



**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

HIGH 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 or drink 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** (To be filled out by Commissary Owner) – *Only applicable if preparing food or drink off-site unless with a valid CFO permit.*
- **Agreement to Pay Form**
- **Pay Fee of \$192.20**

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 3 days prior to event.

Facility Number: **FA** } *To be filled out by Environmental Health.*
 Booth Number: **PR** } 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 <i>By checking a box, you agree to comply with the appropriate booth requirements.</i> | | |
|--|---|---|
| Risk Type ✓ | Food or Drink Classification | Booth Requirements |
| <input type="checkbox"/> A | POTENTIALLY HAZARDOUS UNPACKAGED FOOD Examples: Hamburgers, hotdogs, tacos, chicken, roasted corn and potatoes, chow mein, scooped ice cream, yogurt, dairy products, etc... | Hand Washing Utensil & Equipment Washing Hot & Cold Food Temperature Control Probe Thermometer Fully Enclosed Booth + Durable Floor |
| <input type="checkbox"/> B | POTENTIALLY HAZARDOUS PRE-PACKAGED FOOD Examples: Prepackaged sandwiches, ice cream bars, pastries, baked goods, milk, etc., from an approved facility OR held or made in a food compartment | Hot & Cold Food Temperature Control Thermometer Overhead Protection Hand Washing - As Required by EH |
| <input type="checkbox"/> C | NON-POTENTIALLY HAZARDOUS UNPACKAGED FOOD Examples: Uncovered or unpackaged productions of non-potentially hazardous foods: popcorn, cotton candy, pastries, baked goods, bulk nuts, beef jerky, etc. Sampling Allowed. | Hand Washing Utensil & Equipment Washing Fully Enclosed Booth + Durable Floor |

| TABLE 2 | | | | |
|---|---|---|--|---|
| Hand Washing | Utensil Washing | Booth | Equipment | |
| <input type="checkbox"/> 5-gallon warm 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 <ol style="list-style-type: none"> 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 ² 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"/> BBQ's: outside booth – protect BBQ's from public access or as otherwise preapproved by DEH <input type="checkbox"/> Single use containers when dispensing drinks | <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 layout of equipment, food preparation tables, food storage, warewashing and hand washing facilities of booth.

REMINDERS:

- No home preparation or home storage of food is allowed
- Assemble and use hand washing station before preparing food
- ALL potentially hazardous foods held above 45 shall be destroyed at the end of the day
- All food must be stored off the ground.
- No rodents, insects, birds and live animals inside or within 20 feet of the food facility.

**TABLE 3
TFF MENU SHEET**

| List all food and beverage items (e.g. tacos, tortillas, shredded chicken, lemonade, all Potentially Hazardous Foods, etc.) | If food is prepared off site, give Commissary Information (FA No. & Owner Name) (foods may not be stored or prepared at home) | How will the food be prepared? (e.g. BBQ, deep fryer, grill, etc.) | What type of insulated container will be used to transport potentially hazardous food to keep them above 135° or below 41°? | Type of food holding units in booth (e.g. ice chest, freezer, crock pot, etc.) NOTE: Use of BBQ grill is strictly prohibited to hold food. | How will the food be handled and dispensed? (e.g. tongs, ladle, toothpick, etc.) |
|--|--|---|--|---|---|
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OFFICE USE ONLY:

I agree to follow the TFF regulations and requirements outlined in the California Code Section 113947.1c. I understand this serves as an application and not a permit. Once I receive my permit from the Nevada County Environmental Health Department, it shall be posted in the TFF booth and I agree to keep any inspection reports available upon request. Furthermore, I understand that 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 3 days prior to event.

_____ PRINT NAME

_____ SIGNATURE

_____ DATE

OFFICE USE ONLY

Approved Denied, Reason: _____

By: _____, REHS

Date: _____



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COMMISSARY VERIFICATION FORM

MOBILE FOOD FACILITIES (MFF), MOBILE SUPPORT UNITS (MSU), TEMPORARY FOOD FACILITIES (TFF) AND CATERER'S

To be completed by the commissary owner; attach original with your Food Permit Application

CLASSIFICATION (Check one that applies)

MFF (Full Food Preparation)

MFF (Pre-Packaged Only)

TFF

MFF (Limited Food Preparation)

MSU

Caterer

OWNER INFORMATION (MFF, MSU, TFF and Caterer)

Business Name: _____

Owner Name: _____

Phone No. _____

Mailing Address: _____

Email: _____ Website: _____

Vehicle Make / Model: _____ License Plate No. _____
(if applicable)

COMMISSARY OWNER INFORMATION

Business Name: _____ Phone No. _____

Commissary Address: _____

Commissary Contact: _____ Phone No. _____

Days/Hours of Operation: _____ Email: _____

Agency Issuing Permit for Commissary: _____ *If Nevada County, FA Number: _____*

If Agency issuing permit is out of county, please attach a copy of valid health permit.

