



COMMUNITY EVENTS and Temporary Food Facilities

Frequently Asked Questions

Community Events – [Link to our Page](#)

What is a Community Event?

A Community Event is defined as an event that is civic, political, public or education in nature (*California Retail Food Code 113755*). It includes: state and county fairs, city festivals, circuses and other public gathering events.

What is an Event Coordinator and when are they required?

An Event Coordinator is a person or organization that is responsible for the coordination, sponsorship or arrangement of a community event. They are required when two or more food/beverage booths will be at an event.

What are the responsibilities of the Event Coordinator?

Coordinators of food events have an inherent responsibility to the public to provide a safe and healthy event.

- To allow only approved food vendors to setup at the event and to submit a list of vendors to the Environmental Health Department two weeks prior to the event.
- Provide a site plan indicating adequate space for each vendor to meet proper setbacks.
- Provide basic sanitation (porta-potty and hand wash stations) for event attendees. Sanitation for vendors must be within 200 feet of a TFF.
- Provide garbage and refuse containers, ice service and potable water. Safe electrical hook-ups may also be necessary depending on the event.
- Monitoring the food vendor's practices.

Please contact the Environmental Health Department if you have any further questions (530)265-1222 Ext.3.

Why is a health permit required?

The California Legislature finds and declares that the public health interest requires that there be statewide health and sanitation standards for food facilities to assure the people of the state that the food provided to consumers is safe, unadulterated and honestly presented through adoption of science-based standards. Regulations are found in the California Retail Food Code (Cal Code).

Do I need a permit to have a private party?

No. Private parties intended only for members of an organization and/or their invited guests do not require a permit. If the event is advertised to the public, however, then a permit *is* required.

Do church potlucks or private club dinners need a permit?

No. A church, private club or other non-profit association that gives or sells food to its members and guests, and not to the general public, at an event does not need a permit if it occurs no more than three days in any 90-day period.

Temporary Food Facilities – [Link to our page](#)

What is a Temporary Food Facility (TFF)?

"Temporary Food Facility" means a food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event only as a part of the community event. *California Retail Food Code 113930*

How do I start a food booth at a street fair/temporary event?

You must first obtain a permit from NCDEH at least 2 weeks before the event. The Temporary Food Facility Application Packet has information on what to expect at the time of inspection.

What do I need to apply for a TFF permit?

A permit application shall be submitted to the Nevada County Environmental Health Department by the TFF operator and must include **all** of the following:

- A booth plan indicating the proposed layout of equipment, food preparation tables, food storage, ware washing and hand washing facilities.
- Details of the material and methods used to construct the temporary food facility including required netting, screens or walls.
- All food products that will be handled and dispensed.
- The proposed procedures and methods of food preparation and handling.
- Procedures, methods and schedules for cleaning utensils, equipment and structures, and for the disposal of refuse.
- How food will be transported to and from a permanent food facility or other approved facility to the TFF. Must include steps taken to prevent contamination of foods.
- How potentially hazardous foods will be maintained either at/below 41°F or at/above 135°F.

Do food vendors need a permit to sell or give away food?

Yes. A permit is required even if the food is given away. The requirements apply to all persons participating in food events regardless of non-profit status and including sampling. However, fees for permits may vary.

Where may a food vendor setup?

A food vendor may only operate at a community event. As stated above, they must be within 200 feet of sanitation services.

My food is prepackaged. Do I still need a permit?

Yes, a permit is still required. However, certain requirements may be excluded if the food is not potentially hazardous (such as candy, canned soda, bottled water, etc.)

I am only selling or giving away drinks, do I still need a permit?

Yes, beverages are considered food and a permit is required. The requirements for bottled or canned beverages are the same as for prepackaged food. There are special considerations for non-profit and winery operations.

Can I prepare food at my home for sale/distribution from a temporary food facility?

No, food intended for public consumption may not be prepared in a home. All food must be obtained from approved sources.

Exception: Non-potentially hazardous beverages and baked goods may be offered for sale, sold or given away by a non-profit charitable organization or by an established club or organization that operated under the authorization of a school or education facility for fundraising purposes at community events. *California Retail Food Code 114339*

Note: A valid Cottage Food Operation is considered a food facility and may sell food as a vendor. For more information visit our [Cottage Food Operations page](#).

Do I need a permit if I am a non-profit organization?

Yes, a permit is required for all food vendors offering food for sale to the public. The potential risk associated with handling food is the same, regardless of where the proceeds go.

How long is a permit valid?

The permit issued to a temporary food facility vendor may be valid for up to one year, or the vendor may choose to get a permit for only a single event. Permit year ends on October 31st and begins on November 1st of each year. A permit issued to the event coordinator for a single event is only valid for the duration of that specific community event. A new application must be submitted and a new permit obtained for each community event.

I already have a permit for my restaurant in Nevada County. Does that permit allow me to participate in temporary events?

No. The permit for your restaurant is site-specific and does not transfer to any other location.

Are fee reductions available?

Yes, Honorably Discharged Veterans may apply for the Veterans exemption by filling out the [Veteran Exemption Application](#).

When do I need to submit my application?

At least 2 weeks prior to the event to allow adequate time to review the application, vendor list, and make necessary adjustments and modifications.