



A Tradition of Stewardship
A Commitment to Service

Environmental Management

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**PERMIT APPLICATION AND REQUIREMENTS
FOR FOOD VENDORS AT TEMPORARY EVENTS**

Food vendors must submit this application, all necessary information, and permit fee(s) a minimum of two weeks prior to the event. All permit fees are payable to Napa County. A permit will be issued to the vendor after this Department confirms that all requirements of the California Retail Food Code (CRFC) have been met.

A vendor is not authorized to operate a food facility at a temporary event until written authorization to operate has been issued by this Department. Submitting an application and fee does not constitute approval to operate.

CURRENT FOOD VENDOR FEES:

Application with fees received:	2 weeks prior to event	At least 1 week but less than 2 weeks prior to event	1 week or less prior to event*
Low risk	\$46	\$92	\$138
High risk	\$88	\$176	\$264

*Applications submitted the week prior to the event will be approved as staffing and workload allow.

Exemptions: Fee exemptions may be granted to organizations or individuals meeting the following criteria if a fee waiver request form and event application are submitted and approved at least 2 weeks prior to the event:

- ❖ **An organization is a qualified non-profit corporation**
- ❖ **An organization or club from a school or educational facility**
- ❖ **An individual owner that has a Veteran’s DD 214 government exemption form**

Organizations or individuals qualifying for a fee exemption must complete a fee waiver request form.

Note: Fee waivers may not apply for applications received less than 2 weeks from the event date.

Booth name or organization _____

Owner Name: _____

Owner Address: _____

Phone number: _____ Cell Number: _____

Operator Name (if different): _____

Operator Address: _____

Phone number _____ Cell Number _____

Fax _____ E-mail _____

This application may be used for multiple temporary events providing all the information remains the same. You must submit a separate fee for each event you plan to attend (i.e. St. Helena Farmer's Market and Napa Farmer's Market: fee would be $\$46 \times 2 = \92). **However, individual permits will be issued, which are valid only for the event for the time period indicated. For events not listed on this application, you must complete a new application form and submit it in its entirety.**

List temporary events below:

NAME OF EVENT(S):

DATES OF OPERATION:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List all foods, including beverages and prepackaged foods that will be handled and dispensed from your booth, regardless of whether the food will be sold or given away.

Provide detailed proposed procedures and methods of food preparation and handling.

How will food be protected from contamination and provided with proper temperature control while in transit and while at the event? Food transportation, storage, temperature control, display, and all other means used to protect food must be discussed in this section.

Provide procedures, methods and schedules for cleaning utensils, equipment and for the disposal of refuse.

***Attach a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing.** All food preparation, except food cooked directly on the BBQ must be conducted inside an enclosed, protected temporary food facility.

1. Will you BBQ at the event? *(Please check one.)* Yes No

NOTE: NO BBQ'S PERMITTED INSIDE TENTS. GRILLING INSIDE A TENT MAY BE ALLOWED IF LOCAL FIRE AGENCY GRANTS APPROVAL. NO FRYING IS PERMITTED AT A TEMPORARY EVENT UNLESS FRYING IS DONE IN ADJACENT APPROVED FOOD FACILITY OR MOBILE FOOD FACILITY.

2. If selling pre-packaged food items or demonstrating the use of cooking equipment, will samples be offered? *(Please check one.)* Yes No

Refer to the sampling guidelines handout for food vendors and demonstrators.

3. Tents can only be approved for one-day events. For multiple-day events, food vendors must operate inside a permitted food facility or mobile food facility. **Mobile food facilities must have an insignia of approval issued by the California Department of Housing and Community Development (HCD) and affixed to the unit as required. For information regarding the insignia, contact HCD at (916) 255-2501.**

For one-day events, provide details for materials and methods used to construct the temporary food facility: _____

Commissary Information

Name of approved commissary _____

Commissary address _____

Commissary phone number _____

Include a letter of authorization from the owner of the approved, permitted commissary where off-site foods will be prepared.

Foods cannot be stored and/or prepared at a private home.

NOTE: IF FOOD WILL BE PREPARED OUTSIDE OF NAPA COUNTY, INCLUDE A COPY OF THE FACILITY'S VALID LOCAL HEALTH PERMIT.

I certify that I have reviewed this application and state that all information is correct. I understand that the fee paid is based upon my declaration of information on this form, and incorrect or incomplete information is grounds for permit denial or revocation. I have read, understand and agree to comply with the **“Requirements for Temporary Food Facilities in Napa County”** included with this application.

Operator name (print)

Operator signature

Date

REQUIREMENTS FOR FOOD VENDORS AT TEMPORARY EVENTS IN NAPA COUNTY
(Retain a copy for your records).

