



**COUNTY OF LAKE**  
**Department of Health Services**  
**Environmental Health Division**  
 922 Bevins Court, Lakeport, CA 95453  
 Ph (707) 263-1164 / Fax (707) 263-1681



**TEMPORARY FOOD FACILITY PERMIT APPLICATION**

Please submit application fourteen (14) business days before the event to allow for processing. To encourage early processing, a 10% discount will be given to those who submit application package at least ten (10) business days before the event. Applications received within three (3) business days of event **may or may not** be approved. A double fee will be assessed for operating without a permit at an event.

Name of Event:		Location: (Street Address)	
Dates of Operation:	Start Time:	End Time:	Booth Set Up Time:
Name of Booth/Concession:		Owner/Operator:	Day Phone:
Mailing Address:		City, Zip:	Email:
<b>Event Sponsor:</b>		<b>Sponsor Phone:</b>	
Non-Profit Charitable Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide required documentation / Non-Profit ID#			
Requesting a veteran exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide required documentation (DD 214)		Are you a permitted facility in Lake Co.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Permanent Building <input type="checkbox"/> Food Cart <input type="checkbox"/> Mobile Food Truck/Trailer			
Where is food being prepared?		<b>HOME PREPARATION &amp; STORAGE IS NOT ALLOWED</b>	
<input type="checkbox"/> Onsite: (in a booth, permanent building, food cart, or mobile food truck/trailer)			
<input type="checkbox"/> Commissary (1-Provide location and attach health permit if outside Lake County; 2-Please provide commissary agreement –see attached).			
<input type="checkbox"/> Cottage Food Operation (Provide permit and county name if other than Lake).			
<input type="checkbox"/> Caterer (Please attach health permit and copy of commissary agreement).			
<input type="checkbox"/> Other (Please describe)			
<b><i>This application submittal shall include:</i></b>			
<input type="checkbox"/> Completed and signed application with fee (check made payable to County of Lake)			
<input type="checkbox"/> Food booth layout			
<input type="checkbox"/> Food and beverage plan (attached Menu Sheet must be completed)			
<input type="checkbox"/> Sponsor Approval			
<b>Operator's declaration: I have read and will comply with the Temporary Food Facility Requirements, and I fully understand that any deviation from the submitted application without prior approval may nullify final approval.</b>			
Signature of Operator:			Date:

**Office Use Only:**

Date Rcvd:	Fee Paid:	Receipt No.:	Facility ID No.:	PE Code:	Program No.:
Approved by Specialist:				Date:	

# Home Food Preparation & Storage is NOT Allowed for Temporary Events

Food must be prepared on site or at a permitted commercial kitchen.  
 Approved baked goods may be prepared at a permitted Cottage Food Operation.

## MENU SHEET

Name of person in charge day of event: \_\_\_\_\_

Number of employees that will be working in food booth: \_\_\_\_\_

List all food and beverages to be served	Where is food prepared? (e.g. booth, commissary)	Approved food source	How is food prepared? (list equipment or method used)	Food cooking temperature	How will hot/cold food be held?
Ex: macaroni salad, hot dogs, chicken taco, beef taco	Ex: on site inside booth	Ex: purchased at Safeway, Costco, etc.	Ex: BBQ, griddle, boiling, frying, instant pot, etc.	Ex: Chicken 165° F	Ex: cold holding in ice chest, hot hold in chafer pan

Use additional page for more space, if needed.

