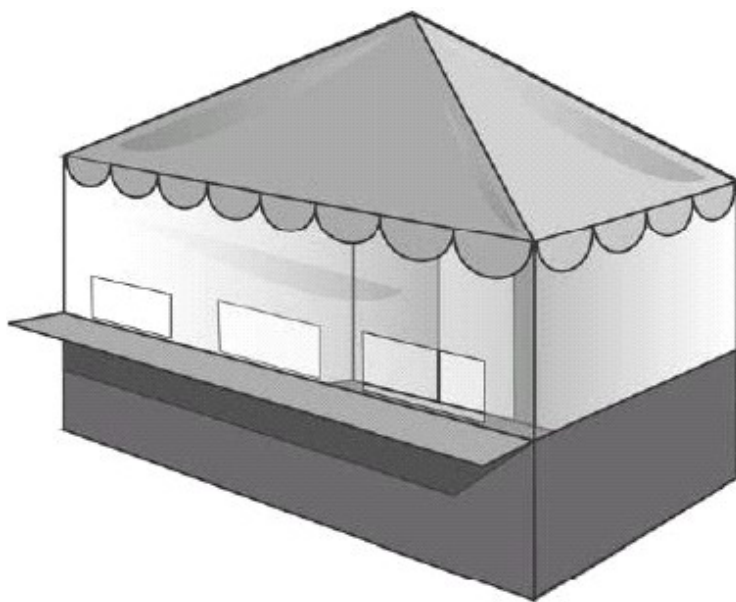


TEMPORARY FOOD FACILITIES CONCESSIONAIR BOOTH GUIDELINES



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Environmental Health Division**

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Guidelines for Obtaining a Permit and Operating a Temporary Food Facility – Concessionaire Booth

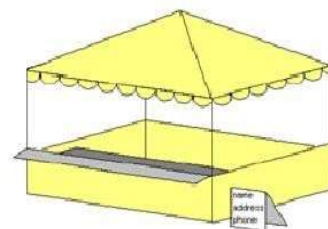
Temporary Food Facilities (TFF) or food booths are food operations that operate at approved public or community events. A **Health Permit** is required to operate a TFF whenever food or beverage (unpackaged or prepackaged) is sampled, sold, prepared, or given away to the public.

Public or Community Events include festivals, fairs, entertainment events, fund-raiser, political events, cook-offs, etc.

HEALTH PERMIT

All individuals or groups planning to sell or give away food at events that are open to the public must obtain a Health Permit. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event and is subject to California Retail Food Code (CalCode) requirements.

CalCode contains the operating standards for temporary food facilities. The rules and regulations are essential for protecting the public's health and for assuring the public that the food will be pure, safe, and unadulterated. Your cooperation in operating a safe and sanitary food booth in compliance with the guidelines and regulations contained herein is essential to public health and safety.



PERMITTING

- All event organizers shall complete and sign an **Organizer/Sponsor Application** and pay applicable fees.
- All applicants shall complete and sign a **Concessionaire Application** and pay a health permit fee.
- The application and permit fee must be submitted to the **Event Organizer/Sponsor**.
 - **All applications must be received by this division no later than 14 working days prior to the opening day of the event.**
- Personal checks, money orders, certified/cashier's checks or cash are acceptable.
 - **Non-profit organizations** must provide a copy of their **501(c) Determination or Affirmation Letter** from the IRS in order to qualify for a health permit fee exemption.
 - **Veteran exemptions** require a copy of an **Honorable Discharge Form (DD214)**.
 - All applications received less than 14 working days prior to the event are subject to a **late submittal fee** per application.
- Applications will **NOT** be accepted after the deadline date without prior approval.

After the application has been reviewed and approved by the division, a health permit will be issued during the TFF inspection at the event. The health permit is only valid for the duration of the event.

Important Notice: Fees will **NOT** be collected on-site during the event. Any vendor found at the event without a health permit application and/or not having paid the permit fees in full shall be subject to closure and may not be authorized for business.

The Madera County Environmental Health Division will be pleased to answer any questions on obtaining a **Health Permit** to operate as a temporary food facility and inform you of the steps you need to take to ensure a safe and sanitary operation that will protect the public from possible food borne illness.

