

## Community Event Temporary Food Facility Application

This application packet is for food vendors and/or wineries seeking a Temporary Food Facility (TFF) permit to operate at a community event. A TFF permit is required to sell or give away food or beverages, including samples, at a community event.

Please read all information in this packet prior to the event.

A couple of things to know about:

1. A blank **Commissary Agreement** is attached to this application packet. You only need to fill it out if:
  - Food is prepared or stored off site, or
  - You hire a caterer that does not hold a Sonoma County permit

**Note:** If you have a **Cottage Food Operation Registration or Permit (CFO)** for the foods you are selling, provide a copy of the CFO registration or permit instead of a Commissary Agreement.

2. If selling or giving away **prepackaged food** you may additionally need to submit a:
  - Processed Food Registration (PFR) from the California Department of Public Health (CDPH)\* or
  - Cannery license from CDPH\*

\*CDPH information and forms are located online at –

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram.aspx>



Environmental Health ❖ 625 5<sup>th</sup> Street, Santa Rosa, CA 95404 ❖ 707-565-6565 ❖ [EH@sonoma-county.org](mailto:EH@sonoma-county.org)  
<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

**Temporary Food Facility (TFF) Permit Application**

Submit complete application **30 calendar days prior** to the event. **Incomplete applications will not be accepted and will be returned.**  
*Applications submitted less than 14 calendar days prior to the event are subject to a 25% late fee.*  
*Applications submitted less than 2 days prior may not allow sufficient processing time to obtain a permit.*  
**A penalty fee of up to three times the permit fee may be assessed for operating without a permit at an event.**

**Applying for:**    New Permit    Renewal of Permit – PR #

**TFF Type:**    Booth    Truck/Trailer    Cart    Inside a Building      **Soft Serve:**    Yes    No

Business Name \_\_\_\_\_ Owner/Operator Name \_\_\_\_\_  
 DBA (Name on Sign at Booth) \_\_\_\_\_ Type of Food \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ On-Site Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

Section I – Food to Be Sold/Served					
List Food Items to Be Sold/Served	Check If Commercially Pre-Packaged	Check If Pre-Packaged At Commissary	Identify Types of Preparation at Booth <i>Check all that apply. Check N/A if Not Applicable</i>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assembly <input type="checkbox"/> (N/A)	<input type="checkbox"/> Portioning <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Cooking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assembly <input type="checkbox"/> N/A	<input type="checkbox"/> Portioning <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Cooking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assembly <input type="checkbox"/> N/A	<input type="checkbox"/> Portioning <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Cooking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assembly <input type="checkbox"/> N/A	<input type="checkbox"/> Portioning <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Cooking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assembly <input type="checkbox"/> N/A	<input type="checkbox"/> Portioning <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Cooking

At the end of the operating day, **destroy** all potentially hazardous foods that were required to be held at or below 45°F.  
 At the end of the operating day, **destroy** all potentially hazardous foods that were required to be held at or above 135°F.

If you are **changing your menu or preparation level** check with our office to determine if you need to resubmit a new TFF permit application. To avoid late fees, please submit changes 30 calendar days prior to the event.

Section II – Food Preparation and Storage	
All food preparation must be conducted in the approved TFF or at a permitted food facility.	
Will food be prepared or stored off-site prior to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Name of Location _____	
If yes, a Commissary Agreement or a copy of your Cottage Food Operation Permit or Registration must be submitted with this application.	

**For office use only:**

PE# \_\_\_\_\_ PR# \_\_\_\_\_ Entered by \_\_\_\_\_ Approval by \_\_\_\_\_ Date \_\_\_\_\_  
 5 Consecutive Days or Less Permit is valid from \_\_\_\_\_ to \_\_\_\_\_  
 Cash    Check    Credit Card Trans# \_\_\_\_\_ Date Rec'd \_\_\_\_\_ by \_\_\_\_\_ Amount Rec'd \$ \_\_\_\_\_

### Section III – List of Community Events

Please list the community events you propose to operate at in the next 12 months in Sonoma County.