### What is done with leftover cooked food at the end of the day?

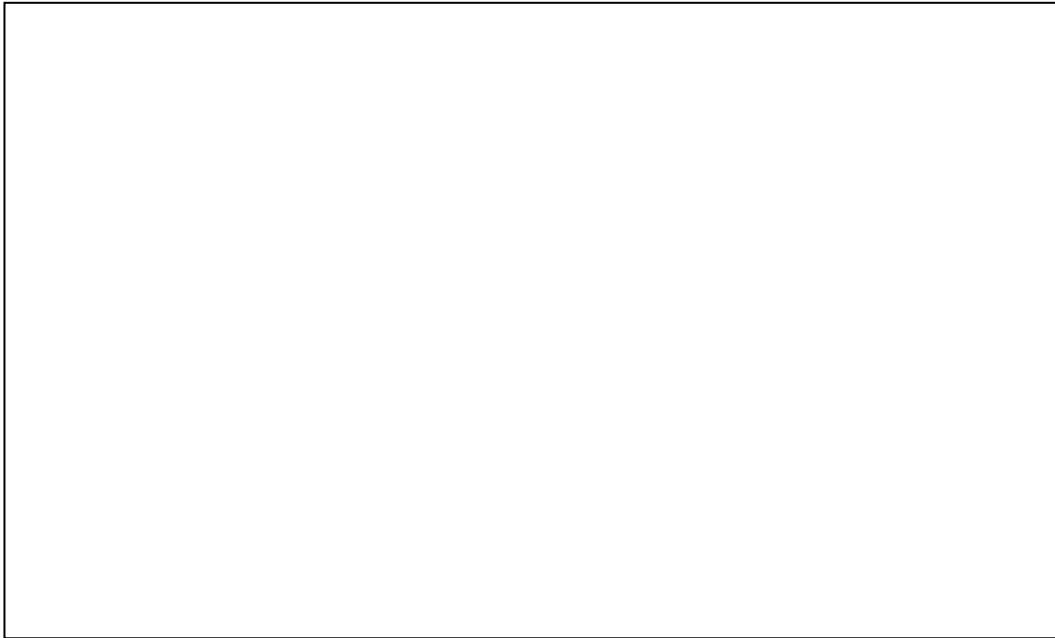
The following must be provided as required: **(acknowledge and/or answer all questions below that apply to your operation)**

<input type="checkbox"/> Hand washing facility with warm (100° F) water. Must be in insulated container	<input type="checkbox"/> Pre-packaged baked goods properly labeled
<input type="checkbox"/> Hot & Cold food holding units. List type:	<input type="checkbox"/> Potable water source:
<input type="checkbox"/> Booth identification: Facility Name (3 inches), City, State Zip (1 inch)	<input type="checkbox"/> Utensil washing dishpans. Describe set up:
<input type="checkbox"/> Fully screened fly proof booth (for non-prepackaged food prepped or served on site)	<input type="checkbox"/> Disposable food service gloves
<input type="checkbox"/> Overhead cover. List type:	<input type="checkbox"/> Metal food probe thermometer (0° F – 220° F)
<input type="checkbox"/> Floor covering material:	<input type="checkbox"/> Liquid waste containers. Where is it to be disposed?
<input type="checkbox"/> Sanitizing solution: chlorine or quaternary ammonia	<input type="checkbox"/> Garbage container
<input type="checkbox"/> Test Strips: chlorine or quaternary ammonia	<input type="checkbox"/> Overnight food storage. Provide location:

# BOOTH DRAWING

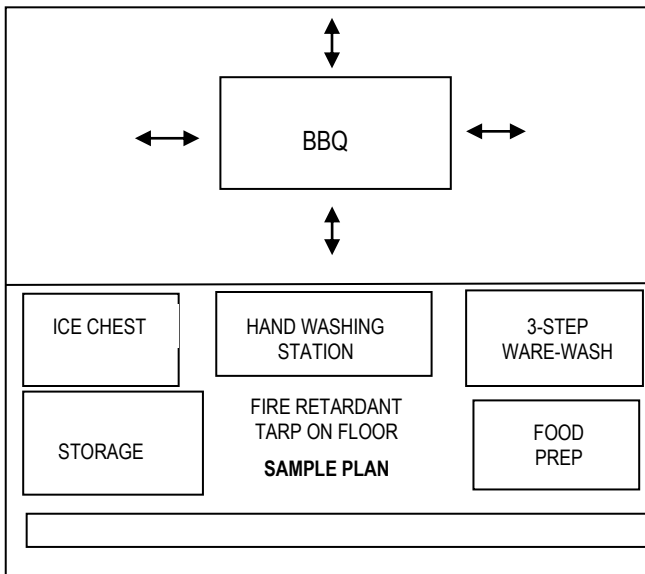
All booth vendors shall complete this section *including* those selling or serving prepackaged food.

In the space below, provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, worktables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see sample below).