CALCODE DEFINITIONS

§113781 "Food" means a raw, cooked, or processed edible substance, ice, beverage, an ingredient used or intended for use or for sale in whole or in part for human consumption, and chewing gum.

§113789(a)(1) Food Facility means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following: An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

§113789(b)(7) Food Facility includes permanent and nonpermanent food facilities, including, but not limited to, the following: Temporary food facilities.

§113755 Community event an event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency.

§113930 Temporary Food Facility (TFF) a food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event or at a swap meet and only as a part of the community event or swap meet.

§113735(a) Approved source means a food source allowed under Article 3 (commencing with Section 114021) of Chapter 4, or a producer, manufacturer, distributor, or food facility that is acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, with current public health principles and practices, and generally recognized industry standards that protect public health.

§113791 "Food preparation" means packaging, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food, but does not include trimming of produce.

§113818(a) "Limited food preparation" means food preparation that is restricted to one or more of the following:

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food.
- (2) Dispensing and portioning of nonpotentially hazardous food.
- (3) Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
- (4) Slicing and chopping of food on a heated cooking surface during the cooking process.
- (5) Cooking and seasoning to order.
- (6) Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

§113818(b) "Limited food preparation" does **NOT** include any of the following:

- (1) Slicing and chopping unless it is on the heated cooking surface.
- (2) Thawing.
- (3) Cooling of cooked, potentially hazardous food.
- (4) Grinding raw ingredients or potentially hazardous food.
- (5) Reheating of potentially hazardous foods for hold holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper
- (6) Except as authorized in paragraph (3) of subdivision (a), hot holding of nonprepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.
- (7) Washing of foods.
- (8) Cooking of potentially hazardous foods for later use.

§113871(a) "Potentially hazardous food" means a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation.

FOOD BOOTH CONSTRUCTION GUIDELINES

These guidelines present the minimum construction standards for temporary food booths. Booths must be located away from sources of contamination such as animals, barns and petting zoos. A covered and fully enclosed structure is required to protect from windblown dust, debris, weather, insects and animals. Food booths which do not meet the minimum standards will not be allowed to operate.

Floors

Floors must be durable, smooth and easily cleanable. Acceptable surfaces include smooth paved surfaces, concrete, plywood, rubber mats or material similar to a floor surface. Grass or dirt floors must be covered with approved tarps or plywood. Dirt surfaces, saw dust, and grass are not acceptable.

Walls & Ceilings

Walls and ceilings must provide protection from splash, dust, insects and inclement weather. Acceptable materials include wood, plastic, 16-mesh fly screening, and canvas. Walls must completely enclose the booth on **all four sides** with no gaps. Pass-thru window openings must not exceed 216 square inches (approximately 1'x 1.5') and must have tight-fitting closures (e.g., Velcro, zippers).

Lighting

Adequate lighting and properly shielded bulbs must be provided for cleaning, safe and sanitary food handling for events scheduled during evening hours.

Potable Water and Waste Disposal

An approved water supply and adequate disposal for waste water must be available. Any connections and hoses utilized must be food grade. Green garden hoses are not food-grade.

CAUTION: Check with local Fire Division to verify materials you plan to use are approved for use with cooking equipment.



A		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
B		Flammable Liquids	Grease, Oil, Paint, Solvents
C		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
D		Combustible Metal	Magnesium, Aluminum, Etc.
K		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils



PREPACKAGED FOOD BOOTHS (Exception)

Prepackaged food includes canned drinks, chips, candy, jams & jellies, jerky etc. This type of booth requires an **overhead cover**. Flooring and side walls are not required.



This exception is only applicable **IF** either of the following apply:

- Only prepackaged food or beverages are handled. All food and beverages must be sold or served in original unopened packaging.
- Booths in which beverages are served from a dispensing machine and no other food is cooked, prepared, or packaged.
- Unpackaged, pre-portioned foods are stored in food compartments of solid construction with tight-fitting lids or access doors. No food handling, such as slicing or scooping, may be conducted.

Operations that dispense open beverages must provide handwashing facilities in an easily accessible location **inside** the food booth.

FOOD PREPARATION BOOTHS

Booths in which open food is cooked, prepared, assembled or wrapped must be completely enclosed on **all four sides and have an overhead cover**. Floors must be durable, smooth and easily cleanable. Openings for food service must be equipped so as to minimize the entrance of insects, dirt, dust, and any other airborne contaminants. Pass-thru window openings must not exceed 216 square inches (approximately 1'x 1.5') and must have tight-fitting closures (e.g., Velcro, zippers). Screening should be used for the front and sides to provide visibility and ventilation.



