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**Annual Permit (Multi-Event)  
Application Packet  
for Temporary Food Facility (TFF) Operators**

XXXXXXXXXX

**Application checklist:**

- Complete and submit Application for Permit to Operate**
- Pay annual permit fees**
- Complete and submit TFF menu (at initial application and every year thereafter)**
- Read and comply with Temporary Food Facility Operating Requirements**
- Complete and submit a valid Commissary Letter**
- Submit a copy of food manager certification**



Countywide Services Agency

Environmental Management  
Department

Environmental Health Division  
John Rogers, Chief

County of Sacramento

Terry Schutten, County Executive  
Penelope Clarke, Agency  
Administrator  
Val F. Siebal, Department Director

## PERMIT REQUIREMENTS FOR A MULTI-EVENT TEMPORARY FOOD FACILITY (TFF)

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### Definitions

The following terminology is used in the multi event permitting process and is based on the California Uniform Retail food Facilities Law (CURFFL).

**“Community Event”** means an event 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. *CURFFL 113750.1*

**“Event Coordinator”** is the person or organization responsible for facilities or equipment that are shared by two or more temporary food facilities operating at a community event. *CURFFL 114314*

**“Temporary Food Facility”** (TFF) means a food facility operating out of temporary facilities approved by the enforcement officer at a fixed location for a period of time not to exceed 25 consecutive or non consecutive days in any 90-day period in conjunction with a single, weekly, or monthly community event. *CURFFL 113895*

**“Multi-Event Permit”** allows a temporary event vendor to sell at any permitted community event for no more than 25 days in a 90 day period without the event coordinator being charged an individual fee for the multi-event vendor’s booth. *Sacramento County Code 6.110.036*

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### Types of Multi-Event Permits

This department currently has two types of multi-event permit.

**“Pre-packaged / Low Risk Permit”** would be issued to a vendor that sells any properly labeled, prepackaged, processed food from an approved facility. Examples include candy, canned sodas, canned and bottled foods, and ice cream bars. This permit may also be issued to a vendor who engages in low-risk food preparation of foods such as; snow cones/shaved ice, smoothies, hot dogs, espresso beverages, and pre-cooked/sliced pizza.

**“Food preparation / High Risk Permit”** would be issued to a vendor who engages in cooking, packaging, processing, assembling, or portioning, of any potentially hazardous food. High-risk food preparation includes foods such as: hamburgers, tacos, meat sandwiches, and barbecue.

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**Administrative requirements**

The following requirements must be complied with to operate under a multi-event TFF permit:

1. Operate from an approved retail food facility. Provide completed commissary letter.
2. Operate only at approved community events in Sacramento County.
3. Multi-event TFF vendors must fill out a detailed TFF menu to be completed once a year and each time the menu changes. A specialist from environmental health will review and approve the TFF menu completed by the vendor describing their operation and verifying that food is obtained from approved sources and an approved facility is provided for:
  - transportation,
  - food and equipment storage,
  - equipment/multi-use utensil cleaning and sanitizing, if applicable,
  - refuse disposal,
  - food packaging and approved labeling, and
  - food preparation.
4. A multi-event TFF permit will be required for each booth operating at the same time in Sacramento County.
5. Multi-event TFF vendor must submit annual payment of permit fee.
6. A current food safety certification is required for high-risk TFF vendors. Copy of food safety certificate must be provided with application.
7. A current food safety certification or food safety education class certificate (Environmental Management Department provides food safety education class) is required for low-risk TFF vendors. Copy of food safety certificate or food safety education class certificate must be provided with application.

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**Operational requirements**

The following are operational requirements of the multi-event TFF vendor:

1. The original multi-event TFF permit shall be posted inside the booth in a conspicuous place at all times during operation.
  2. The vendor will self-inspect their booth using the EHD self-inspection checklist at each event after set-up and prior to operation and post the self-inspection checklist inside the booth.
  3. EHD will conduct facility evaluations, as appropriate, to determine compliance with all of the above requirements including all applicable requirements in the California Uniform Retail Food Facilities Law.
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**Administrative actions resulting from non-compliance**

1. If the facility is not operating in compliance:
  - a reinspection will be conducted and a fee will be assessed to the operator, and/or
  - the permit to operate will be suspended and the TFF closed.
2. Failure to comply with the operational or administrative requirements may lead to revocation of multi-event TFF permit.
3. Failure to obtain food safety certification may also lead to removal from the multi-event TFF permit program.