-10'-

-10'-



Cooking equipment allowed outside but adjacent to booth: Open air BBQ and cooler for storage of raw meat at the grill, large open flame equipment using propane tanks. **BBQ grills must be properly secured from public access (ex: rope, chain, etc.) to prevent contamination of FOOD and injury to the public.**

Barbecues, grills or other EQUIPMENT APPROVED for outdoor cooking may be located adjacent to the TEMPORARY FOOD FACILITY if local building and fire codes prohibit cooking inside the TEMPORARY FOOD FACILITY.



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**COMMISSARY AGREEMENT**

Please complete Sections 1 and 2. If your commissary is outside of Lake County, please also complete Section 3.

**Section 1 – To be completed by APPLICANT**

Business Name:					PR#				
Owner/Operator Name									
Business Mailing Address:					Suite				
City:		State:		Zip:		Home Ph:		Bus. Ph:	

I, \_\_\_\_\_, hereby state that the above information is current, true and correct to the best of my knowledge and agree to utilize my approved commissary in accordance with the California Health & Safety Code, California Retail Food Code, and Lake County Ordinances, requirements. **Note: if this Commissary Agreement is modified or cancelled, and a new Commissary Agreement is not provided to this office, your permit to operate a food facility will be subject to suspension or revocation. This Commissary Agreement shall be effective for no longer than one year.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 – To be completed by Commissary Owner/Operator**

Commissary Name:					PR#		
Address:					Bus Phone:		
City:		State:		Zip:		Owner/Operator:	
Check all appropriate services provided:							
<input type="checkbox"/> Wastewater Disposal		<input type="checkbox"/> Food preparation area		<input type="checkbox"/> Refrigeration equipment			
<input type="checkbox"/> Potable Water		<input type="checkbox"/> Electrical hookups		<input type="checkbox"/> Food storage facilities			
<input type="checkbox"/> Disposal of rubbish and garbage		<input type="checkbox"/> Toilet & handwashing facilities		<input type="checkbox"/> Janitorial sink			
<input type="checkbox"/> Hot and cold water for vehicle cleaning		<input type="checkbox"/> 3-compartment sink		<input type="checkbox"/> Overnight vehicle storage			
<input type="checkbox"/> Other services not listed:							

I, \_\_\_\_\_, hereby state that the information I have provided is current, true and correct to the best of my knowledge and meets the California Health and Safety Code requirements. If the food facility operator fails to comply with the conditions of this contract, or if this contract is modified or cancelled, the commissary owner shall notify this office immediately.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3 – To be completed by Environmental Health jurisdiction outside of Lake County**

The commissary is located in \_\_\_\_\_ County. The above food facility meets the commissary requirements pursuant to CalCode Sections 114211, 114245.1, 114294 and 114326. The above checked services are available at the above commissary. Please notify the Lake County Department of Health, Environmental Health (707) 263-1164, should the status of this permit change or if it falls below acceptable CalCode standards.

REHS Signature:		Print Name:	
Date:		Business Phone:	



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### **COMMISSARIES SERVICING MOBILE FOOD FACILITIES IN LAKE COUNTY**

A commissary is a food establishment permitted by the Division of Environmental Health.

Sections 114295 and 114297 of the California Health and Safety Code (CHSC) requires that each mobile food facility and mobile food preparation unit shall operate out of a commissary. They shall report to the commissary at least once each operating day for cleaning and servicing operations. All Mobile Food units shall be properly stored, cleaned, and serviced at or within the commissary. No food may be stored or prepared at a private residence, garage or storage unit.

Approval from the Division of Environmental Health is based on the following:

- 1) Applicants shall obtain a letter from the Operator of a Commissary stating his/her willingness to allow the applicant to utilize the Commissary on a daily basis for:
  - a) Storage of food and dry goods
  - b) Filling of potable water tanks and disposal of wastewater
  - c) Necessary food preparation
  - d) Necessary cleaning and sanitizing of utensils
  - e) Cleaning and servicing of unit
  - f) Storage of unit
- 2) The Health Inspector will visit the proposed commissary to verify that dedicated storage is available to the Applicant.
  - a) The necessary storage is based on the size of the unit and the type of food preparation described in the operator's business plan. For example, a typical mobile food preparation unit requires 16 cubic feet of refrigerated storage and 16 cubic feet of dry storage.
  - b) The Health Inspector will verify during routine inspections that the permitted is utilizing the dedicated storage area.

Prior approval by the Division of Environmental Health is required if the permitted later desires to change commissaries.



