



County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 FAX: 805/654-2480
 Internet Web Site Address: www.ventura.org/rma/envhealth

FOR OFFICE USE ONLY	
Rcd By	_____
Date	_____
Amt Rcd	_____
Rept #	_____
Check #	_____
PR #	_____
Fee to Record:	_____
(This is the "full" fee)	
Fee Received:	_____
(This is the fee if a waiver or reduction)	

APPLICATION FOR PERMIT TO OPERATE A FOOD FACILITY AT A SPECIAL EVENT

INSTRUCTIONS:

- The operator of each Temporary Food Facility (TFF) must complete and submit this application with the fee **at least 2 weeks prior to the start of the event** TO THE ORGANIZER WHO WILL THEN SUBMIT ALL APPLICATIONS AND FEES to: Ventura County Environmental Health Division (EHD), Ventura County Government Center, Administration Building, 3rd floor (Mondays through Fridays, 8AM-5PM, holidays excluded), OR mail to the address shown above.
- Refer to the Temporary Food Facility requirements and procedures for complete list of requirements.
- Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. *(See page 5 of this application).*
- For additional information, for events located in
 - Ventura, Ojai, Oxnard, Port Hueneme, Piru, Fillmore, or Santa Paula, contact Martha Ramirez at 805/654-2647, email Martha.Ramirez@ventura.org
 - Camarillo, Moorpark, Newbury Park, Thousand Oaks, Oak Park, Westlake, or Simi Valley, contact Holly Sinclair at 805/654-2431, email Holly.Sinclair@ventura.org

PART A: VENDOR INFORMATION

Name of event _____
 Name of event ORGANIZER _____
 Location of event _____
 Dates and times of operation _____
 * Date and time ready for inspection _____
 Name of business/organization (vendor) _____
 Name of person in charge of the food facility _____
 Mailing address-street _____
 City, state, zip _____
 Telephone _____ FAX _____ Cell Phone # _____

*** NOTE: THE FACILITY MUST BE READY FOR INSPECTION BY SCHEDULED TIME. FAILURE TO BE READY BY SCHEDULED TIME MAY RESULT IN DENIAL OF PERMIT.**

► I have submitted this application 2 weeks before the event: Yes ___ No ___

PART B: FOOD FACILITY FEES *(Check appropriate items)*

___ Temporary Food Facility (TFF-1) [See Fee Resolution, page 17] **handling open foods or potentially hazardous foods.**
 1-day \$58.00 ___ 2-day \$96.00 ___ 3-day \$116.00 ___ 4-day \$136.00 ___ 5-day \$156.00 ___
 ___ TFF at Certified Farmers' Market (3-month permit), \$96.00 Total = _____

___ This TFF is operated by a non-profit organization under the food safety oversight of (name) _____, who successfully completed an EHD TFF food safety course on (month, day, year) _____, and therefore, should receive a full fee waiver. *(Provide a copy of the TFF training certificate, documentation of non-profit status, and complete the declaration on page 2 unless oversight is provided by the event organizer.)*

___ This TFF is operated under the food safety oversight of (name) _____, who successfully completed an EHD TFF food safety course on (month, day, year) _____, and therefore, should receive a 50% fee reduction. *(Provide a copy of the TFF training certificate and complete the declaration on page 2 unless oversight is provided by the event organizer.)*

___ TFF-2 handling **only prepackaged, non-potentially hazardous foods**..... Fee: \$0.00

PART C: TFF DECLARATION (To be completed only if you possess a valid TFF Training Certificate).

I, (first and last name) _____, received a certificate after attending the Ventura County Environmental Health Division's TFF food safety course on (month, day, year) _____; OR, having attended training in person previously, have completed the "on-line" course. I hereby certify that I will be available on [date(s) of event] _____ at the [event name] _____.

I understand that I must be present during booth setup and permitting. I hereby accept responsibility for sharing the food safety knowledge I received at the above course with the operators of the following temporary food facilities at the (event name) _____.

