

# Siskiyou County

## Organizer's Packet

### Community Event Temporary Food Facility Public Health Permit Procedures



#### **COMMUNITY DEVELOPMENT DEPARTMENT**

Building • Environmental Health • Planning

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<https://www.co.siskiyou.ca.us/environmentalhealth/page/consumer-protection>

# Community Event Organizers Guidelines

California Retail Food Facilities Law Section 114314 requires that community event organizers obtain a health permit for each community event where food or beverages are sold. Under this health permit, the event organizer will be responsible for providing and maintaining shared facilities such as restrooms, hand washing stations, common utensil sinks or other features as required by the law. The community event permit does not eliminate the required health permit for individual food booths. Each booth operator must still obtain a separate health permit.

## Definitions:

### Temporary Food Facility (TFF)

A food facility operating out of temporary facilities approved by Siskiyou County Environmental Health at a fixed location for a period not to exceed 25 days in any 90-day period. Temporary Food Facilities must operate in conjunction with a single weekly or monthly community event.

### Community Event

A community event means an event that is of 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.

**Examples:** Food and beverage sale booths commonly seen at county fairs, city festivals, craft fairs, ethnic celebrations, non-profit fund raising events, seasonal agricultural festivals, circuses, etc.

### Nonprofit Charitable TFF

A temporary food facility that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div.2(commencing with section 5000), Title 1, corp.C)), 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. This also includes an established club or organization of students that operates under the organization of a school or other educational facility.

### Potentially Hazardous Food

A potentially hazardous food (PHF) is one that is in a form capable of (1) supporting rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxications, or (2) supporting the growth or toxin production of *Clostridium botulinum*. **Section 114312:** All food that is sold, given away, or dispensed from a temporary food facility must be from an approved source and prepared on site in an approved booth or other permitted site. **Food may NOT be prepared at a private home.**

To apply for the health permit, the organizer must submit the following items to Siskiyou County Environmental Health **at least 30 days prior to the event:**

1. A completed Community Event Organizer Permit application for the event.
2. There is no permit fee for Community Event Organizers.
3. Permission to hold the event. This permission would be obtained from either the City in which the event is held, or from the Siskiyou County Planning Department if located on private property.
4. A plan showing individual food booth locations. Include booths where any **edible** items will be sold. Also indicate on this plan the location and number of restrooms and associated hand washing facilities that will be provided.

5. A list of food booth participants that includes the name of the business or organization, contact person, phone number, and the location of the booth.
6. Provide the event schedule including the dates and times of booth set-up, official opening and closing time of the event.
7. Restroom and Utility Agreement. As noted above, the event organizer is responsible for providing and maintaining restrooms and other by law. A flushing toilet must be provided within 200ft. of the food booths for use by the temporary food facility operators. This restroom must have hot running water, liquid pump soap, and single use paper towels for handwashing. There must be at least one toilet for every 15 food workers.

The organizer's health permit will be issued with the following conditions:

1. The organizer will ensure that each booth will have a valid temporary food facility or mobile food facility health permit prior to the day of the event. The vendor permit applications must be received by this office at least 14 days prior to event to provide this department ample time to review the applications and produce the health permits. If a vendor is not on the list of food booth participants provided by the event organizer at the time of application, that vendor may not be allowed by Siskiyou County Environmental Health to participate in the event.
2. The organizer will ensure that each vendor and all its workers have a Food Handlers Card or Food Manager Certification.
3. The organizer will ensure that all common facilities required by Environmental Health such as restrooms, hand washing facilities, utensil washing units, etc., have been set-up and that these facilities will be properly maintained throughout the event.
4. The organizer will complete the Event Organizer Checklist and submit it to the inspecting Environmental Health Specialist at the beginning of the inspection.

Failure to obtain required health permits prior to operation can result in penalties or other legal actions.

Individual food booth operators can obtain a Temporary Food Facility Permit application packet by contacting Siskiyou County Environmental Health or from the event organizer if Siskiyou County Environmental Health includes the vendor application with the event organizer packets.

If you have any questions, please contact Siskiyou County Environmental Health at (530) 841-2100.



# COUNTY OF SISKIYOU

## COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

Name of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Date(s) and Time(s) of Event: \_\_\_\_\_  
Coordinator's Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_ # of Food Booths: \_\_\_\_\_

### **PLEASE PROVIDE THE FOLLOWING AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**

- Permit Application.** Complete this form in its entirety. Submit it to Siskiyou County Environmental Health with all additional required documentation. Incomplete applications will not be accepted.
- Permission to Hold Event.** Provide a copy the "Use Permit" from the Siskiyou County Planning Department if the event is to be located on private property. Provide a copy of the written permission or permit from the City if event is held on city property.
- Food Vendor List.** Provide a complete list of all potential booths where ANY edible items will be available to the public, regardless of the type of business. This list must include the Names, Menus, Contacts, and Contact Phone Numbers of each booth. Final vendor list approval will be completed 7-10 days prior to the event setup date, based upon the approved vendors who have completed their permit paperwork.
- Site Plan.** This site plan must show the proposed locations for all temporary food facilities, restrooms, shared utensil washing stations, hand washing stations, trash and garbage disposal, wastewater disposal, potable water locations, and janitorial facilities.
- Restroom and Utility Agreement.** A flushing toilet must be provided for the temporary food facilities within 200 ft. of the food booths. This restroom must have hot running water, liquid pump soap, and single use paper towels for hand washing. One toilet is required per fifteen workers.