If you decide **to add events** later, please resubmit this page with the new events listed. Changes must be submitted 30 calendar days prior to the event.

Please attach an additional sheet if you need to list more events, **be sure to include the name of the TFF at the top.**

Name of Event: \_\_\_\_\_  Event Is Less Than Four Hours

Name of Event Organizer: \_\_\_\_\_ Booth #: \_\_\_\_\_

TFF Person in Charge: \_\_\_\_\_

TFF Contact Phone for Day of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_

Event Day(s) of the Week: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**If you are hiring a caterer, please complete this section:**

Name of Catering Business: \_\_\_\_\_

Caterer's Sonoma County PR#: \_\_\_\_\_

*\*If caterer is from out of county, please turn in a **Commissary Agreement** form for that caterer.*

Name of Event: \_\_\_\_\_  Event Is Less Than Four Hours

Name of Event Organizer: \_\_\_\_\_ Booth #: \_\_\_\_\_

TFF Person in Charge: \_\_\_\_\_

TFF Contact Phone for Day of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_

Event Day(s) of the Week: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**If you are hiring a caterer, please complete this section:**

Name of Catering Business: \_\_\_\_\_

Caterer's Sonoma County PR#: \_\_\_\_\_

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Name of Event: \_\_\_\_\_  Event Is Less Than Four Hours

Name of Event Organizer: \_\_\_\_\_ Booth #: \_\_\_\_\_

TFF Person in Charge: \_\_\_\_\_

TFF Contact Phone for Day of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_

Event Day(s) of the Week: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**If you are hiring a caterer, please complete this section:**

Name of Catering Business: \_\_\_\_\_

Caterer's Sonoma County PR#: \_\_\_\_\_

*\*If caterer is from out of county, please turn in a **Commissary Agreement** form for that caterer.*

### Section IV – TFF Construction

- TFF is within a permanent building/structure – no need to list materials in this section
- TFF is outdoors/not within a building/structure – please list materials in this section

All TFFs require:

- A washable floor, such as asphalt, concrete or tarp
- Overhead protection, such as canopy or canvas

Moderate and Extensive preparation TFFs must also be constructed with:

- Four (4) sides and pass-through windows

Please see Temporary Food Facility Self-Inspection Checklist for a fuller **description of requirements**.

Floor Material: \_\_\_\_\_ Wall Material: \_\_\_\_\_  
 Ceiling Material: \_\_\_\_\_ Size of Pass-Through Window: \_\_\_\_\_

### Section V – Food Protection

*Identify methods to protect foods from contamination. Check all that apply.*

- |  |  |
|--|--|
| <input type="checkbox"/> Sneeze Guards         | <input type="checkbox"/> Only Pre-Packaged Food or Bottled Drinks    |
| <input type="checkbox"/> Hinged Chafing Dishes | <input type="checkbox"/> Prepared and Stored Away from the Customers |
| <input type="checkbox"/> N/A                   | <input type="checkbox"/> Other (Specify): _____                      |

### Section VI – Sink Requirements

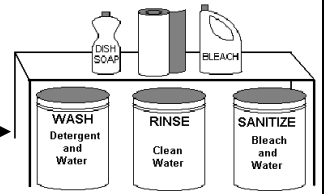
**Warewashing** sink provided by (check only one):

- Event Organizer
- TFF Operator
- Not Required – special conditions only – see the Self-Inspection Checklist

Type of **warewashing sink**. Check only one.

- Permanently Plumbed Sink – **required if event is more than 3 consecutive days**
- Self-Contained Portable Sink
- Pre-Packaged Only (exempt from requirement)
- Wash, Rinse and Sanitize – using three compartments/containers, such as 5-gallon buckets – **is only allowed if event is less than 3 consecutive days.**
- Special Conditions Apply – no warewashing required – see the Self-Inspection Checklist

**Example** →



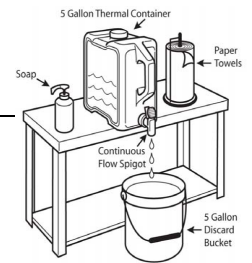
**Handwashing** sink provided by (check only one):

- Event Organizer
- TFF Operator

Type of **handwashing sink**. Check only one.