Name of Food Facility	Operator
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

SIGNATURE: _____ **DATE:** _____

PART D: FOODS

NOTE: STATE LAW PROHIBITS THE USE OF A PRIVATE HOME FOR FOOD PREPARATION AND/OR STORAGE.

1. Have you ever participated in previous events in Ventura County? Yes ___ No ___

2. List all foods and beverages to be prepared or served from the TFF (be specific; for example: rice & beans):

3. Will foods be prepared in advance? Yes ___ No ___

4. Location of any off-site food preparation and/or storage:

Business Name _____

Street Address, City, State, Zip _____

Telephone Number _____ Health Permit # _____

NOTE: ATTACH A COPY OF THE CURRENT HEALTH PERMIT/LICENSE

5. Describe how frozen and cold foods will be transported to the TFF (Be Specific).

6. Describe how hot foods will be transported to the TFF (*Be Specific*).

7. How will food temperatures be monitored during the event? (i.e., probe thermometer)

8. How will hot foods be kept at or above 135°F during the event?

9. How will cold foods be kept at 45°F or below during the event?

10. If the event is two or more days, where will food be stored when the facility is not operating?

NOTE: DURING HOURS OF INOPERATION, COLD FOODS MUST BE STORED INSIDE REFRIGERATORS HOLDING AT OR BELOW 41° F.

PART E: UTENSIL WASHING FACILITIES

1. Three-compartment utensil washing sink with two integral drainboards and overhead protection provided by:
TFF Operator ____ OR Organizer/Promoter ____

Complete items 2-4 if provided by the TFF Operator:

2. Type of sanitizer and test strips to be used within the temporary food facility: _____

3. Water source _____ If self contained fresh water tank, # of gallons _____
(25 gal. minimum per TFF is required for utensils)
Waste tank, # of gallons _____
(50% greater than the size of the fresh water tank is required)

4. Method of liquid wastewater disposal: _____

NOTE: ► *Must use potable water to supply sinks. Use of irrigation water to supply TFFs is prohibited.*
► *Hoses used to provide water to TFFs must be made of food-grade material. Garden hoses are prohibited.*

PART F: HANDWASHING

1. **Within the booth**, is there a handwashing facility with warm water (100 °F) plus handwashing cleanser and single-use paper towels provided? Yes _____ No _____
2. If no, describe alternate handwashing facility (be specific; for example: 5-gallon gravity flow container with hands-free spigot, soap, and paper towels): *(see illustration on the last page)*

***** Note: Alternate handwashing facilities are NOT allowed for events lasting 4 or more days or for TFFs operating at Certified Farmers' Markets.**