AS COORDINATOR, I HAVE READ AND UNDERSTAND THE COMMUNITY EVENT GUIDELINES AND UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING THAT ALL TEMPORARY FOOD FACILITIES OPERATING AT THIS EVENT ARE PERMITTED BY SISKIYOU COUNTY AND IN COMPLIANCE WITH THE CALIFORNIA RETAIL CODE LAWS.

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



# UTILITY AGREEMENT FOR COMMUNITY EVENTS

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Community Event Information- to be completed by Event Organizer

Name of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Event Organizer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Location of Temporary Food Facilities: \_\_\_\_\_  
\_\_\_\_\_  
Date(s) of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

All Temporary Food Facilities participating in the above listed event requiring access to utilities will access them at the location below during all operational hours of the event. If utilities become unavailable, I understand that I am required to stop ALL food sales immediately.

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

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Utility Information- to be completed by utilities provider

Location Name: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I will provide utilities for the above-mentioned event during all hours of operation. I understand that the facilities and/or utilities are subject to Environmental Health inspection.

**Please select all services that apply.**

- Potable, Drinking, Washing Water source:** \_\_\_\_ Public or \_\_\_\_ Private Water System\*
- Wastewater disposal via:** \_\_\_\_ City Sewer or \_\_\_\_ Private Septic System (requires approval)\*\*
- Electrical supply with an electrical shock prevention device (GFCI)**

Utilities Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Private Water System is one that has passed testing for bacteria within the past 3 months, has been tested for nitrate within the past year, and has been approved by Siskiyou County Environmental Health.

\*\*Private Septic System. Organizer must obtain permission from the Siskiyou County Environmental Health Director of Land Use if the vendors and/or public are utilizing facilities connected to a private septic system.

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**\*\*\*Siskiyou County Land Use ONLY**

I authorize the Utilities Owner listed above to allow wastewater disposal generated by the vendors of the above listed event via a Private Septic System for the specified dates of operation only.

Land Use Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RESTROOM AGREEMENT FOR COMMUNITY EVENTS

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Community Event Information- to be completed by Event Organizer

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Location of Temporary Food Facilities: \_\_\_\_\_

Date(s) of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

All Temporary Food Facilities participating in the above listed event have access to the restroom facilities at the location below during event operational hours and are located less than 200 feet from these restroom facilities. If restroom facilities are unavailable, I understand that I am required to stop ALL food sales immediately.

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

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Restroom Information- to be completed by restroom provider

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I will provide restroom facilities for the above-mentioned event during all hours of operation. I understand that the facilities are subject to Environmental Health inspection.

**Restroom(s) must be:**

- ✓ Clean and in good repair
- ✓ Equipped with a flushing toilet plumbed into a public sewerage, and toilet paper in a dispenser.
- ✓ Equipped with a handwashing sink with warm running water (at least 100°F).
- ✓ Equipped with pump liquid soap and single use paper towels in a dispenser.

**Water is provided by: (Check One)**     Public Water System     Private Water System\*

\*If facility is plumbed from a Private Water System, I affirm that it has passed testing for bacteria within the past 3 months, has been tested for nitrate within the past year, and has been approved by Siskiyou County Environmental Health.

Restroom Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Keep the Following Pages:**

Community Event Organizer Checklist

This page is to be utilized during the event. Be sure each item is completed and in compliance for your event.

You are responsible for the completion of the checklist on each day of the event. Failure to comply with the items on the checklist could result in the unsafe preparation of food and revocation of your health permit.



# COMMUNITY EVENT ORGANIZER CHECKLIST

This checklist is provided to help you comply with health department regulations  
 This checklist is to be completed and given to the Environmental Health Specialist (EHS) at the beginning of the  
 inspection

	REQUIREMENTS	COMPLIES?		
		YES	NO	N/A
1	Food booths located as indicated on map submitted to Siskiyou County Environmental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Each food booth has posted their Siskiyou County Health Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Each food booth worker has a Food Handlers Card or Food Manager Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Each food booth has posted the Temporary Food Facility Self-Inspection Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Each food booth has a copy of the Hot Holding Temperature Log for Potentially Hazardous Foods and a probe thermometer for taking temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Each food booth is fully enclosed (as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Each food facility has bleach for sanitizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Potable water source is available for all food booths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	All restrooms & handwashing areas are maintained and stocked with soap, paper towels, & toilet paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	All garbage containers are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	All other shared facilities, such as warewashing sinks and waste water disposal locations are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	No live animals are kept or allowed within 20 feet of any area where food is stored or held for sale (except for service or guide dogs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments or questions for the Health Inspector:**

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**NOTE: This list may not include all the necessary requirements for the Event Organizer. Please contact Environmental Health at (530) 841-2114 for questions regarding Event Organizer requirements.**

**I have verified all of the above items as per my responsibilities as the event organizer. I understand that I must provide this completed checklist to the EHS at the beginning of the inspection.**

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

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

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