



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY**

Sean Powers, Director

**ENVIRONMENTAL HEALTH DEPARTMENT**

Amy Irani, REHS, Director

950 MAIDU AVENUE, SUITE #170  
NEVADA CITY, CA 95959

PH: (530) 265-1222  
FAX: (530) 265-9853

Env.Health@co.nevada.ca.us

http://mynevadacounty.com

# LOW RISK TEMPORARY FOOD FACILITY APPLICATION

## INSTRUCTIONS:

Review the Classifications and Temporary Food Facility (TFF) booth requirements listed in Table 1 below. Check the boxes provided for the highest risk type of food handled in your concession and mark this risk type in the Vendor Risk Classification space above. Complete Tables 2 & 3 regarding the operation and menu of the TFF with a drawing of the interior of the booth.

In addition to the application, please submit the following to the Environmental Health Department for approval and permit number:

- **Commissary Verification Form (if applicable)**
- **Agreement to Pay form**
- **Pay Late Fee (if applicable)**

*This application is to be turned in no later than 2 weeks prior to the scheduled event to avoid late fees, and will not be accepted if less than 2 days prior to event.*

Facility Number: \_\_\_\_\_

FA \_\_\_\_\_

Booth Number: \_\_\_\_\_

PR \_\_\_\_\_

**To be filled out by Environmental Health.**

Use these numbers to register with the Event Coordinator

Name of Booth: \_\_\_\_\_ Booth Owner: \_\_\_\_\_

Owner Address (street, city, zip) \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Vendor Risk Classification: \_\_\_\_\_ (See Table 1 below)