Identification of Operator:

The name and address of the business must be permanently affixed to the booth. This sign must be clearly visible to patrons. The letters of the name must be a least 8 centimeters (3 inches) high and must be of a color contrasting with the booth. The letters and numbers for the address must be at least 2.5 centimeters (1 inch) in height.

Hand Washing Requirements:

Hand washing facilities are required within each food booth, except where only prepackaged foods are offered. Any vendor offering samples to the public must have a hand washing station in their booth. Hand washing facilities must consist of a minimum 5-gallon container of potable water, single-use germicidal soap, paper towels, and an adequately sized vessel to contain the wash water.

Employee Knowledge:

Temporary food facilities that prepare, handle or serve non-prepackaged food shall have an owner or person in charge who can demonstrate to the enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation.

Person in Charge:

Each temporary food facility shall have an owner or person in charge present during all times of operation that is responsible for the operation of the food facility.

Toilet Facilities:

At least one toilet facility per 15 food service workers shall be provided within 200 feet of each booth. Each toilet facility must be equipped with a hand washing station consisting of running water, single-use germicidal soap, and paper towels.

Cleaning and Sanitizing of Utensils:

Food operators which handle multi-use utensils or prepare must provide an adequate means for cleaning and sanitizing food prep areas and utensils. At a minimum, a utensil washing station must consist of the following:

- a. Fifteen gallons of potable water per booth per day;
- b. Three clean utensil wash containers large enough to submerge the largest utensil;
- c. Utensil washing detergent;

- d. Approved sanitizing rinse (100 ppm chlorine solution--1 oz. bleach per 2 gallons of water, or 200 ppm quaternary ammonium sanitizer). Food contact surfaces must be sanitized at least every 4 hours.

Food Temperature Control:

All operators handling potentially hazardous foods (PHF's) must comply with the following:

1. Adequate equipment must be available to hold PHFs (including meats, seafood, soups, cooked rice and beans, dairy products, cut melons, and sprouts) at or below 45° F. or at or above 135° F. CRFC, Section 114315 requires all potentially hazardous foods held at or below 45° F **or** at or above 135° F must be destroyed in a manner approved by this Department. Hot food remaining at the end of the event shall not be re-used.
2. Provide a food probe thermometer accurate to $\pm 2^\circ$ F for checking hot *and* cold foods.
3. PHFs must be transported in approved containers capable of maintaining required holding temperatures.

Coolers and Chafing Dishes will be approved for temperature control of PHF's for one day events only. Foods hot held in chafing dishes must be discarded at the end of the day. **Coolers and chafing dishes are not allowed for multiple day events.**

Conditions of Transport

During transportation to and from the temporary food facility and during operation of the temporary food facility, all food, food contact surfaces, and utensils shall be protected from contamination.

Food Protection:

1. All food and utensils must be protected from contamination, including rain, vermin, bird droppings, insects, non-food chemicals, wastewater, overhead leakage, and other contaminants.
2. Food handlers must wash their hands prior to preparing food, and after smoking, eating, after using the restroom, disposing of garbage, handling raw meats, etc
3. Direct hand contact with food must be minimized.
4. Food handlers must not work in food booths when ill.
5. No food may be stored or prepared in a private home.
6. All food shall be stored at least 6 inches off the floor.
7. Employee belongings shall be stored separate from food and utensils.
8. Only single-use utensils for consumer use are permitted.

Booth Construction:

1. Booths must provide a durable and cleanable floor surface (i.e., a tarp or sealed plywood).

2. Each booth shall indicate the name, address, and telephone number of the booth operator or permittee in letters clearly legible to patrons.

Multiple Day Events: Tents are NOT allowed at multiple day events.

One Day Events: Tents will be allowed for one day events such as those at the Chef's market. Barbecues can be approved if they meet the requirements' below. Fryers are NOT allowed inside or outside tents.

All booths which handle any non-prepackaged foods must be fully enclosed (floors, walls, and ceiling) with approved pass through windows. Screening, if used, must be a minimum of 16 mesh.

Waste Disposal:

1. All liquid wastes must be disposed of via a sanitary sewer or liquid waste disposal station.
2. All solid and food waste must be handled so as to prevent a nuisance.

Open-Air Barbecues:

Open-air barbecue facilities may be permitted in conjunction with a temporary food booth provided that the following requirements are met:

1. Any foods cooked on an open-air BBQ must be cooked directly over the heat source. Foods may not be cooked in a pan or skillet on the BBQ. The food must be placed directly on the grill.
2. No animals (except as allowed in CRFC) are allowed within 20 feet of an open-air barbecue.
3. The open-air barbecue must be protected from dust and other contamination.
4. Approved toilet facilities must be located within 200 feet of the open-air barbecue.
5. Open-air barbecues must meet all requirements of the local fire authority (check with local fire district).

DEPARTMENT OF HOUSING CERTIFICATION

ALL mobile food facilities in which any person works must be certified by the California Department of Housing.