## TFF MENU

| List all food and beverage items (e.g., tacos, tortilla, shredded chicken, salsa, lemonade, etc.). | If food is prepared off site, give the location name, address, & phone number of place. | How will food be cooked (e.g., BBQ, deep-fry, grill, steam, etc.). | What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 45°F? | Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). | Equipment used to reheat prepared foods (e.g., microwave, grill gas burner). |
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DOC TYPE: CORRESPONDENCE

## Temporary Food Facility (TFF) Operating Requirements

**Please Note:** All food vendors, food booth operators, employees and volunteers MUST comply with the following requirements during preparation and all hours of operation. All TFF's are subject to inspection by the Environmental Health Division. Failure to comply with operating requirements may result in temporary food facility closure until deficiencies are corrected.

### I Food Handling – Sanitary Requirements:

#### A. Food Preparation

1. All food handling and preparation shall take place **within** a food booth unless approval of a different preparation site has been obtained from the Environmental Health Division (e.g., restaurants, delicatessens, church or school kitchens).
2. **Food prepared or stored at home is prohibited from use.**
3. Food preparation surfaces must be smooth, easily cleanable and non-absorbent (commercial cutting boards are recommended).

#### B. Temperature Control – Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a metal probe thermometer** to check temperatures.

1. **Cold foods** – maintain a temperature of **45° Fahrenheit** or below for up to 12 hours in any 24-hour period. At the end of the operating day, cold food shall be placed in refrigeration units that maintain the food at or below 41° Fahrenheit or the food shall be destroyed in a manner approved by the local enforcement agency.
2. **Hot foods** – maintain food temperatures of **135° Fahrenheit** or above. At the end of the operating day food that is held at or above 135° Fahrenheit shall be either destroyed or donated to a Food Bank or other Non-profit charitable organization, but may not be re-served the next day.

3. **Cooking Temperatures** – Minimum internal cooking temperatures of potentially hazardous food (phf) are as follows:

|                       |       |
|-----------------------|-------|
| ground beef           | 157°F |
| poultry, stuffed food | 165°F |
| eggs                  | 145°F |
| pork                  | 145°F |

4. Food in transit must be protected from contamination and must meet the temperature requirements noted above.

**NOTE:** This will require sufficient equipment necessary to cook and maintain required temperatures for all perishable food (e.g. steam tables, chafing dishes, refrigerators, coolers).

- C. Utensil Washing Facility** – Booths that handle unpackaged or opened foods and beverages require two 5-gallon containers (see Appendix A). One shall contain soap and water and the other a bleach/water solution (use one tablespoon of household bleach per gallon of water). Utensil washing facility must be located within food booth.

**NOTE:** Extensive food preparation may require additional washing facilities as approved by the Environmental Health Division.

- D. Hand Washing Facilities** – Hand washing facilities, separate from the utensil washing sink, shall be provided. The hand washing facilities shall be located within each temporary food facility. Provide a 5-gallon container with a dispensing valve, which will leave hands free for washing. Also provide a soap dispenser and paper towels for hand washing within the food booth (see Appendix A). Hand washing facility must be located within food booth.

**NOTE:** Where all food and beverage is prepackaged, hand washing and utensil washing facilities within the booth are not required.

- E. Water** – An adequate supply of potable drinking water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.

**F. Wastewater**

1. Liquid waste must be disposed of into an approved sewage system or holding tank and must not be discharged onto the ground.

**G. Food Handlers**

1. Food Handlers must be in good health.
2. Food Handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination and especially after visiting the restroom.
3. Clean aprons or outer garments must be worn and hair must be restrained.

4. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling food.

**H. Ice** – Ice used for refrigeration cannot be used for consumption.

**I. Condiments** – Condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

**J. Toilet Facilities**

1. At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.

**K. Smoking** – Smoking is prohibited in food booths.

**L. Storage/Service**

1. All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least 6 inches off the floor.
2. During periods of in-operation, food shall be stored in one of the following methods:
  - (a) Within a fully-enclosed temporary food facility
  - (b) In lockable food storage compartments or containers meeting both of the following conditions:
    - (1) The food is adequately protected at all times from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.
    - (2) The storage compartments or containers have been approved by the local enforcement agency.  
*Note:* Reuse of containers that were previously used for storage of toxic materials is prohibited.
  - (c) Within a permitted food facility or other facility approved by the local enforcement agency.
3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

**M. Garbage and Refuse**

1. Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each booth
2. Arrangements for cleanup and final disposal of all solid waste must be approved by the Environmental Health Division.