Water Supply: Public Private

Sewage Disposal: Public Private

I hereby declare that _____ @ _____
MFF / MSU / TFF / Caterer Owner DBA
has my permission to use my approved commissary _____,
Commissary DBA
located at _____ for a period of _____ months/years.

My commissary is well maintained and in compliance with the requirements of California Retail Food Code and will provide the MFF's, MSU's, TFF's and Caterers the following approved facilities/services:

- Adequate facility for storage of food, utensils & other supplies.
- Adequate facility for storage of MFF or MSU at the end of the day or when not in use.
- Adequate facility for the sanitary disposal of garbage and liquid wastes.
- Adequate facility for food preparation.
- Adequate electrical outlets/electrical hook-ups for MFF's that require electrical service.
- Potable water for filling water tanks.
- Hot and cold water under pressure for cleaning and sanitizing.
- Equipment are NSF approved. (Walk-in coolers, freezers, etc...)
- Approved janitorial sink, toilet, utensil washing, and hand washing facilities with single service soap and paper towels in dispensers.
- Maintain daily log sheet (Commissary Sign-In Sheet) signed by commissary owner to verify use of facility.
A copy of the "Commissary Sign-In sheet" (attached) shall be submitted to the NCDEH on a **QUARTERLY** basis
- Floor plan drawing showing the locations of the food storage, utensil and other supply are separated by the MFF, MSU, TFF or Caterer. Each storage space location indicated on the map shall include the name of the business using the space.
- If commissary is not permitted by this office; provide a most recent facility inspection report and copy of current health permit from other county.

Failure to provide the required information may result in the revocation of the facility operation as a commissary.

*I, _____, **Commissary owner**, agree to notify Nevada County Environmental Health Department @ 950 Maidu Ave. Nevada City. CA 95959 or call 530-265-1222 if the above mentioned MFF, MSU, TFF or CATERER has discontinued its commissary use or has not utilized this commissary per operational requirements.*

*I certify under penalty of perjury that I am the legal owner/operator of this facility and abide by the contents of this letter.
I am aware that my Health Permit as commissary may be jeopardized if found to be in violation of this permit.*

PRINT NAME

SIGNATURE

DATE

Contact the Nevada County Environmental Health Department to verify if a facility is adequate for your operation.

| | | | | | |
|---|--|-----------------------------|---|------------------------------|-----------------------------|
| OFFICE USE ONLY | | | | | |
| Current Health Permit Available? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Current Inspection Report Available? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied, Reason: _____ | | | | |
| By: _____ REHS | | | Date: _____ | | |



COUNTY OF NEVADA

Environmental Health Department

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
 (530) 265-1222 x3 FAX (530) 265-9854 <http://www.mynevadacounty.com>

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# _____
 Signature
 _____ Tel #: _____
 Printed Name

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Program: _____ Job No: _____
 Check #: _____ Project File #: _____ Billing Code: _____
 Amount Collected: \$ _____ Receipt #: _____ Date of Receipt: _____



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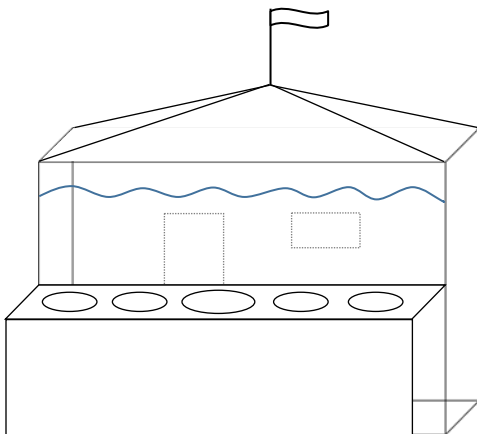
TFF INFORMATIVE DOCUMENTS

FOOD BOOTHS

Except as provided below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material for floor surfaces.
2. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
3. Food operations that have adjoining BBQ facilities should have a pass-through window or door at the rear or side of booth. BBQ to be barricaded and separated from the public.
4. The name, city, state and zip code of the owner, operator, permittee or business shall be legible and clearly visible to patrons.

NOTE: The only operations not requiring enclosed booths are those which sell beverages from approved dispensers, or food items that are prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging and no sampling is permitted as this is considered food preparation.