Booth must be large enough to accommodate all food preparation, handling, and storage needs.

Operations that handle unpackaged or open foods or beverages must provide handwashing facilities in an easily accessible location **inside** the food booth.

Facilities that handle unpackaged or open foods or beverages must provide utensil washing and sanitizing stations **inside** the temporary facility. Containers must be large enough to wash and sanitize the largest utensil being used.

ALL utensils and cooking equipment must be inside the food booth unless otherwise required by the local fire department.

All food (including ice) and food containers must be stored inside the food booth and off the ground on shelving or pallets.

IDENTIFY YOUR BOOTH

The business name (letters at minimum of 3" high), city, state and ZIP Code (no less than 1" in height) must be on the booth.



WATER

An adequate supply of potable hot (minimum of 120°F) and cold water, protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes.



In addition to the water needed for food preparation and dispensing, a minimum of 20 gallons of potable water shall be provided each day for each temporary food facility preparing food for purposes of utensil washing and hand-washing.

Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade." Garden type hoses are **NOT** acceptable.

HANDWASHING FACILITIES

Handwashing facilities are required in all food booths unless food and beverages are prepackaged. Handwashing facilities must be located **inside** the booth. Handwash facility must be set up and operational prior to beginning food handling operations. It must be checked frequently and refilled as necessary.

All food handlers must wash hands with soap and warm water frequently to prevent cross contamination. This includes, but is not limited to, washing hands



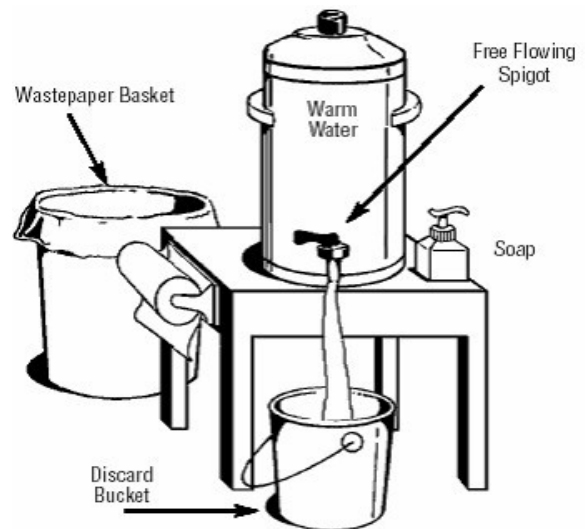
before handling food or food-contact utensils, after handling raw animal products, after handling money, after touching your face or hair, and after visiting the restroom.

Facilities serving non-prepackaged foods and operating **3 days or more** are required to provide a **handwash sink**, with **hot (110°F) and cold water under pressure with mixing valve** and **draining into an approved sewer system**.

Handwashing facilities for temporary food facilities serving non-prepackaged foods and operating for **three days or less** may include a "gravity feed" system consisting of a water tank capable of providing a continuous stream of warm water (100°F) from an approved source that leaves both hands free to allow vigorous rubbing with pump dispensed liquid soap for 10-15 seconds, a catch basin for the wastewater, and disposable single-use paper towels.

Supplies you will need include:

- **5 Gallon water container with a dispensing valve.**
 - When the dispensing valve is turned on, your hands must be free for washing.
- **A waste water container.**
 - The waste container will catch the water from hand washing so that no water will be on the floor of your booth to create a nuisance.
- **Pump type soap dispenser**
 - No bar soap allowed.
 - Liquid hand sanitizer **CANNOT** be used as a substitute for liquid soap.
- **Paper towels** for drying hands.



Why is Handwashing so important?

Many thousands of germs are on our hands. Germs are spread to food by bare-hand contact/handling of open food. Hands that are not thoroughly washed are one of the main contributors to Foodborne Illness. Unclean hands may contaminate food and make it adulterated and unfit for human consumption. For this reason, all food employees need to wash their hands frequently.