- N. Animals** – Live animals, birds, or fowl are not permitted in temporary food facilities.
- O. Lighting** – Adequate lighting shall be provided.
- P. Open-air BBQ Facilities** – Open-air BBQ facilities may be operated in conjunction with a permitted, fully enclosed 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 foods or maintaining food temperatures in pots or other containers. All other food preparation and storage and equipment storage shall be inside the fully enclosed booth.

## **II. Food Booth Structure:**

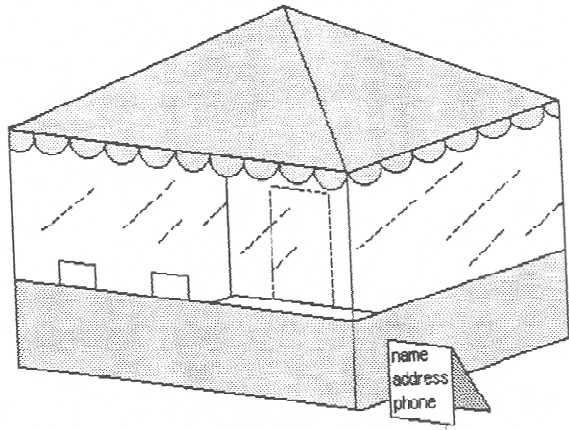
Except as noted below, the booth must be entirely enclosed with four complete sides, a top and cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material, for floor surfaces.
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
3. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
4. Food operations that have adjoining BBQ facilities should have a pass through window or door at the rear or side of the booth.
5. All food and equipment shall be stored inside the fully enclosed booth with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. Rental booths constructed as noted above, may be used when approved by the local Environmental Health Division.

**NOTE:** The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

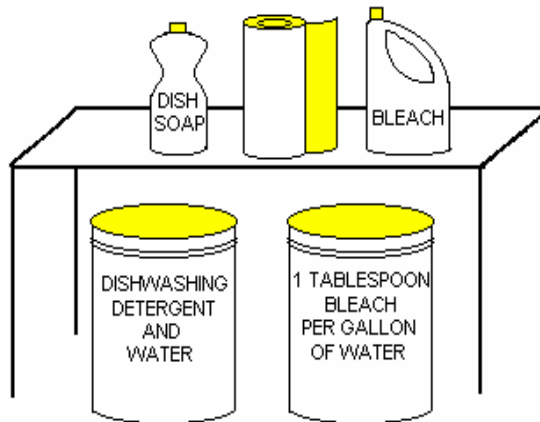
6. The name of the facility, city, state, zip code, and name of the permittee, if different from the name of the facility, shall be permanently affixed to both sides of the facility during all periods of operations so as to be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall be of a color contrasting with the temporary food facility. Letters and numbers for the address and telephone numbers may not be less than 2.5 centimeters (1 inch) in height.
7. Inspection Report must be posted in public view upon receipt.

These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.

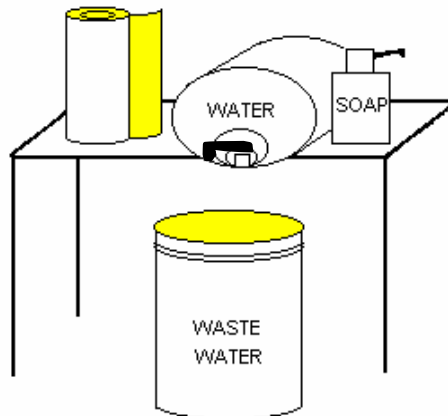


## Appendix A

- A. Utensil Washing Facility** – Booths that handle unpackaged or open foods and beverages require two 5-gallon containers for the cleaning of equipment and utensils. A third container may be required for general cleaning purposes. One shall contain soap and water and the other a bleach/water solution (use one tablespoon of household bleach per one gallon of water).



