 inches in height and shall have of a color that contrasts with the rest of the sign. The address cannot be less than 1 inch in height. The name of the business shall match the name on the permit.
2. Potentially Hazardous Food (PHF) must be held at the proper temperatures. Cold holding can be at 45 degrees Fahrenheit for 12 hours and then be placed in refrigeration units at 41 degrees Fahrenheit or properly destroyed. Hot holding shall be at 135 degrees Fahrenheit and at the end of the operating day shall be properly destroyed. All hot and cold holding equipment shall be adequate enough to hold the proper temperatures during periods of operation and/or transportation. Ice used for refrigeration cannot be used in drinks or in any other food. Food that is held between 45 and 135 degrees Fahrenheit must be discarded after 4 hours. Thermometers are to be used to verify temperatures and kept on site.
3. All food, food preparation surfaces and utensils must be protected from contamination and adulteration. This includes, but is not limited to dust, water, leaves, bird droppings or anything else that is not suppose to be in food. Keeping food and utensils in containers with lids and frequent sanitation of food preparation surfaces reduces this occurrence. Sneeze protection must be provided when food, food preparation surfaces and utensils are exposed to the public. All food and utensils must be stored six inches or more off the ground and in a manner that prevents contamination. This includes food in plastic, boxes, cans and bottles.
4. All food must come from an approved source and cannot be stored or prepared in a residence. Labeling of packaged foods is required with the common name of the product and list of ingredients as provided by the manufacturer.
5. Potable water shall be provided to wash hands and utensils. Soap in a dispenser and paper towels shall be provided to wash hands. Separately, three buckets, one with soapy water, one with clear rinse water and the third with water and sanitizer are to be provided to wash and rinse utensils. Waste containers are to be provided for both and must be at least one and a half times the volume of fresh water used for washing. A sanitizer, such as bleach or quaternary ammonia, must be on hand and used to sanitize utensils and surfaces.
6. Food booths (temporary food facilities) must be fully enclosed and must provide protection from the elements. Full enclosure means the service area shall be enclosed with pass through openings no larger than 216 square inches. Overhead and side protection must be adequate and in good repair. Screening must be 16 mesh or smaller and in good repair. Ground cover is required in the City of Monterey and at other locations where required by the Health Department. All food preparation, which includes cooking must take place within the confines of the booth with the exception of barbeques and when allow by local fire codes.
7. All Food handlers must be in good health, prepare food in a safe and sanitary manner, wear gloves when bandages are worn on any part of the hand and wear hair restraints.