REMEMBER TO

- Thoroughly wash hands upon entering the food booth.
- Thoroughly wash hands after using the toilet.
- Thoroughly wash hands between various food preparation operations.
- Thoroughly wash hands after eating or drinking.
- Thoroughly wash hands after smoking or chewing tobacco.
- Thoroughly wash hands after handling dirty plates or garbage.
- Thoroughly wash hands after working with raw foods.
- Thoroughly wash hands after coughing & sneezing.
- Thoroughly wash hands after touching your nose, mouth, skin, hair, etc.
- Thoroughly wash hands after handling dirty utensils or equipment.

When in doubt, wash your hands!

UTENSIL WASHING FACILITIES

All booths in which food is prepared, dispensed, wrapped, and/or served must have facilities for washing utensils, cleaning equipment, and for general purpose cleaning using the **THREE-STEP UTENSIL WASHING STATION**.

Utensils are to be washed and sanitized as follows:

STEP 1 WASH CONTAINER – Mix warm water and soap. Remove all visible soils.

STEP 2 RINSE CONTAINER – Provide clear, hot water at a minimum of 120°F for rinsing

STEP 3 SANITIZE CONTAINER – Mix warm water with a sanitizer such as bleach or a quaternary ammonium-based sanitizer. All dishes and utensils that are multi-use are to be completely dipped/submerged into the sanitizer compartment. There are three types of acceptable sanitizers.

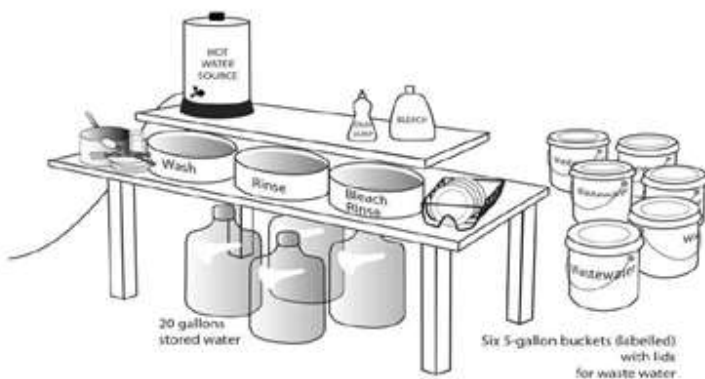
- ✓ **Chlorine (bleach) at 100 ppm soak utensils for 30 seconds.**
- ✓ **Quaternary Ammonium at 200 pp soak utensils for 60 seconds.**
- ✓ **Iodine at 25 ppm soak for 60 seconds.**



Sanitizer Test Strips

The two acceptable Three-Step Utensil Washing Stations:

1. **Three large tubs/buckets or containers** to accommodate the largest utensil.
2. **Three compartment sink** to accommodate the largest utensil.



WASH

RINSE

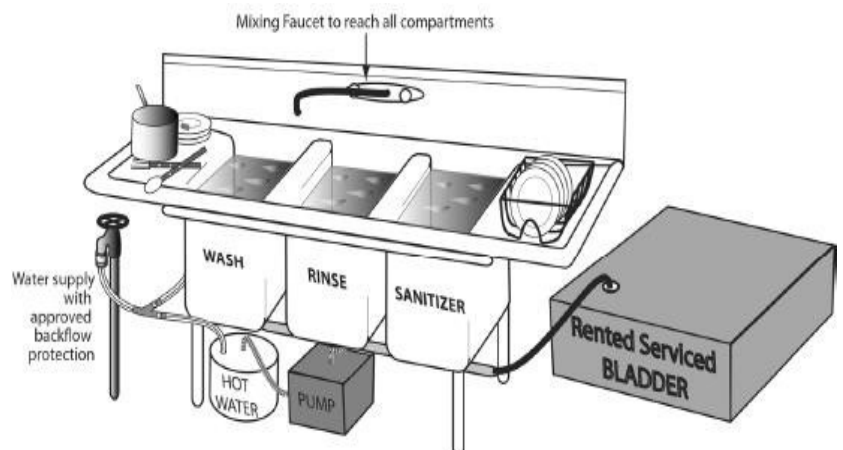
SANITIZE



A maximum of **4 booths** may share **one plumbed/portable 3- compartment sink** if the sink is centrally located and is adjacent to the sharing facilities. The sink must be within 100 feet of the booth and be reasonably protected from outside and overhead contamination.