- Permanently Plumbed Sink – **required if event is more than 3 consecutive days**
- Gravity-Fed Unit – **is only allowed if event is less than 3 consecutive days**
- Self-Contained Portable Sink

**Example** →



### Section VII – Equipment/Utensils Used

**Multi-use consumer eating and drinking utensils are prohibited: plates, glassware, etc.**

Identify all **equipment** that will be used in food preparation at the TFF. Check all that apply.

- |   |   |                                     |                                  |                                      |                                |                                  |
|---|---|-------------------------------------|----------------------------------|--------------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> Barbecue Grill | <input type="checkbox"/> Range Burner           | <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Griddle | <input type="checkbox"/> Charbroiler | <input type="checkbox"/> Mixer | <input type="checkbox"/> Blender |
| <input type="checkbox"/> N/A            | <input type="checkbox"/> Other (Specify): _____ |                                     |                                  |                                      |                                |                                  |

Will multi-use **kitchen** utensils be used inside the TFF for food preparation: knives, scoops, spatulas, bowls, etc.?

- Yes  No

### Section VIII -- Hot/Cold Holding Equipment

*Identify methods of maintaining food hot or cold during hours of operation. Check all that apply.*

- |                     |   |   |  |
|---------------------|---|---|--|
| <b>Cold Holding</b> | <input type="checkbox"/> Mechanical Refrigeration | <input type="checkbox"/> Ice Chest                  | <input type="checkbox"/> Cold Table                  |
|                     | <input type="checkbox"/> N/A                      | <input type="checkbox"/> Other (Specify): _____     |  |
| <b>Hot Holding</b>  | <input type="checkbox"/> Steam Table              | <input type="checkbox"/> Chafing Dishes             | <input type="checkbox"/> Electric Soup Warmer        |
|                     | <input type="checkbox"/> Hot Holding Cabinet      | <input type="checkbox"/> Hot Dog Roller Grill       | <input type="checkbox"/> Electric Rice Cooker/Warmer |
|                     | <input type="checkbox"/> N/A                      | <input type="checkbox"/> Other (Specify): _____     |  |
|                     |   | <input type="checkbox"/> List Hot Held items: _____ |  |

**TFF Permit Fees Effective July 1, 2020**

Permit Type* Please choose the permit you are applying for below	Complete Application Fees	
	On Time	Less than 14 calendar days prior 25% late fee added
<b>Annual</b>		
<input type="checkbox"/> Extensive Preparation	\$714.00	\$892.50
<input type="checkbox"/> Moderate Preparation	\$384.00	\$480.00
<input type="checkbox"/> Minimal Preparation (includes sampling)	\$294.00	\$367.50
<input type="checkbox"/> Prepackaged/No Food Preparation	\$141.00	\$176.25
<b>5 Consecutive Days or Less</b>		
<input type="checkbox"/> Extensive Preparation	\$449.00	\$561.25
<input type="checkbox"/> Moderate Preparation	\$284.00	\$355.00
<input type="checkbox"/> Minimal Preparation (includes sampling)	\$212.00	\$265.00
<input type="checkbox"/> Prepackaged/No Food Preparation	\$105.00	\$131.25
<input type="checkbox"/> <b>Veteran's Exempt Food Facility</b>	No Fee	

\*See the TFF Permit Types page in the information packet for description of permit types.

**I certify that all information included in this application is true and correct.** I certify that I have the authority to sign this application. I am 18 years of age or over and understand that picture ID is required. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. **I understand that this application must be complete to be considered for submittal.**

I understand that the failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:**

**REHS' Notes**



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**COMMISSARY AGREEMENT**  
Mobile Food Facility ❖ Caterer ❖ Temporary Food Facility

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

**Section 1 – To be completed by APPLICANT — Please print or type.**

Business Name \_\_\_\_\_ PR # \_\_\_\_\_

Owner/Operator Name \_\_\_\_\_ Email Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Ste # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

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 Sonoma County Environmental Health and Safety, 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.**