# FOOD BOOTH CONSTRUCTION STANDARDS

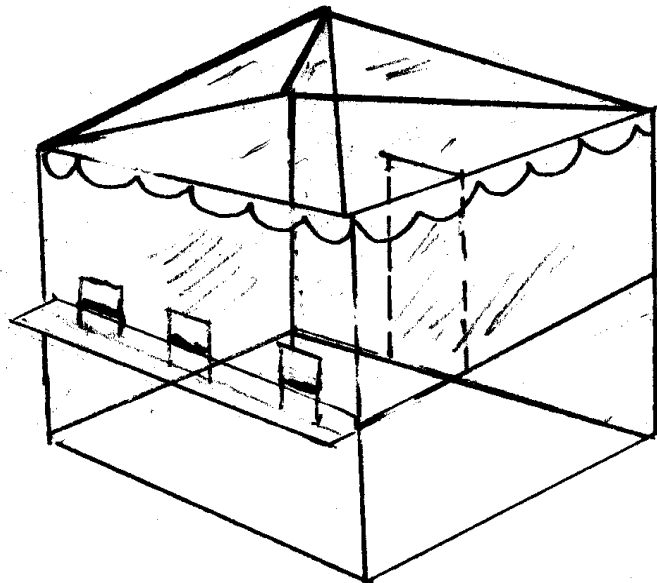
## FOR TEMPORARY FOOD FACILITIES

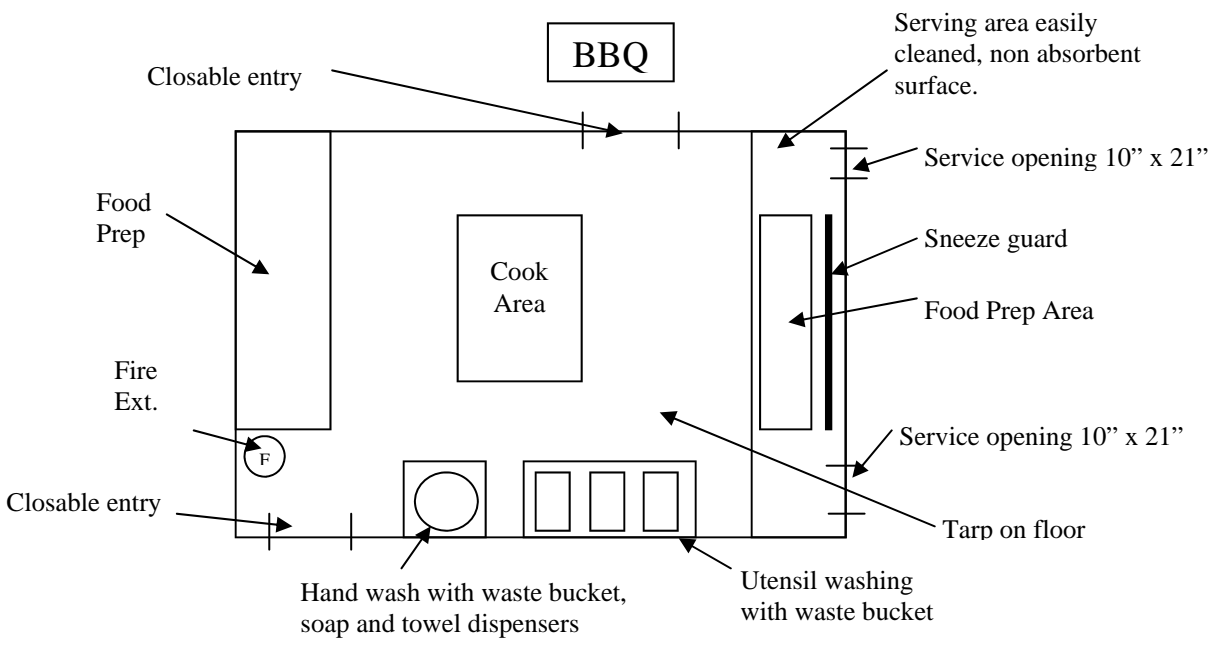
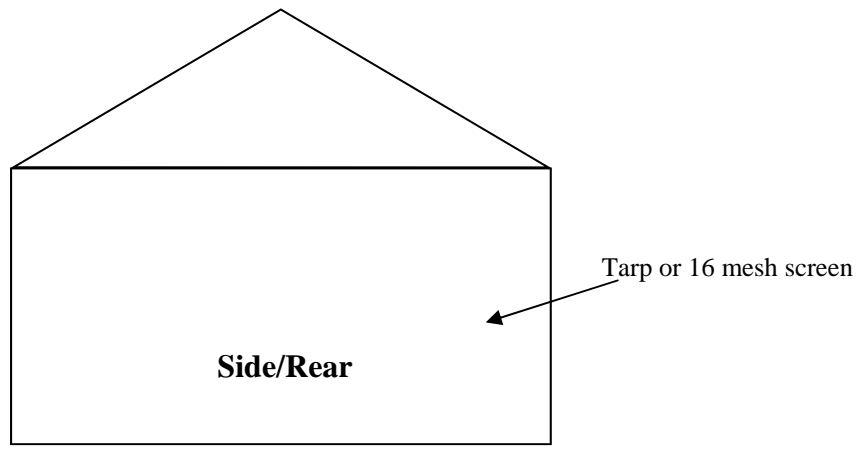
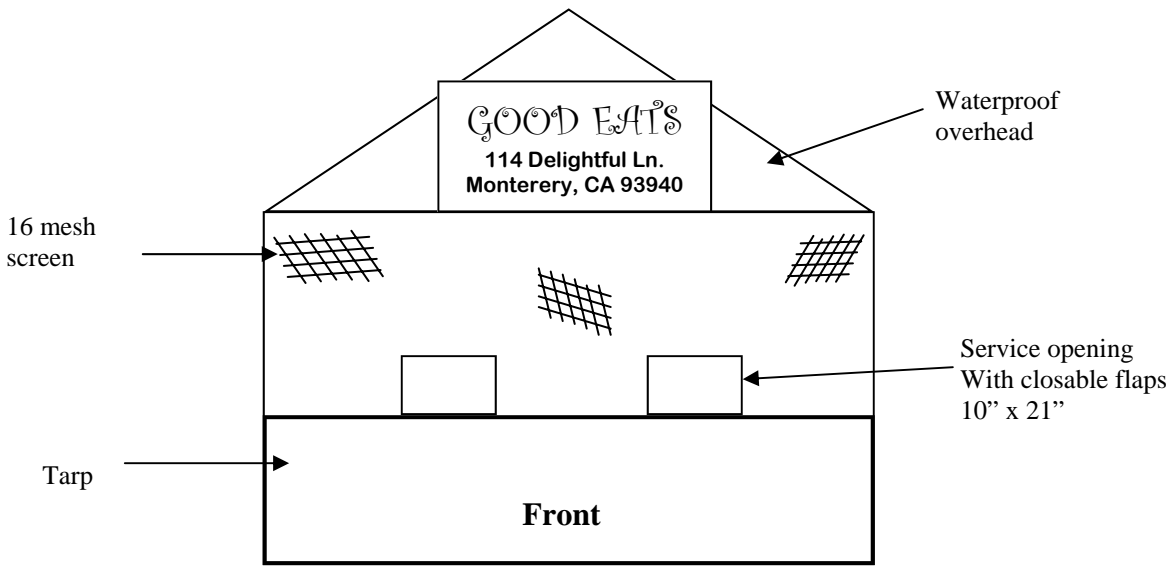
### REQUIREMENTS:

1. Food booths must be entirely enclosed with four (4) complete sides, a top and a smooth dust free cleanable floor surface (paved surfaces are acceptable). (Approved by the Health Department)
2. Service windows shall be closeable and approximately 12 x 18 inches in size.
3. Construction materials such as plywood, canvas, plastic and fine mesh fly screening may be used.
4. Rental booths that are properly constructed may be used.
5. Booths must use plywood, tarp or similar material for floor surfaces.
6. If there is any use of the area outside the booth for your food operation, flooring must also be provided. No food preparation (except barbecuing or flambe') can take place outside the food booth.
7. Screening is not required where only pre-package foods are handled.
8. The Fire Marshal may require that certain types of cooking such as deep-fat frying not be done inside a tent-type booth. These uses must have an auxiliary booth constructed to satisfy fire codes in order to be done.

The following is an approved sample booth design. Any other proposed design for a booth shall be reviewed and approved by the Health Department prior to construction.

**Clear plastic or light colored screening is recommended for visibility**

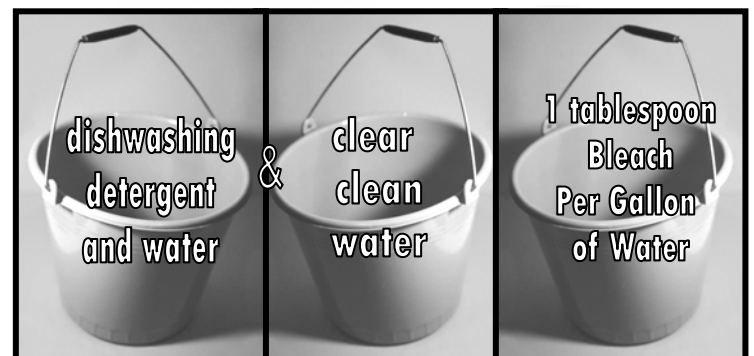
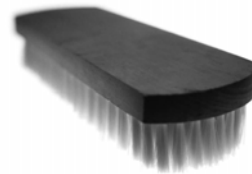




## HAND-WASHING AND UTENSIL-WASHING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES



**Hand-Washing Facilities** - Provide a five (5) gallon water container capable of providing a continuous stream of water at a temperature of 100°F with a dispensing valve to leave hands free for washing; a waste-water container; soap dispenser and paper towels for hand washing within the food booth.



**Utensil-Washing Facilities** - Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water and the other a bleach/water solution (use 1 tablespoon of household bleach per gallon of water).

**NOTE:** Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.