*One (1) TBSP of bleach (5.25%) per gal. of water = **100ppm Chlorine**

*One (1) TBSP of quat ammonium (10%) per two (2) gal. of water = **200ppm Quat. Ammonium**



WASTE WATER

- ✓ Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container.
- ✓ Waste tank capacity must be 50% greater than potable water holding tanks. In addition, if ice is used the container size must be increased by at least one-third the volume of the ice container.
- ✓ Liquid waste must be disposed of into an approved sanitary sewage system or holding tank. Liquid waste **SHALL NOT** be discharged onto the ground or into the storm drains.

SANITIZING

Wiping towels used for wiping down counters and table tops must be clean and are to be used for no other purposes. The towels must be rinsed in the sanitizer solution frequently to remove food debris. The wiping towels must be stored in a solution of sanitizer when not in active use. Sanitizer solution may be prepared as indicated in the Utensil Washing section but the utensil wash sanitizer container may not be used to store wiping cloths.



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

POTENTIALLY HAZARDOUS FOODS (PHF'S)

Potentially hazardous food means a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation.

PHF's includes:

- a food of animal origin that is raw or heat-treated
- a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, cut tomatoes or mixtures of cut tomatoes that are not modified to render them unable to support pathogenic micro-organism growth or toxin formation
- garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth or toxin formation

Bacteria are naturally occurring in many of these foods and can also be introduced into the food by contaminated hands and utensils. If these foods are stored at room temperature, bacteria will quickly grow. Consumption of the contaminated food may result in illness.

These foods **must be stored at 41°F or below or 135°F or above at all times.** Examples of PHF's include the following:

Beef • Turkey • Eggs • Cooked Beans
Chicken • Pork • Milk • Cooked Rice
Seafood • Fish/Shellfish • Cheeses • Cut Fruit

Foods made with these products are also potentially hazardous foods and must be refrigerated (41°F or below) or must be kept hot (135°F or above).

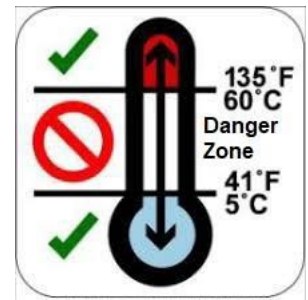
Examples of PHF's commonly sold at public events include the following:

Chicken/chicken dishes • Burritos • Cooked Beans • Chili • Hot Links
Pork/pork dishes • BBQ/Deep Pit • Egg Rolls • Hamburgers • Hot dogs
Beef/beef dishes • Pizza Enchiladas • Yogurt • Ice Cream
Seafood/seafood dishes • Cooked Pasta • Cooked Rice • Tacos • Baked Potatoes

The above list includes only a few PHF's. If you are not sure whether the food you are serving is potentially hazardous, contact (559) 675-7823 and speak with a food program specialist for guidance.

TEMPERATURE CONTROL

Food temperatures **between 41°F and 135°F** is called the "**danger zone**". Bacteria will grow very rapidly within the danger zone. Proper cold (at or below 41°F) and hot (at or above 135°F) holding will not kill bacteria but will stop/slow its growth allowing the food to remain safe for human consumption.



Thermometers

An accurate probe-type metal thermometer (+2° F) must be used if Potentially Hazardous Food (PHF's) are served. A metal stem probe type thermometer shall be available at the site for checking the internal temperatures of PHF's. It must be capable of measuring from 0°F to 220°F. Frequent measuring of temperatures is the only way to verify PHF's are being maintained out of the danger zone.



Food Transportation

Required food temperatures must be maintained during transportation. Hot food must arrive at the event at 135°F or above. Cold food must arrive at 41°F or below. Use insulated containers that will keep the food protected and at the required temperatures.

Keeping Foods Hot

All hot PHFs (including cooked vegetables) must be maintained at or above 135°F. All hot held foods **shall be destroyed at the end of the day**.

Keeping Foods Cold

Cold PHFs or beverages must be maintained **at or below 41°F**.

- Foods may be maintained at 45°F or below for **up to 12 hours in a 24-hour period**.
At the end of the operating day, the food **must be destroyed** in an approved manner.
- Foods maintained at 41°F or below at **ALL** times may be used the following day.