## APPLICANT TO KEEP THIS FORM

### FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST

**\*This checklist is to be completed at event during booth setup and posted inside the booth during operation\***

CHECK LIST REQUIREMENTS		COMPLIES		
		YES	NO	N/A
<b>1</b>		<b>FOOD SOURCE AND TEMPERATURE</b>		
	<b>A</b>	<b>Source:</b> All food shall be obtained from a permitted commercial or retail food establishment.		
	<b>B</b>	<b>Preparation:</b> All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited. (*See TFF Packet for Nonprofit Charitable exemptions)		
	<b>C</b>	<b>Thawing:</b> Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.		
	<b>D</b>	<b>Holding Temperatures:</b> All foods requiring hot or cold holding to prevent growth of harmful bacteria have been identified. Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 41°F or below. Holding temperatures are to be checked at opening & every 2 hours booth is in operation, must document temperatures on the Holding Temperatures Log.		
	<b>E</b>	<b>Cooking Temperatures:</b> Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat		
	<b>F</b>	<b>Reheating for Hot Holding:</b> Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.		
	<b>G</b>	<b>Thermometer:</b> A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.		
<b>2</b>		<b>PERSONNEL</b>		
	<b>A</b>	<b>Health:</b> All employees are healthy. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing.		
	<b>B</b>	<b>Handwashing:</b> Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).		
	<b>C</b>	<b>Hygiene:</b> Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints		
	<b>D</b>	<b>Food Preparation:</b> Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Change gloves often and wash hands in between changing gloves.		
<b>3</b>		<b>FOOD AND UTENSIL STORAGE AND HANDLING</b>		
	<b>A</b>	<b>Hot and Cold Holding:</b> Necessary equipment and supply to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (i.e. a means of obtaining ice throughout the event, electricity and sufficient heating fuel).		
	<b>B</b>	<b>Storage:</b> All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).		
	<b>C</b>	<b>Food Storage During Multiple Day Events:</b> During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location:		

**CHECK LIST REQUIREMENTS**

		YES	NO	N/A
	<b>D</b>	<b>Customer Self-Service:</b> Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.		
	<b>E</b>	<b>Food Display:</b> All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (*see Sampling Guidelines).		
	<b>F</b>	<b>Utensil Storage:</b> In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.		
	<b>G</b>	<b>Cross Contamination:</b> Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display. Provide separate cutting boards, knives, and disposable gloves for handling raw meats, poultry or seafood.		
	<b>H</b>	<b>Ice:</b> Ice used for refrigeration cannot be used for consumption.		
<b>4</b>		<b>CLEANING</b>		
	<b>A</b>	<b>Ware washing:</b> Provide either a 3-basin set up or a three-compartment sink with potable hot running water for ware washing. Scrap dishes then 1. WASH, 2. CLEAN WATER RINSE, 3. SANITIZING SOAK. Use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Change water often.		
	<b>B</b>	<b>Wiping Cloths:</b> Wiping cloths for food contact surfaces shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often.		
<b>5</b>		<b>WATER SUPPLY AND WASTEWATER DISPOSAL</b>		
	<b>A</b>	<b>Water:</b> An adequate supply of <b>warm and cold</b> potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).		
	<b>B</b>	<b>Wastewater Disposal:</b> Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.		
<b>6</b>		<b>PREMISES</b>		
	<b>A</b>	<b>Garbage:</b> Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.		
	<b>B</b>	<b>Waste Grease:</b> Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.		
	<b>C</b>	<b>Lighting:</b> Adequate lighting shall be provided.		
	<b>D</b>	<b>Animals:</b> No live animals are permitted in or within 20 feet of facility.		
<b>7</b>		<b>FOOD BOOTH</b>		
	<b>A</b>	<b>Identification:</b> Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons. Display Health Permit.		
	<b>B</b>	<b>Tables, Counters and Shelves:</b> Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.		
	<b>C</b>	<b>Enclosure:</b> Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept may require proof of fire-retardant materials.		
	<b>D</b>	<b>Floor:</b> Cleanable floor surfaces (tarp or other cleanable material) shall be provided.		
	<b>E</b>	<b>Access Doors and Pass-thru Windows:</b> Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".		

