



COUNTY OF IMPERIAL

**PUBLIC HEALTH DEPARTMENT**

*DIVISION OF ENVIRONMENTAL HEALTH  
797 Main Street, Suite B, El Centro, CA 92243  
Tel. (760) 336-8530, FAX (760) 352-1309*

**APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT**

Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Each booth must complete a permit application. Non-profit organizations applying to operate at community events shall submit application directly to the event organizer. Facilities intended for commercial (profit) purposes shall submit applications directly to: Imperial County Division of Environmental Health, 797 Main Street, Suite B, El Centro, CA 92243 (Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded).

**EVENT INFORMATION**

Name of event:	Date(s):
Site address of event:	
Event organizer:	
Event organizer contact person:	Contact number: ( )

**TEMPORARY FOOD FACILITY OPERATOR INFORMATION**

Name of booth:			
Mailing address:	City:	State:	Zip code:
Name of temporary food facility operator (person-in-charge):			Contact number: ( )
E-mail address of temporary food facility operator:			Fax number: ( )
Temporary food facility classification, please check:			
<input type="checkbox"/> Commercial (Profit)			
<input type="checkbox"/> 1 day permit, \$52.00 <input type="checkbox"/> 2-4 day permit, \$78.00 <input type="checkbox"/> 5-15 day permit, \$156.00 <input type="checkbox"/> 16-25 day permit, \$182.00			
<input type="checkbox"/> Non-profit Charitable Organization			
Name of non-profit organization: _____			
<input type="checkbox"/> All proceeds will be donated to a non-profit organization			
Name of non-profit organization: _____			
Name of person-in-charge of non-profit organization: _____ Contact number: _____			
List the date (s) intended for operation:			
Have you participated in events within the current calendar year? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how many times?			

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, and prepackaged foods.

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**Where are foods going to be purchased (food must be purchased from an approved source)?**

**\*\*Please retain receipts of purchase during the event.**

**Where are foods going to be prepared, handled, or served? Check applicable box(s):**

- Foods and/or beverages will be prepared within the temporary food facility.
- Foods will be prepared at an approved, permitted commercial kitchen facility.

Name of commercial facility: \_\_\_\_\_

**\*\* Complete form titled *Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event* and submit it with application**

- Non-perishable foods will be prepared at home (*only non-profit organizations*).
- No food preparation will be done, booth will handle prepackaged food and/or beverages.

**If non-prepackaged foods will be handled, please check the type of hand-washing facility to be provided:**

- A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
- A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
- A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use papers, and a container for wastewater holding.

**If food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:**

- A stainless steel, three-compartment sink with two (2) drainboards.
- Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).
- Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

**If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:**

**Cold Holding Equipment:**

- Ice chests     Freezers     Refrigerated trucks     Other approved equipment: \_\_\_\_\_

**Hot Holding Equipment:**

- Grills/Barbecues     Portable electrical stoves     Gas propane operated equipment
- Chafing dishes     Electric slow cookers     Steaming table
- Heat lights     Other approved equipment: \_\_\_\_\_

**How will wastewater generated from food operation will be collected and disposed of?**

- Wastewater will be collected in water-tight receptacles and disposed at the event through a plumbing system.
- Wastewater will be collected in water-tight receptacles and disposed through a plumbing system outside event premises.

**\*\*Disposing water on the ground is prohibited.**

**How will garbage generated from food handling will be collected and disposed?**

**What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?**

**TEMPORARY FOOD FACILITY SET UP DESCRIPTION**

If non-prepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling non-prepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window to dispense food from of approximately 1ft x 1 ft.

**Check the materials to be utilized to construct the food booth:**

- Canvas                                       Fine mesh screening  
 Plastic     Wood  
 Other approved material: \_\_\_\_\_

**Check the type of flooring to be provided:**

- Concrete                                       Smooth wood  
 Asphalt     Foam floors  
 Clean tarps                                       Other approved flooring: \_\_\_\_\_

Sketch a floor plan below or attach a floor plan indicating the proposed layout of the equipment, food preparation tables, food storage, utensil washing, and hand-washing facilities. An example of a floor plan is located on page 4.

Please read the following statement and then sign and date below.