Electrical refrigeration is the recommended method of keeping potentially hazardous foods at 45°F or below. If a refrigerator is not available, an ice chest with adequate ice to completely cover the PHF's may be used. A thermometer must be inside the chest to monitor the temperature. Ice used for cold storage of PHF's **SHALL NOT** be used for beverages.

KEEP IT HOT, OR KEEP IT COLD, OR DON'T KEEP IT.

Potentially hazardous food found in the DANGER ZONE is subject to embargo and/or destruction by the Environmental Health Division.

PREPARING FOODS

All food must be from an approved source. Food shall **NOT** be stored or prepared in a **PRIVATE HOME**.

***Exception:** Foods prepared by a Cottage Food Operator with a valid Cottage Food permit or registration.*

The majority of the food preparation should occur in a commercial kitchen, church kitchen, or restaurant permitted by the division. This includes but is not limited to, vegetable washing and/or cutting, skinning/cutting raw meat, and forming of raw hamburger patties.

All food preparation occurring at the event must be conducted **inside** the booth. All food preparation tables and equipment must be smooth, easily cleanable, and non-absorbent. (e.g., counters, cutting boards, utensils, equipment).

Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.

REHEATING FOODS

All potentially hazardous foods that have been cooked and then refrigerated should be rapidly reheated so that all parts of the food reach a temperature of **at least 165°F for 15 seconds** before being served or placed in a hot food holding device.

Crock pots, steam tables, or other hot holding devices are not to be used as a means for cooking or reheating cooked foods. This type of equipment takes longer than 30 minutes to reach 135°F which may allow the bacteria in the food to multiply in numbers sufficient to cause illness.

OPEN-AIR BARBECUING & DEEP FAT FRYING

Approved Foods

Only food items which can be cooked directly on the grill, without the intervention of a utensil to contain it while cooking, may be cooked on the BBQ (e.g., whole pieces of meats, bread, and whole produce). Foods such as beans, rice, and pasta may not be cooked and served from the BBQ. Immediately after cooking, all food must be moved **inside** a fully-enclosed food booth for further preparation, hot holding, or service.



Food Service

Food can be served directly from the grill if the item is ready-to-serve. **NO** food storage, preparation, assembly, or hot-holding may be conducted outside the food booth.



Protect the public from burns and splashes

When barbecuing and deep-fat frying, the equipment should be separated from the public. Perimeter fencing or barriers must be provided around open-air barbecue or deep fat frying areas to prevent contamination of food and injury to the public. The equipment should be located in an area reasonably protected from dust.

Gas and propane griddles are **NOT** approved open-air BBQ equipment.

Hot holding of food on the grill is NOT an approved practice. All foods must be moved inside the booth to approved hot holding equipment.

ICE

- Ice is a food, so keep it clean. Even though ice is frozen, ice can still contain germs.
- Ice used in beverages shall be properly covered, drained and stored separately from ice used for refrigeration purposes.
- Ice used to chill food must **NOT** be served to the public.
- Ice used for beverages must be dispensed with an approved ice scoop.
- Do not use your hands or a glass. Keep the ice scoop in a clean place.
- Do not store the ice scoop in the ice.
- Waste water from ice shall **NOT** be disposed of on the ground and shall be disposed of through an approved sewage system or into a holding tank.



FOOD PROTECTION & STORAGE

- No potentially hazardous food shall be stored at room temperature.
- All food and utensils shall be protected from insects, dust, dirt, and airborne contamination.
- All food and utensils are to be protected from the public during preparation and display (i.e. sneeze guards, covering the food.)
- A temporary food facility shall provide only single-use articles for use by the consumer.
- All food and utensils must be stored at least 6-inches off the ground/floor on shelving or pallets and be protected from contamination.

- Protect food & beverages from unnecessary handling. Use suitable utensils such as deli tissues, spatulas, or tongs when handling food. Avoid bare-hand contact.
- Self-service condiments such as mustard, catsup, mayonnaise, and relish must be kept in covered containers, pump-type dispensers, squeeze bottles, or in single-service packets.

GENERAL SANITATION

No animals, birds, or fowl are allowed **IN** the booth **or within 20 feet** of an outdoor BBQ.

Toilets

- Toilets shall be available within 200 feet of the booth.
- One toilet shall be provided per 15 employees
- When portable toilets are used, they must be provided with an adequate number of handwashing stations equipped with adequate supplies of water and liquid soap and paper towel in mounted dispensers.