**NOTE: This list may not include all the necessary equipment you will need for your individual operation. Please contact Environmental Health at (707) 263-1164 for questions on equipment requirements.**

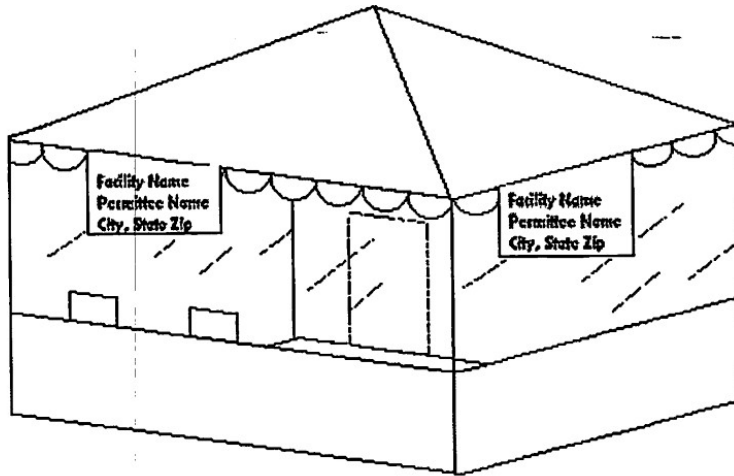
**I have provided all of the above for the operation of my food booth. I understand that failure to provide all of the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Enclosure.** The preparation of food that involves cutting, chopping, mixing, assembling, or cooking must be done inside a fully enclosed booth. This is essential to prevent contamination of food and food contact surfaces by dust, flies, and overhead contamination. An acceptable booth consists of the following:

1. Four fly –proof screened sides such as canvas, plywood, or fine-mesh fly screening (at least 16mesh).
2. A water repellent roof. Screening shall only be acceptable as a ceiling above cooking equipment when necessary for ventilation.
3. Fly-proof pass-thru openings.
4. Non-combustible construction materials, as required by the Fire Department.



**Note:** The only operation not requiring fully enclosed booths are those which are approved for limited food preparation\*, sell beverages from approved dispensers, or food items prepackaged by wholesaler or at an approved off-site kitchen. Vendors that distribute samples may be required to have a fully enclosed booth. \*See Temporary Food Facility Limited Food Preparation Guidelines for more information.

**D. Floor.** Cleanable floor surfaces must be provided for all booths. Grass or dirt must be covered with a cleanable material such as a tarp or ply-wood. A concrete or asphalt surface is approved without additional coverings.

**E. Access Doors and Pass-thru Windows.** Tight-fitting closures for access door openings are required. Pass-thru windows are closable and not larger than 18"x12".

### **TOILET FACILITIES**

At least one toilet facility for each 15 booth employees shall be provided within 200 feet of each food booth. Each toilet facility shall be provided with approved handwashing facilities and supplies.

### **OPEN-AIR BBQ EQUIPMENT**

Open-air BBQ's may be operated in conjunction with a permitted fully enclosed food booth. The BBQ must be used for cooking, roasting, or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming goods or maintaining food temperatures in pots, flat grills, or other containers.



**Avoid Foodborne Illness-Avoid the Danger Zone:** Bacteria will grow very quickly on foods held in the danger zone. The danger zone is above 41°F and below 135°F. Bacteria on foods can cause illness or death. Protect your customers by checking food temperatures often.

**Minimum Cooking Temperatures of Food (internal temperatures)**

Poultry and foods containing poultry	165° F
Stuffed fish, meats, or poultry	165° F
Grounds meats (i.e. hamburger)	155° F
Eggs (to be hot held)	155° F
Fish	145° F
Single pieces of meat	145° F
Eggs (cooked to order)	145° F
All other potentially hazardous foods (i.e. cooked vegetables)	140° F

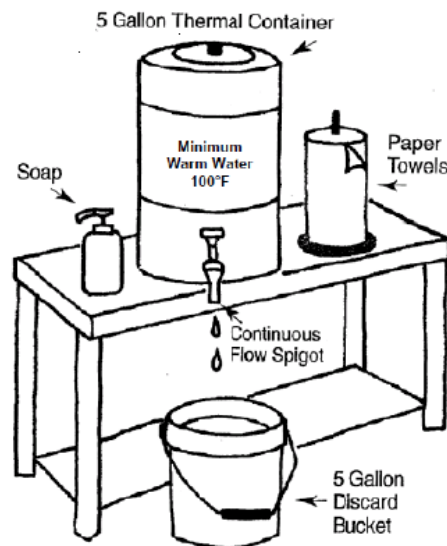


- Use a probe thermometer to check food temperatures
- Reheating temperatures for Potentially Hazardous Foods: 165° F
- Hot Holding temperature for Potentially Hazardous Foods: 135° F
- Cold Holding temperature for Potentially Hazardous Foods: 41° F