PART G: TEMPORARY FOOD FACILITY CONSTRUCTION

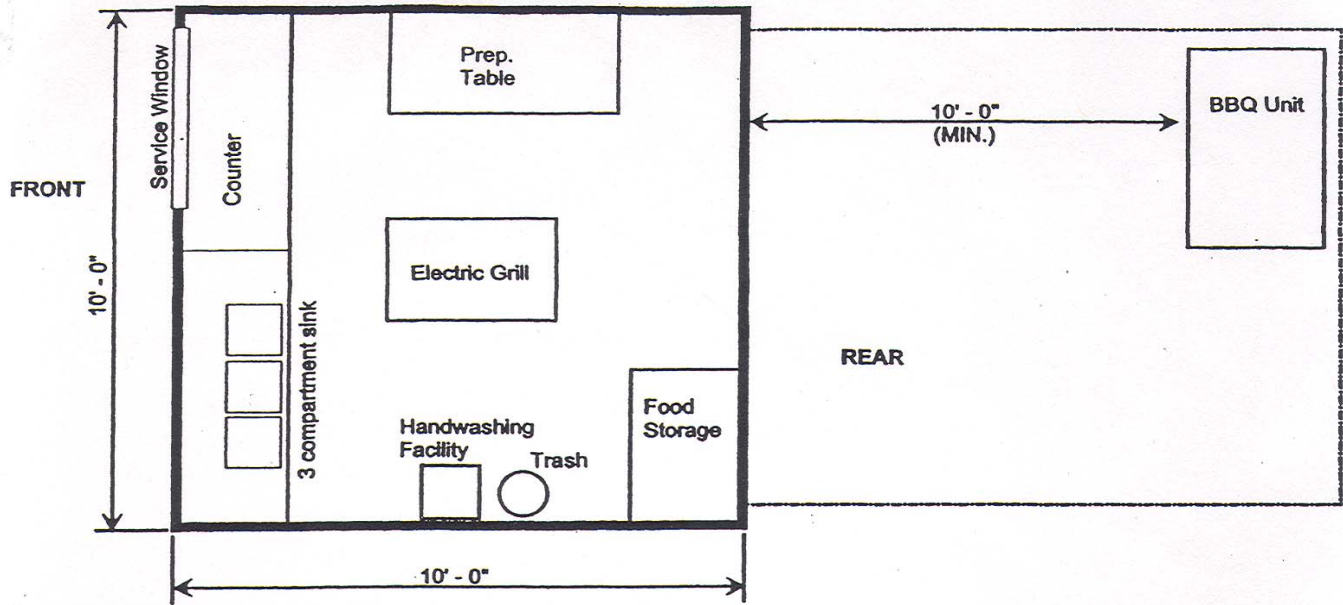
Describe the floor, walls, ceiling surfaces, and power source within the temporary food facility. Construction material such as plywood, State Fire Marshall approved canvas, and metal mesh fly screening may be used. The TFF shall be fully enclosed. Up to two service openings of 18 inches high by 24 inches wide on one or two sides are allowed. The openings must be separated by at least 18 inches. TFFs operating on grass or dirt must use plywood or similar material for floor surfaces.

1. TFF fully enclosed? Yes _____ No _____
2. Floor surface _____
3. Wall material _____
4. Ceiling material _____
5. Power Source _____

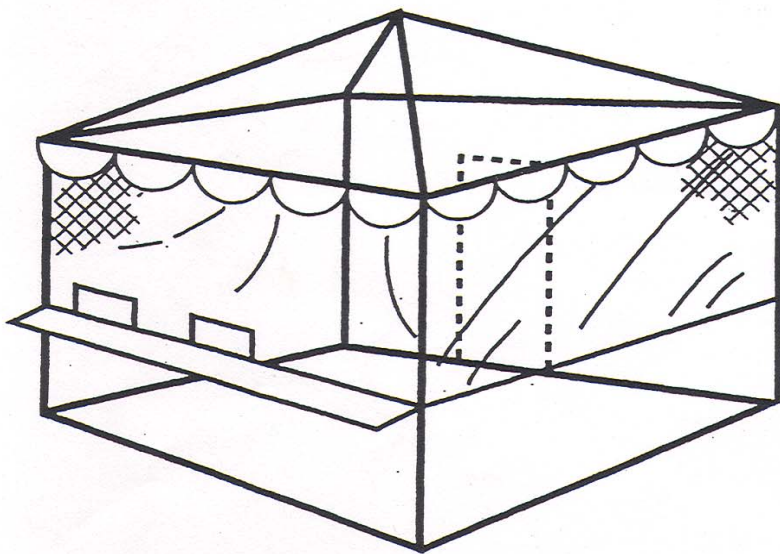
NOTE: The only operations not requiring fully enclosed booths are those that sell beverages and ice from an approved bulk dispenser or food items PREPACKAGED by the wholesaler at an approved off-site facility. These items must be sold in the original packaging.

PART H: TFF DRAWING (Applicant must complete this section)

In the space below, provide a drawing of the TFF (Booth). Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas.



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame proof canvas



TFF Lay-out

DRAWING NOT TO SCALE

Illustration of a gravity hand-wash setup