Trash

- Garbage shall be stored and disposed in leak proof, fly proof containers.
- Garbage containers shall be provided **inside** each food booth.

Grease

Cooking or deep fat fryer grease must be disposed of in a safe and sanitary manner such as a grease bin.

REQUIREMENTS FOR FOOD HANDLERS

- Employees must maintain good hygiene.
- All food handlers shall wear clean clothing and maintain hands clean at all times including clean fingernails.
- Smoking, eating, and drinking in the booth and around open-air barbecues is prohibited.
- Employees experiencing sneezing, coughing, runny nose, vomiting or lower gastrointestinal symptoms (such a diarrhea) shall not work within the food booth.
- No open cuts, sores. If you have an infected cut, wound or sore, make sure the infected area is covered.
- Long hair must be restrained with a covering such as hats, hair coverings, or nets which are designed and worn to effectively keep the hair from contacting non-prepackaged food, clean equipment, utensils, linens, and unwrapped single-use articles.
- No watches, rings (except a plain solid band), nail polish or artificial nails. If wearing watches, rings, nail polish, or artificial nails, food-grade gloves must also be worn.
- Employees with a communicable disease shall be excluded from the food booth.

ADDITIONAL REQUIREMENTS

Arrangements must be made for pick-up of solid and liquid waste. Liquid waste receptacles must be one half ($\frac{1}{2}$) times the volume of the total volume of water supplied. When ice is utilized in food storage or displayed, an additional volume of one third ($\frac{1}{3}$) the volume of the ice container must be added to the total volume of the waste receptacle.

Booths provided by the Organizer/Sponsor for the concessionaires must comply with all standards as set forth by this Division.

ANIMALS

No live animals, birds, or fowl shall be kept or allowed within 20 feet of any area where food is stored, prepared, or held for sale.



This subdivision does not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.

Post the Inspection/Self Inspection Form in your Booth

- Complete all items (if applicable) on the checklist. (See the **Concessionaire Application**)
- Ensure all the necessary supplies & equipment are available before beginning the booth operation.
- Ensure all employees follow the safe and sanitary practices outlined in this booklet and the inspection checklist.

The inspector may request to see the completed Self Inspection Form. Please have all documents available for review upon request during the inspection.

Common Questions & Answers

Q. How do I obtain a permit to operate a temporary food facility?

A. Follow the steps below:

1. Review the attached information for requirements for your proposed food operation.
2. Complete and sign the enclosed **Concessionaire Application**.
3. Pay the permit fee(s) or provide the appropriate proof of Non-profit status (501(c)) or Veteran Exemption (DD214).
4. **At least 14 working days prior to the event**, submit the application and fees or exemption documents to the event Organizer/Sponsor.

All applications received less than 14 working days prior to the event are subject to a late submittal fee per application. Non-profit organizations are not exempt from late submittal fees.

Q. It is less than 14 working days prior to the event, can I still submit my application?

A. A vendor wishing to submit an application past the deadline date must contact the Event Organizer/Sponsor for details. The Organizer/Sponsor will need to contact the division to verify if new applications may be submitted.

All applications received less than 14 working days prior to the event are subject to a late submittal fee per application. Non-profit organizations are not exempt from late submittal fees.

Q. When does the permit expire?

A. The permit is valid for the duration of the event. All permit fees must be received prior to issuance of the permit.

Q. Can I get a year-round permit to operate at Community Events within Madera County?

A. No, permits are issued per event for the duration of the event.

Q. How do I know if I need to pay a permit fee?

A. All applicants that sell or give away open food and/or beverages must pay a permit fee.

Exception: Applicants that sell or give away only prepackaged food, or are a permitted Mobile Food Facility or Cottage Food Operator within Madera County, or are only providing samples may qualify for a fee waiver. Verification will be required.

Q. What is the current permit fee amount?

A. The current fee schedule is available at the link below.

<https://www.maderacounty.com/government/community-economic-developmentdepartment/divisions/environmental-health/env-health-documents-and-forms>

Q. How do I qualify for a Non-profit or Veteran fee exemption?

A. Permit Fee exemptions are available for the following:

- ☐ Non-profit exemption- Provide a current **501(c) determination or affirmation letter** from the IRS. The letter must contain the following:
 - 1) Organizations EIN
 - 2) Organizations Name
 - 3) A valid period date
 - 4) Statement that the organization is recognized as a 501(c) organization.
- ☐ Veteran exemption- Provide an **Honorable Discharge Form (DD214)**. Complete page 2 of the Concessionaire Application.