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2 – To be completed by COMMISSARY OWNER/OPERATOR — Please print or type.**

Commissary Name \_\_\_\_\_ PR # \_\_\_\_\_

Address \_\_\_\_\_ Bus. Phone \_\_\_\_\_

City \_\_\_\_\_ 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 & garbage         | <input type="checkbox"/> Toilet & handwashing facilities | <input type="checkbox"/> Janitorial sink           |
| <input type="checkbox"/> Hot & cold water for vehicle cleaning | <input type="checkbox"/> 3-compartment sink              | <input type="checkbox"/> Overnight vehicle storage |
| <input type="checkbox"/> Other services not listed: _____      |  |  |

List all foods provided by the commissary and company(ies) from which foods are purchased:

Food	Company

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 & 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.

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3 – To be completed by the ENVIRONMENTAL HEALTH jurisdiction outside of Sonoma County**

The commissary is located in \_\_\_\_\_ County. The above food facility meets the commissary requirements pursuant to Cal Code Sections 114211, 114245.1, 114294 and 114326. The above checked services are available at the stated commissary. Please notify the Sonoma County Department of Health, Environmental Health & Safety should the status of this permit change or if it falls below acceptable Cal Code standards.

EHS Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Business Phone \_\_\_\_\_

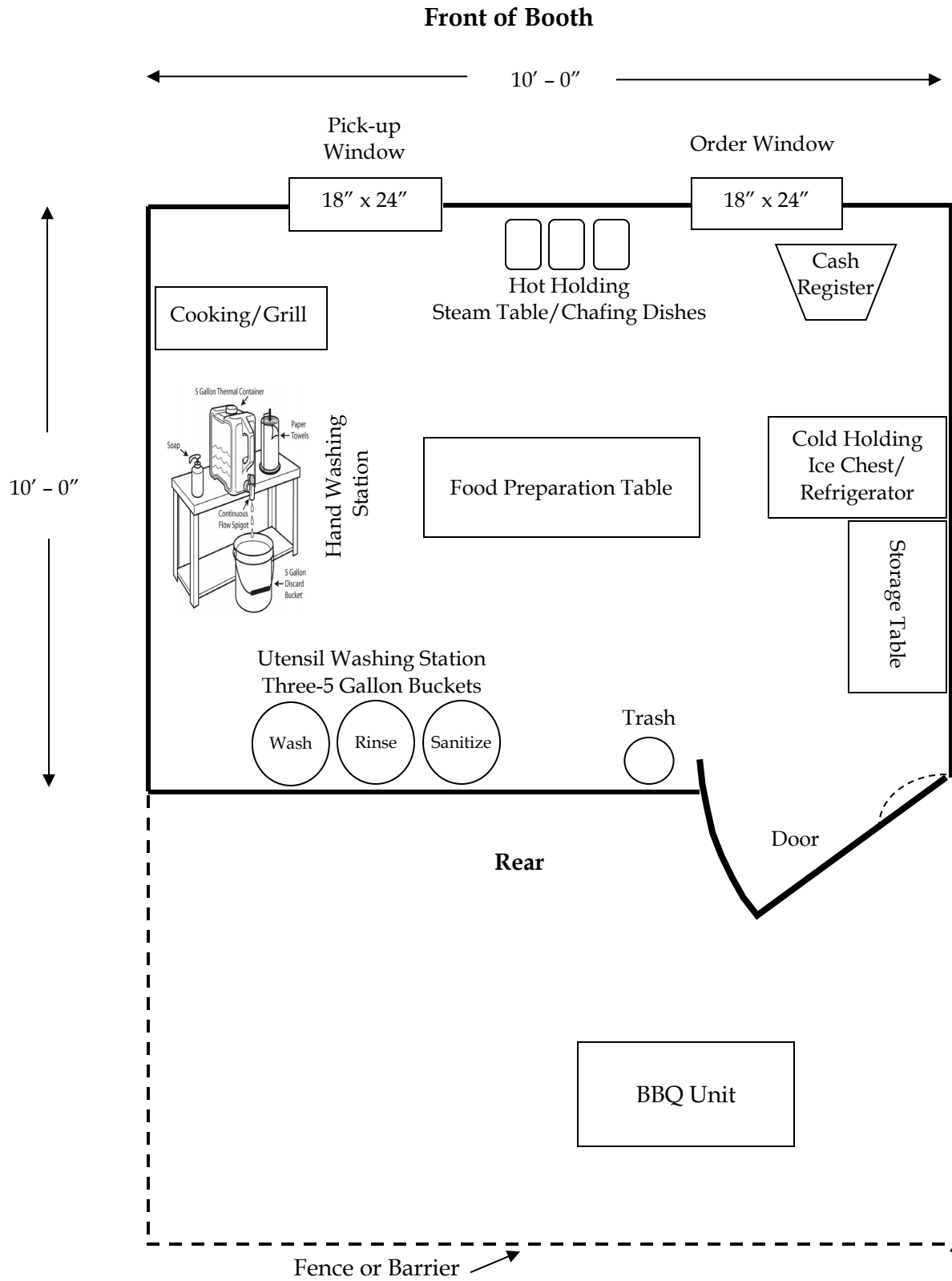


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# Temporary Food Facility Helpful Information

*Do not turn in with your application*

# Sample Layout of a TFF





## Temporary Food Facility Self-Inspection Checklist – Please Do Not Turn In, Use for TFF Setup at Event(s)

1	FOOD SOURCE AND TEMPERATURE	Initial When Complete
A	<b>Approved Source:</b> All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at a private home without a valid CFO permit or registration is prohibited.	
B	<b>Preparation:</b> All food shall be stored and prepared at a permitted food establishment or within the permitted temporary TFF. Food stored or prepared at an unapproved location is prohibited.	
C	<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.	