- B. Hand Washing Facilities** – Provide a 5-gallon container of warm water with a dispensing valve, which will leave hands free for washing. Provide a waste water container, soap dispenser and paper towels for hand washing within the food booth.



### III. Sampling

The following requirements apply to the sampling of unpackaged foods from a Temporary Food Facility.

**NOTE:** Any sampling operations that require onsite portioning or handling of unpackaged or opened foods require adequate hand wash and utensil wash facilities as described in Appendix A.

#### A. Customer Self-Service Sampling Operation Requirements

1. Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted.

**NOTE:** Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shake can, or similarly fully enclosed device which prevents direct hand contact with the food item.

2. Potentially hazardous samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (Hot foods=135°F or above, Cold Foods=45°F or below)
3. Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved. (example: open bowl of pretzels or chips)
4. There shall be constant supervision by a food establishment employee of all food displayed for customer self-service.

**NOTE:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

#### B. Employee-Distributed Sampling Operation Requirements

As an alternative to self-service sampling, samples may be distributed individually by a facility employee. This shall eliminate all self-service by the customer.

1. Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks)
2. Samples must be given to each customer individually by a facility employee.
3. Potentially hazardous food samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

## TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST (TO BE COMPLETED WHEN SETTING UP TFF THE DAY OF THE EVENT)

|            | CHECK LIST REQUIREMENTS  | COMPLIES |    | REMARKS |
|------------|--|----------|----|---------|
|            |  | YES      | NO |         |
| <b>1.</b>  | <b>WALLS/CEILING</b>   |          |    |         |
|            | Constructed of wood, canvas, plastic or similar material.  |          |    |         |
| <b>2.</b>  | <b>FLOOR MATERIALS</b>   |          |    |         |
|            | Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)   |          |    |         |
| <b>3.</b>  | <b>SIGNS</b>   |          |    |         |
|            | A. To be posted on or adjacent to booth.   |          |    |         |
|            | B. To include name of facility, city, state and zip code.  |          |    |         |
|            | C. Inspection report to be posted in public view.  |          |    |         |
| <b>4.</b>  | <b>FLY CONTROL (FOOD PREPARATION FACILITY ONLY)</b>  |          |    |         |
|            | A. All doors and openings flyproof – closable or screened.   |          |    |         |
|            | B. If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.   |          |    |         |
| <b>5.</b>  | <b>FOOD STORAGE</b>  |          |    |         |
|            | All foods stored off floor.  |          |    |         |
| <b>6.</b>  | <b>FOOD PROTECTION</b>   |          |    |         |
|            | A. Displayed foods covered or protected with a sneeze guard.   |          |    |         |
|            | B. Equipment in good repair – free of corrosion, cracks, chips, etc.   |          |    |         |
|            | C. Other   |          |    |         |
| <b>7.</b>  | <b>FOOD CONTACT SURFACES</b>   |          |    |         |
|            | Non-toxic, smooth, easily cleanable, non-absorbent.  |          |    |         |
| <b>8.</b>  | <b>HANDWASHING/UTENSIL WASHING FACILITIES (FOOD PREPARATION FACILITY ONLY)</b>   |          |    |         |
|            | A. Handwashing within facility: minimum 5-gallon warm water container with <i>hands free</i> valve, waste container, pump soap/paper towels. |          |    |         |
|            | B. Utensil washing within facility – minimum two 5 gallon containers for cleaning.   |          |    |         |
|            | (1) Wash with clean, soapy water.  |          |    |         |
|            | (2) Rinse with approved sanitizing solution.   |          |    |         |
| <b>9.</b>  | <b>EMPLOYEE HYGIENE</b>  |          |    |         |
|            | A. Clean hands and clothing.   |          |    |         |
|            | B. Hair restraint.   |          |    |         |
|            | C. Smoking prohibited in facility.   |          |    |         |
| <b>10.</b> | <b>FOOD TEMPERATURE CONTROL</b>  |          |    |         |
|            | A. Hot foods held at 135° F or above.  |          |    |         |
|            | B. Cold foods held at 45° F or below.  |          |    |         |
|            | C. Adequate amount of equipment provided to hold 'hot' and 'cold' foods.   |          |    |         |
|            | D. Thermometer provided for perishable food refrigerators.   |          |    |         |
|            | E. Metal probe thermometer for checking temp. of hot foods.  |          |    |         |