Q. Can I use a gas or propane griddle for cooking onsite?

A. Yes you may use a gas or propane griddle but **ONLY** if it is located within the fully-enclosed food booth. Contact the Fire Division for fire safety requirements. (e.g., fire extinguishers, fire retardant canvas, etc.)

Q. I'm the Organizer/Sponsor and will also be operating a Temporary Food Booth. Do I need to obtain a Temporary Food Facility health permit?

A. Yes, each food booth is required to obtain a health permit. Complete a Concessionaire Application for each booth and submit to the division.

Q. I will be operating multiple booths. Do I need to submit an application for each booth?

A. Yes, each food booth is required to obtain a health permit. Complete a Concessionaire Application for each booth and submit to the Organizer/Sponsor.

Q. I will be operating for the benefit of a Non-profit association (CalCode §113789(c)(4)). Am I required to obtain a health permit?

A. Depends. Complete the CalCode §113789(c)(4) exemption form with proper documentation and submit to the Non-profit association for submittal and review by the division. Verification will be required.

CalCode §113789(c)(4) A Food Facility does not include "a for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, **if the for-profit entity receives NO monetary benefit**, other than that resulting from recognition from participating in an event".

Q. I am hosting a private event, do I need a health permit?

A. If your event does not fall under the Public Event or Community Event definition a permit is not required. If you are unsure if your event is private or public contact a division specialist for guidance at 559-675-7823. (e.g., Weddings, Birthday Party, Member-only events)

Q. Am I required to have mechanical refrigeration?

A. No, but it is highly recommend if possible. Ice chest with sufficient ice for storage may be used to keep PHF's at the required cold holding temperatures (see **Temperature Control** section).

For additional information on Temporary Food Facilities or other Food Program permits contact the division at (559)675-7823.



Community and Economic Development Environmental Health Division

Dexter Marr, Deputy Director

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- Madera, CA 93637
- (559) 675-7823
- FAX (559) 675-7919
- envhealth@madera-county.com

NOTICE OF COMMUNITY EVENT REQUIREMENTS

Based upon the increase of Community Events in Madera County, effective January 1, 2018 the Organizer will be responsible for ensuring the **Organizer/Sponsor and all Concessionaires' Applications along with all payments, shall be submitted to Environmental Health Division at least two weeks prior to the start date of the event.** The Organizer and Concessionaire health fees are as per the most current fee schedule approved by the Board of Supervisors. Failure to comply with the above requirements may result in closure of food booths and/or additional fees.

A Late Submittal Fee will be charged to the Organizer/Sponsor, per food vendor, if permit applications are received less than 14 days prior to the event start date. Nonprofit and veteran food vendors are not exempt from late submittal fees.

DESCRIPTION	FEE
Community Events – Concessions	\$129.00
Community Events – Organizer Permit	\$257.00
Late Submittal Fee per food vendor	\$64.50 (half hour, based upon hourly rate fee)

The Following Event Organizations and/or Food Vendors are not currently subject to Health Permit Fees (Non-profit or Veteran Exempt must provide copy of 501-C3 or VA Exception DD-214):

- An organization that was organized and is in operation for charitable purposes and meets the requirements of Cal Code Section 113842, Section 214 of the Revenue and Taxation Code.
- A corporation pursuant to the Nonprofit Corporation Law (Division 2 (commencing with Section 5000 of Title 1 of the Corporations Code), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of Section 501 (c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code.
- Any Organizers/Food Vendors that comply with Cal Code, Section 113789(c)(1) and certify that they will not receive any monetary benefit other than recognition for participating in a non-profit event.
- Veteran (DD-214)
- A Community Producer
- A Mobile Food Facility who is permitted with Madera County Environmental Health Division
- A Cottage Food Operation
- Prepackaged Non-Potentially Hazardous Foods
- Sampling

The Event Organizers are the key contacts for our Division and are held responsible for food vendor compliance with the applicable regulations. We hope your event is successful and we thank you for your cooperation. If you have further questions, please contact the Food Program Staff at (559) 675-7823.