D	<b>Holding Temperatures:</b> Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 45°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (45°F or less). <b>Perishable food held cold at 45°F or below or hot at 135°F or above must be discarded at the end of the operating day. Overnight storage requires mechanical refrigeration, and that food be held at 41°F or colder for duration of event.</b>	
E	<b>Cooking Temperatures:</b> Food shall be cooked to the minimum internal temperatures specified below: <ul style="list-style-type: none"> <li>• 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry.</li> <li>• 155°F for 15 seconds for ground fish and ground meat (hamburgers)</li> <li>• 145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat</li> </ul>	
F	<b>Reheating for Hot Holding:</b> Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.	
G	<b>Thermometer:</b> A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.	
2	<b>PERSONNEL</b>	
A	<b>Health:</b> Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing. Employees experiencing vomiting and/or diarrhea must be excluded from food-related activities. Permit holder requires food employees to report illnesses as required to the Person in Charge (PIC).	
B	<b>Handwashing:</b> Handwashing facilities shall be provided inside the TFF and include a 5-gallon warm water (100°F - 108°F) supply in a container with a spigot to allow hands-free washing, catch bucket for waste water, paper towels and soap in a pump dispenser. <b>Note:</b> <i>Facilities that operate more than 3 consecutive days shall provide plumbed handwashing facilities equipped with warm water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each handwashing facility.</i>	
C	<b>Hygiene:</b> Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.	
D	<b>Food Preparation:</b> Avoid bare hand contact with ready-to-eat food. Use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Wash hands prior to putting on gloves and in between glove changes.	
3	<b>FOOD AND UTENSIL STORAGE AND HANDLING</b>	
A	<b>Hot and Cold Storage:</b> Necessary equipment and supplies to maintain proper food temperatures, 45°F or less for cold foods, 135°F or above for hot foods (e.g. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel, etc.).	
B	<b>Storage:</b> All food and equipment (except BBQs) shall be stored inside the TFF 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).	
C	<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.	
D	<b>Customer Self-Service:</b> Condiments must be dispensed in single-service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.	