| CHECK LIST REQUIREMENTS |   | COMPLIES |    | REMARKS |
|-------------------------|---|----------|----|---------|
|                         |   | YES      | NO |         |
| <b>11.</b>              | <b>ICE AND ICE CONTAINERS</b>   |          |    |         |
|                         | A. Ice kept clean and free of contamination.  |          |    |         |
|                         | B. Water proof container used; kept covered.  |          |    |         |
|                         | C. Refrigeration ice not used for consumption.  |          |    |         |
| <b>12.</b>              | <b>FOODS PREPARED AT OTHER FACILITIES</b>   |          |    |         |
|                         | A. Approved by Environmental Health Division.   |          |    |         |
|                         | B. No foods may be prepared from home or prepped in food booth.   |          |    |         |
| <b>13.</b>              | <b>TRANSPORTATION OF PREPARED FOODS</b>   |          |    |         |
|                         | A. Containers dustproof.  |          |    |         |
|                         | B. Containers keep hot foods 135° F or above.   |          |    |         |
|                         | C. Containers keep cold foods 45° F or below.   |          |    |         |
| <b>14.</b>              | <b>LIQUID WASTE</b>   |          |    |         |
|                         | Waste water from sinks & other equipment drained to sewer, or other method approved by Environmental Health Division. |          |    |         |
| <b>15.</b>              | <b>TYPE WATER SUPPLY</b>  |          |    |         |
|                         | A. Public water supply.   |          |    |         |
|                         | B. Approved private water supply.   |          |    |         |
| <b>16.</b>              | <b>TOILET AND HANDWASHING FACILITIES</b>  |          |    |         |
|                         | A. Provided with hot (where available) & cold running water, pump soap, paper towels & toilet paper.                  |          |    |         |
|                         | B. Facilities located within 200 feet (one toilet per 15 employees.).   |          |    |         |
| <b>17.</b>              | <b>REFUSE STORAGE AND REMOVAL</b>   |          |    |         |
|                         | A. Garbage cans or refuse bins provided.  |          |    |         |
|                         | B. Adequate refuse removal.   |          |    |         |
| <b>18.</b>              | <b>MISCELLANEOUS</b>  |          |    |         |
|                         | A. No live animals permitted.   |          |    |         |
|                         | B. Other.   |          |    |         |
| <b>19.</b>              | <b>OPEN AIR BARBECUE</b>  |          |    |         |
|                         | A. Adjacent to approved temporary facility.   |          |    |         |
|                         | B. Food storage/dispensing methods approved.  |          |    |         |
|                         | C. No live animals within 20 feet.  |          |    |         |
|                         | D. Protected from dust.   |          |    |         |
|                         | E. In area that does not constitute a fire hazard.  |          |    |         |
|                         | F. No other foods prepared outdoors, except food barbecued on grill.  |          |    |         |

Inspection conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

# IMPORTANT

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|                             |  |
|-----------------------------|--|
| <b>Inspection</b>           | Be ready for <b>inspection</b> by scheduled set up time:<br><hr/>  |
| <b>Ice</b>                  | Have coolers filled with enough <b>ice</b> to keep cold foods at 45° or below<br><hr/>   |
| <b>Thermometer</b>          | Have <b>probe thermometer</b> (0-220°f) readily available<br><hr/>   |
| <b>Hot holding</b>          | Have <b>hot holding units</b> set up – hold hot food at or above 135°F<br><hr/>  |
| <b>Hand wash station</b>    | Have <b>hand wash station</b> ready <ul style="list-style-type: none"><li>• warm water in insulated container with spigot that allows hands to be free for washing</li><li>• pump soap</li><li>• paper towels</li><li>• waste water bucket</li></ul> <hr/> |
| <b>Utensil wash station</b> | Have <b>utensil wash station</b> set up with warm water and soap in one bucket and warm water and bleach in the second bucket<br><hr/>   |
| <b>Wastewater</b>           | Dump the <b>wastewater</b> at _____<br><hr/>   |
| <b>Screening</b>            | <b>Screening</b> required if conducting food preparation<br><hr/>  |
| <b>Reinspection</b>         | All <b>reinspections</b> will be charged a fee and will be collected by the coordinator the same day<br><hr/>  |