- During operating hours of a Temporary Food Facility, a serving line, or a salad bar PHFs may be held at a temperature not to exceed 45° F for up to 12 hours in any 24-hour period. At the end of the operating day any PHFs held at 45° F must be discarded.
- Raw shell eggs, unshucked live molluscan shellfish, pasteurized milk and pasteurized milk products in original sealed containers, and PHFs held for sampling at Certified Farmers' Markets may be cold held at 45°

## FOOD PREPARATION TEMPORARY HAND WASHING STATION



**\*\*REQUIRED AT EACH  
FOOD PREPARATION, OPEN FOOD  
SAMPLING & BEER/SPIRITS BOOTH\*\***

The temporary hand washing station shall consist of at least a 5-gallon insulated container with hands free spigot that provides a continuous flow of **warm** potable water (minimum of 100°F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

NEW FEE ORDINANCE FOR TEMPORARY EVENT

<b>Fee Description</b>	<b>Fee</b>	<b>Non-Profit</b>	<b>Code</b>
Temporary Food Facility Event Organizer (per Permit)	\$137.00	\$68.00	1349
Discount of 10% if application is received 10 business days prior to event date	\$123.00	\$61.00	1349
Temporary Food Facility Low Risk (single event/year) (per permit)	\$68.00	\$34.00	1398
Discount of 10% if application is received 10 business days prior to event date	\$61.00	\$31.00	1398
Temporary Food Facility High Risk (single event/year) (per permit)	\$137.00	\$68.00	1350
Discount of 10% if application is received 10 business days prior to event date	\$123.00	\$61.00	1350
Temporary Food Facility Low Risk (3 or more events/year) (per permit)	\$204.00	\$102.00	1399
Discount of 10% if application is received 10 business days prior to event date	\$184.00	\$92.00	1399
Temporary Food Facility High Risk (3 or more events/year) (per permit)	\$278.00	\$139.00	1351
Discount of 10% if application is received 10 business days prior to event date	\$250.00	\$125.00	1351
Temporary Event Non Profit 50% discount off any above regular temporary event fees	50% off		1352

*Effective July 1, 2022*

**Definitions and Guidelines:**

- Currently permitted food facilities will remain exempt from temporary health permit fees.
- If an event **Sponsor/Organizer** also has a food booth, they will be charged the appropriate vendor fee in addition to the sponsor fee.
- The **Sponsor/Organizer** of the event must submit a Sponsor Permit Application if there are 2 or more food vendors participating in the temporary event.
- **Low risk food** vendors may include the following: Prepackaged non-potentially hazardous foods including candy, bottled water and bottled/canned beverages, beer and wine; Cottage Food industry items; a majority of bakery items (except cream filled pies, cheese cake, pumpkin pie, lemon bars, custards, etc.); coffee (dairy products may change the process); commercially fully cooked hot dogs & commercially processed hot dog condiments (i.e. ketchup, mustard, relishes, canned chili); nachos with commercially canned cheese sauce & jalapeno peppers.
- **Low risk foods** would be items that haven't normally been associated with foodborne illness. That would include most dry goods like crackers, flour, **sugar**, grains, breads, candy, dry beans and **dried fruit**. Fresh unprocessed fruits and vegetables are generally considered low risk.
- **Low risk foods** are less-likely to cause [food poisoning](#) because they have (1) [high acid content](#) (pH 4.5 or lower), or (2) low water content. Low risk foods spoil due to their chemical [composition](#) (not microbiological activity) and usually have a 'best before' date.
- **Veterans** are exempt from permit fees unless they are selling/serving alcohol.
- **“Food”** means a raw, cooked, or processed edible substance, ice, beverage, an ingredient for use or for sale in whole or in part for human consumption, and chewing gum (CRFC: 113781).