**Table 1**

**Checking a box indicates that you agree to comply with the appropriate booth requirements.**

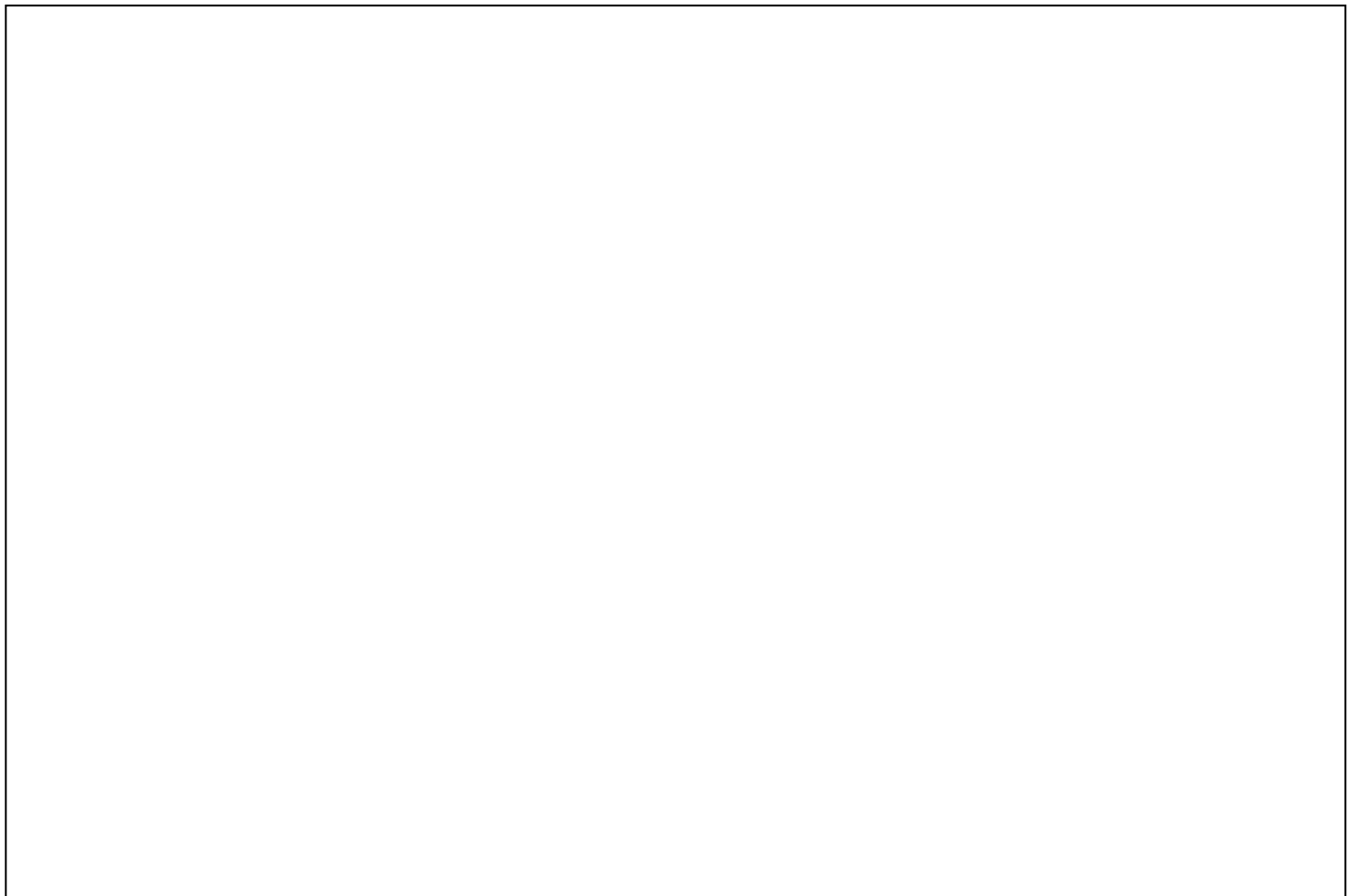
Risk Type ✓	Classification – List your Products	Booth Requirements
<input type="checkbox"/> <b>D</b>	<p><b>NON-POTENTIALLY HAZARDOUS – Limited</b></p> <p>Dispensing of wine, beer, soda, or water from original manufacturer's packaging to single use cups.</p> <p>Product: _____</p> <p>_____</p>	<p>Handwashing</p> <p>Overhead protection when outdoors</p> <p>Goods stored off the ground</p>
<input type="checkbox"/> <b>E</b>	<p><b>NON-POTENTIALLY HAZARDOUS PREPACKAGED FOOD</b></p> <p>Example: Candy, cookies, potato chips, cup of noodles, popsicles in original, national brand manufacturer's packaging and raw produce</p> <p>Product: _____</p> <p>_____</p>	<p>Handwashing as determined by EH Department</p> <p>Overhead Protection</p> <p>Food stored off the ground and samples shall be covered</p>

**TABLE 2**

<b>Hand Washing</b>	<b>Utensil Washing</b>	<b>Booth</b>	<b>Equipment</b>
<input type="checkbox"/> 5-gallon water container with dispensing valve that leaves hands free + liquid soap pump + single use paper towels and a wastewater receptacle  <input type="checkbox"/> Hand washing shall be set-up prior to food preparation	<input type="checkbox"/> Three separate 5-gallon containers for 1) Soapy water 2) Rinse water 3) Water with a disinfectant solution (Bleach-100ppm or Quaternary Ammonia-200ppm)  <input type="checkbox"/> Containers must be inside the booth	<input type="checkbox"/> Ceiling/ Easy Up <input type="checkbox"/> 16 mesh/in <sup>2</sup> screened walls or other durable walls with pass through windows <input type="checkbox"/> Durable flooring: concrete, asphalt, wood or tarp <input type="checkbox"/> Signage-name of booth, city, state, zip code and name of operator (minimum 3" high)	<input type="checkbox"/> Single use containers when dispensing drinks <input type="checkbox"/> All samples shall be covered <input type="checkbox"/> All food and equipment, including hand and warewashing, shall be inside the booth <input type="checkbox"/> Use utensils or tongs for food service

**DRAW INTERIOR LAYOUT OF BOOTH:**

*Proposed equipment, food storage, warewashing and hand washing facilities.*



**PERMIT NOTES:**

- **No home preparation or home storage of food is allowed, unless a permitted Cottage Food Operator.**
- Assemble and use hand washing station before preparing food.
- All food must be stored off the ground.
- No rodents, insects, birds and live animals inside or within 20 feet of the food facility.









# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
PH: (530) 265-1222 FAX: (530) 265-9854 <http://www.mynevadacounty.com>

Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

## AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This *Agreement To Pay* form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at <http://www.mynevadacounty.com>

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

### Site Information:

### Invoices and/or notices to be mailed to:

APN:                    —            —	Name:
Property Owner/Business Name (if applicable):	Address:
Address:	
	Telephone:
Email:	Email:

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project: \_\_\_\_\_

*I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.*

\_\_\_\_\_ Dated: \_\_\_\_\_ CDL# \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

### THIS SECTION FOR OFFICE USE ONLY

Service: _____	Program: _____	Job No: _____
Amount: \$ _____	Check #: _____	Receipt #: _____
		Date of Receipt: _____
Service: _____	Program: _____	Job No: _____
Amount: \$ _____	Check #: _____	Receipt #: _____
		Date of Receipt: _____



# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

Sean Powers, Director

## ENVIRONMENTAL HEALTH DEPARTMENT

Amy Irani, REHS, Director

950 MAIDU AVENUE, SUITE #170  
NEVADA CITY, CA 95959

PH: (530) 265-1222  
FAX: (530) 265-9853

[Env.Health@co.nevada.ca.us](mailto:Env.Health@co.nevada.ca.us)

<http://mynevadacounty.com>

## TFF LOW RISK GUIDELINES

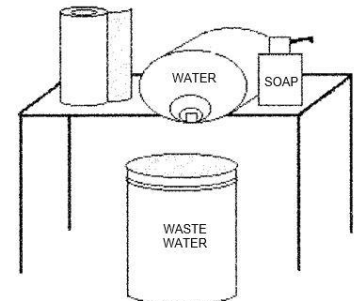
### 1. Booth Requirements

- Booths must have a top and a cleanable floor (pavement is acceptable).
- Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.
- Samples shall be covered at all times.
- The name, city, state and zip code of the owner, operator, permittee or business shall be legible and clearly visible to patrons.

### 2. Wastewater

- Water and other liquid wastes, including waste from ice bins and beverage-dispensing units, must be contained in or drained into a leak proof container.
- Liquid waste must be disposed of into an approved sewage system or holding tank and must not be discharged onto the ground.

3. **Hand Washing Facilities** - Provide a five-gallon water container with dispensing valve that leaves both hands free for washing; a waste container; soap dispenser and paper towels for hand washing **within** the food booth. **NOTE:** When all food and beverage is prepackaged, hand washing and utensil washing facilities within the booth may not be required or may be shared.



### 4. Food Handlers

- Food handlers must be in good health.
- Food handlers shall wash their hands with soap and water prior to start of food operations activities and especially after visiting the restroom and after smoking. (See Hand Washing Facilities above)
- Clean aprons or outer garments must be worn and hair, including beards, must be restrained.
- Sanitary food handling techniques must be used at all times.
- Food handlers shall use tongs or disposable plastic gloves or single-use tissues when handling food.

### 5. Toilet Facilities

- Approved toilet facilities (1 per each 15 employees) must be located within 200 feet of all temporary food facilities.
- Hand washing units equipped with soap and towel dispensers must be located within restroom facility.

6. **Smoking** - Smoking is prohibited in food booths.

7. **Ice** - Ice used for refrigeration cannot be used for consumption.

8. **Storage/Service** - All food, beverage, utensils and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored off the floor on shelving or pallets.

**9. Garbage and Refuse**

- a. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended for each booth.
- b. The Environmental Health Department must approve arrangements for clean-up and final disposal of all solid waste.

**10. Janitorial** - Adequate janitorial facilities shall be provided for the cleaning of the temporary food facilities, restrooms, and all shared utensil washing and hand washing facilities.

**11. Lighting** - When needed, adequate shatterproof lighting shall be provided.

**12. Animals** - Live animals, birds or fowl are not permitted in temporary food facilities.

*These requirements have been established consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food for the public. We appreciate your cooperation.*

***If you have any questions, please call 530-265-1222.***