### Temporary Self-Inspection Checklist (cont'd)

3	FOOD AND UTENSIL STORAGE AND HANDLING (cont'd)	Initial When Complete
E	<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).	
F	<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.	
G	<b>Cross-Contamination:</b> Food shall be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).	
4	<b>CLEANING</b>	
A	<p><b>Utensil Washing:</b> Provide either a bucket/tub container system or a three-compartment sink with potable running water for utensil washing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 100 ppm chlorine or quaternary ammonium at 200 ppm). After sanitizing, let utensils completely air dry to allow the full sanitizing effects of the sanitizer to take place.</p> <p><b>Special Conditions:</b></p> <ul style="list-style-type: none"> <li>- TFFs that <b>operate for more than 3 consecutive days</b> at a community event and handle unpackaged perishable food shall be equipped with a plumbed stainless-steel utensil-washing sink with three compartments and two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing valve. Up to eight TFFs may share the plumbed three compartment utensil-washing sink when within 100 feet.</li> <li>- If an event is four hours or less <b>and extra sets of sanitized utensils</b> are provided, a ware washing area is not required.</li> </ul>	
B	<b>Wiping Cloths:</b> Wiping cloths shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration (see concentration of utensil washing above) between uses.	
5	<b>WATER SUPPLY AND WASTEWATER DISPOSAL</b>	
A	<b>Water:</b> An adequate supply of <b>warm and cold</b> potable water shall be available on site for cooking, cleaning, sanitizing, hand washing and drinking. At least 20 gallons per TFF per day for utensil and hand washing are required. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).	
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.	
6	<b>PREMISES</b>	
A	<b>Garbage:</b> Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.	
B	<b>Waste Grease:</b> Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.	
C	<b>Lighting:</b> Adequate lighting shall be provided.	
7	<b>TFF</b>	
A	<b>Tables, Counters and Shelves:</b> Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.	
B	<b>Enclosure:</b> All TFFs shall have an overhead canopy. TFFs moderate and extensive food preparation shall be fully enclosed with four complete sides, excepting the BBQ area. Perimeter barriers for BBQ required.	
C	<b>Signs and Documentation:</b> Signage with facility name, operator name, city, state and zip code are posted. Food permit is posted. Notice that last inspection report is available for review is posted.	
D	<b>Floor:</b> Cleanable floor surfaces (tarp or other cleanable material) shall be provided.	
E	<b>Access Doors and Pass-Thru Windows:</b> Tight-fitting closures for access doors openings are required. Pass-thru windows should only be large enough to serve your food through, with a flap or screen to cover the window or opening.	
F	<b>Fire Safety:</b> Check with local fire department regarding necessary fire extinguishers and fire codes.	
G	<b>Provisions for Wind:</b> Weights to hold TFF in place in high winds may be needed.	

## Temporary Food Facility Permit Types

Please note the following:

- It is prohibited to prepare or store food at a private home, unless you possess a current, valid Cottage Food Operation (CFO) permit or registration.
- A TFF permit is required for each TFF operating at the same time in Sonoma County. For example, a kettle corn vendor who sets up a TFF at two farmers' markets held at the same time, on the same day, would require two permits.
- Any food facility found to be operating without a valid food facility permit is subject to closure and a penalty, which may be up to three times the amount of the permit fee.

### **Annual vs. 5 Consecutive Days or Less**

If you are operating at only one event for 5 consecutive days or less during the month of the event and the 11 months following you would apply for the 5 Consecutive Days or Less permit at your appropriate preparation level (see below). If you are operating at more than one community event or for longer than 5 consecutive days you would apply for the Annual permit at your appropriate preparation level (see below).

### **Preparation Level**

#### **Extensive Preparation**

This category includes most temporary food facilities that prepare or serve hot potentially hazardous food.

Extensive Preparation permits are issued to temporary food facilities that engage in sampling, cooking, packaging, portioning, assembling, processing, or hot holding of PHF. Extensive Preparation would include the following activities:

- Hot holding of potentially hazardous foods
- Preparation of ready-to-eat potentially hazardous foods that include a cooking step in its preparation
- Thawing food
- Cooling of cooked potentially hazardous foods
- Reheating previously cooked potentially hazardous foods

Extensive Preparation temporary food facilities may include; barbeque operations, serving previously prepared potentially hazardous foods, pasta, tacos, paella, stir fry, cooked rice dishes, meat and/or vegetable pot pies, kebabs, pizza, sushi, poke, oysters, etc.