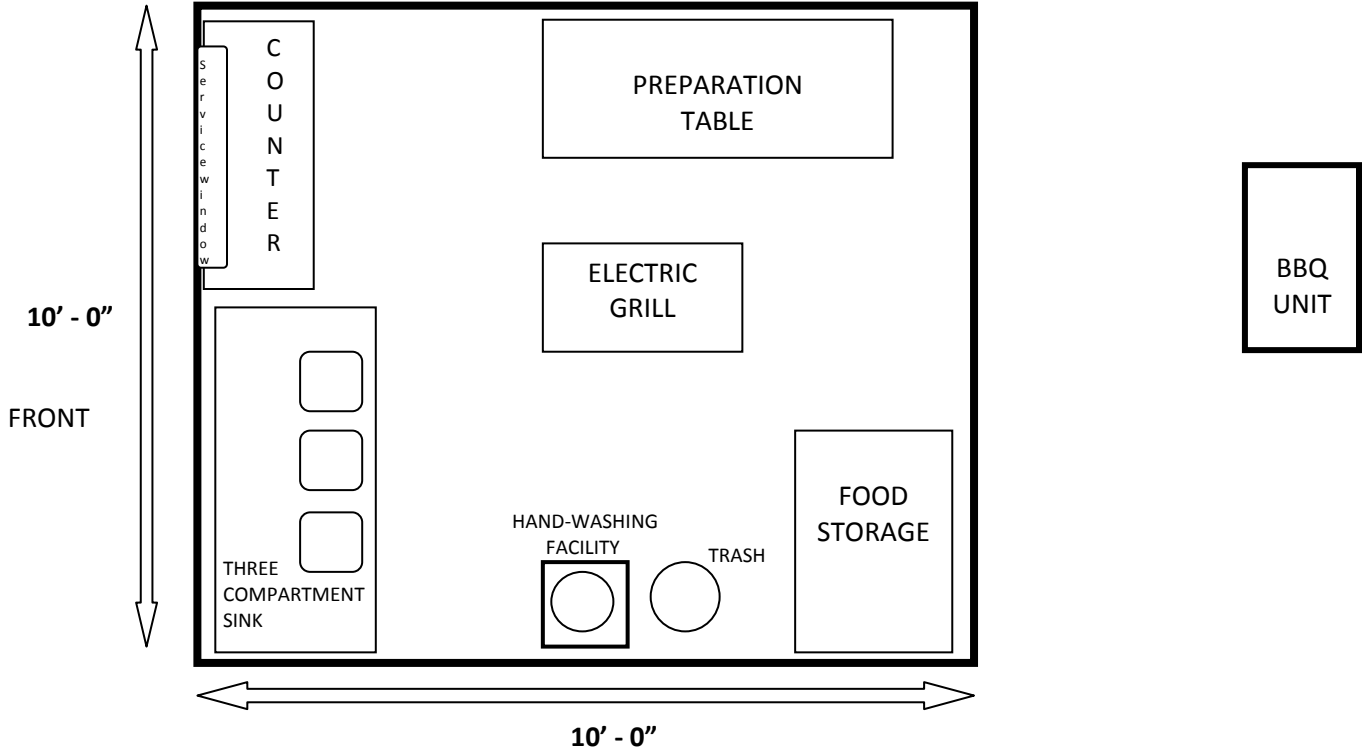
I am familiar with operational requirements for temporary food facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Imperial County Division of Environmental Health.

\_\_\_\_\_  
SIGNATURE OF PERSON-IN-CHARGE OF TEMPORARY FOOD FACILITY

\_\_\_\_\_  
DATE

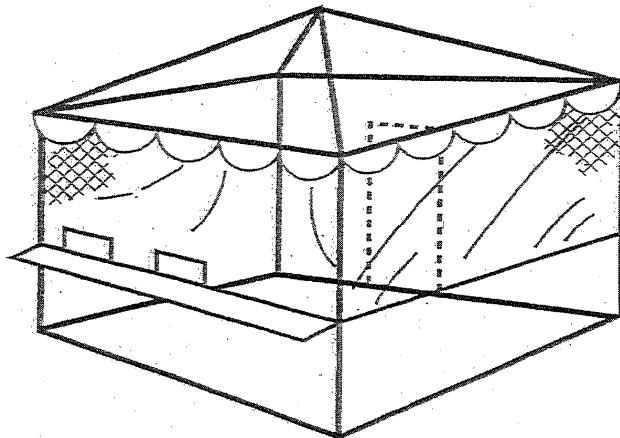
FOR OFFICE USE ONLY			
FA#:	PR#:	IN#:	DISTRICT#:
AMOUNT RECEIVED: \$	PAID : <input type="checkbox"/> CASH <input type="checkbox"/> CHECK	CHECK #:	
DATE RECEIVED:		RECEIVED BY:	
APPLICATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED		BY:	DATE:

# TEMPORARY FOOD FACILITY FLOOR PLAN EXAMPLE



DRAWING NOT TO SCALE

## Fully Enclosed Booth





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### FOOD FACILITY AUTHORIZATION TO USE AN APPROVED KITCHEN FOR A TEMPORARY FOOD EVENT

All food, beverages, and condiments provided to the public at community events shall be prepared within a food booth or an approved kitchen facility. Approved kitchen facilities are commercial kitchens that have an annual permit issued by Environmental Health; such kitchens are designed and equipped for retail food preparation. If your organization is preparing foods before the event at approved kitchen facility, please complete the following and submit it in conjunction with the **APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT** two (2) weeks before the event.

**Home-prepared foods or foods prepared at non-approved kitchen facilities are not allowed.** If your organization does not have an approved kitchen facility, but has a kitchen and will like to have it approved, please contact our office for further information.

#### COMMUNITY EVENT AND TEMPORARY FOOD FACILITY INFORMATION

Name of community event:	Date:
Name of food booth:	
Name of food booth operator (person-in-charge):	
Contact phone number:	E-mail address:

#### APPROVED KITCHEN FACILITY AND OPERATOR INFORMATION

Approved kitchen facility name:	
Site address of approved kitchen facility:	Phone number:
Name of kitchen facility operator:	Position:

**THE FOLLOWING IS TO BE COMPLETED BY THE APPROVED KITCHEN FACILITY OPERATOR OFFERING USE OF KITCHEN FACILITY:**

I hereby allow the above listed operator to use my kitchen facility for preparation and storage of foods, and sanitation of equipment. The kitchen may be us on the following dates and times:

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\_\_\_\_\_  
SIGNATURE OF KITCHEN FACILITY OPERATOR

\_\_\_\_\_  
DATE