#### **Moderate Preparation** (*potentially hazardous foods*)

Moderate Preparation permits are issued for temporary food facilities that sell or give away unpackaged potentially hazardous foods or that conduct "limited-food preparation" as defined in the California Retail Food Code:

- Heating, frying, baking, roasting food for immediate service
- Chopping or slicing of potentially hazardous foods
- Steaming or boiling of hot dogs
- Cooking and seasoning to order
- Cold holding of unpackaged potentially hazardous foods
- Scooping of ice cream
- Blending of potentially hazardous foods

This may include heating and holding hot dogs or tamales, preparing corn dogs, preparing cold deli sandwiches, ice cream sundaes, funnel cakes, espresso drinks and smoothies.



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<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

**Minimal Preparation** *(including sampling)*

Minimal Preparation permits are issued for temporary food facilities that sell or give away processed food, including temporary food facilities that conduct low-risk food preparation such as coffee, snow cones, kettle corn, and lemonade. Temporary food facilities that prepare samples by cutting or portioning of food (including produce) as well as those that sell prepackaged potentially hazardous foods items such as prepackaged cheese and ice cream would also fit into this category.

**Prepackaged/No Food Preparation** *(non-potentially hazardous food)*

Prepackaged/No Food Preparation permits are issued for temporary food facilities that sell or give away prepackaged, non-potentially hazardous food, such as prepackaged candy, jam, olive oil, beer and wine. Whole produce is also included in this category. Prepackaged food must be properly labeled and from an approved source. Sampling may occur if the samples are non-potentially hazardous and are prepared ahead of time in an approved location.

A handwash sink is required for all temporary food facilities that dispense beverages including beer and wine, as well as those booths that sample food.

**Prepackaged, bottled or canned food** -- If you are selling or giving away prepackaged food you have prepared/manufactured, you must have a Processed Food Registration (PFR) from the California Department of Public Health (CDPH). In addition, if you have a shelf-stable product, such as bottled salsa, chutney or tea, you may need a cannery license from CDPH. For further information, call CDPH at (916) 650-6500 or see their website at <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram.aspx>

For more information please see our TFF Operating Requirements online or obtain a copy from our office.

**Veteran's Exemption**

If you are an honorably discharged or released United States military service veteran and sole proprietor of your business, please contact our office to see if you qualify for a veteran's exemption.

## Guidelines for Sampling Food at a Community Event

The following guidelines are for food facilities and demonstrators providing samples of processed food products to the public at a community event. These guidelines are designed to help ensure that food samples for the public are safe and unadulterated.

1. Food intended for samples shall be handled so as to be pure, free from contamination, adulteration, and spoilage. All food shall have been obtained from approved sources.
2. Sampling shall be done in such a way as to prevent customers from touching, coughing or sneezing on food meant for others.
3. Keep samples in clean, covered containers approved by Environmental Health and Safety. A clear plastic container with a hinged lid, or a plate with a clear dome cover, provides effective protection from contamination while allowing the customer to see the product.
4. Potentially hazardous foods shall be kept at or below 45°F, or at or above 135°F.
5. Handwashing facilities, with single-service soap and paper towels, must be readily available for use near each location where products are being cut into samples.
6. Waste shall be contained to minimize odor and insect development. Provide leak-proof garbage receptacles with close-fitting lids at each area/TFF for disposal of pits, peels, food waste, and rubbish.
7. Utensils and cutting surfaces shall be washed, rinsed and sanitized every four hours during use. For sanitizing, provide a chlorine solution of one tablespoon or capful of liquid bleach per gallon of water.
8. Cutting surfaces shall be smooth, non-absorbent, and easily cleanable, and approved by the Health Department.
9. Clean, potable water shall be used for washing food and food contact surfaces.
10. Wash water and/or wastewater must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.
11. Toothpicks or disposable utensils shall be used to distribute samples to minimize hand contact.