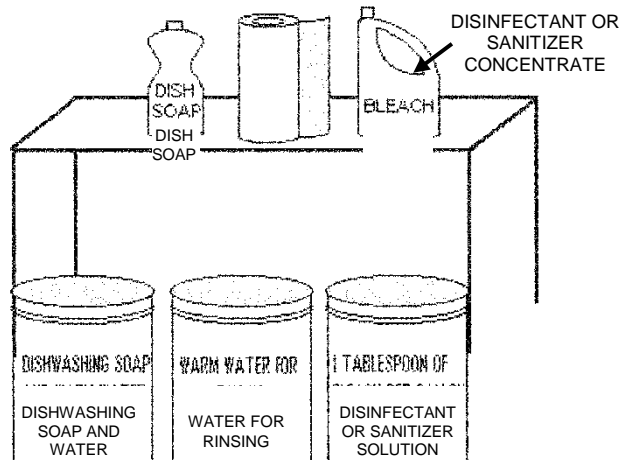
Clear plastic or light colored screening is recommended for visibility.

Construction materials such as plywood, canvas, plastic and fine mesh fly screening may be used. Rental booths, constructed as noted above, may be used when approved by this department.

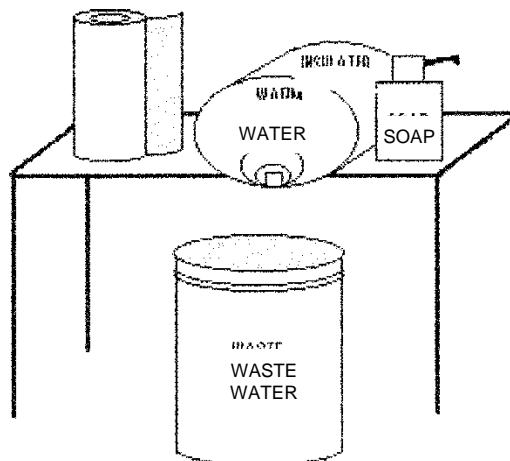
These requirements have been established consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food for the public. We appreciate your cooperation. If you have any questions, please call 530-265-1222.

HAND AND WARE WASHING FACILITIES

Warewashing Facilities: Booths that handle unpackaged or open foods and beverages require three 5-gallon containers for the cleaning of equipment and utensils. Of the three 5-gallon containers that must be provided, one shall contain soap and water, one shall contain water for rinsing, and the last shall contain disinfectant or sanitizer solution. Approved solutions include 100 ppm of Chlorine or 200 ppm of quaternary aluminum (quat). Use sanitizer test strips to monitor sanitizer levels throughout the duration of the event. Warewashing facilities should be located inside each booth.



Handwashing Facilities — Provide an 5-gallon container of water with a dispensing valve, which will leave hands free for washing. Provide a waste water catch basin, soap dispenser, paper towels for hand washing. Hand washing facilities must be located inside each booth.



Note: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power and sewer connections are available.



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REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

1. Food Preparation

- All food handling and preparation shall take place within a food booth unless approval of a different preparation site (e.g. permitted restaurants, delicatessens, church or school kitchens) has been obtained from the Environmental Health Department.
- Foods prepared or stored at home are prohibited.**
- BBQs (cooking only) outside of the booth may be allowed. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming foods or maintaining food temperatures in pots or other containers. BBQ must be barricaded and separated from the public. All other food preparation, food storage, and equipment storage shall be inside the fully enclosed booth. A flat grill or other gas powered heating or warming unit is not allowed for food preparation outside the booth.
- Deep fat fryers, grills, etc. may require separate screened areas in accordance with local fire codes.
- Food preparation surfaces must be smooth, easily cleanable and non-absorbent (commercial cutting boards are recommended).

2. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a calibrated metal probe thermometer to check temperatures.**

- Cold foods – Maintain cold Potentially Hazardous Foods (PHF) 41°F or below at all times. Foods maintained 41°F or lower during the event are okay to reuse.
- Hot foods - maintain food temperature at 135°F or above. At the end of the operating day these foods that have been held hot must be destroyed or donated to a food bank or other non-profit charitable organization, but may not be re-served.
- Foods in transit must be protected from contamination and must meet the temperature requirements as noted above.

NOTE: This will require sufficient equipment necessary to cook and maintain required temperatures for all potentially hazardous foods (e.g. steam tables, cook stoves, refrigerators, coolers).

| FOOD ITEM | INTERNAL TEMP | MICROWAVE TEMP |
|---|--|----------------|
| Ground, Chopped and Flaked Meats | At least 157°F or 155°F for 15 seconds | 165°F |
| Pork and Pork Products | 145°F for 15 seconds | 165°F |
| Eggs and Foods Containing Eggs | 145°F for 15 seconds | 165°F |
| Poultry; Stuffed Meat, Fish and Poultry | 165°F | 165°F |

Reheat all potentially hazardous foods to 165°F before holding at 135°F.

- ### 3. Utensil Washing Facilities - Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soap and water, one shall contain water for rinsing, and the last shall contain a disinfectant solution (100ppm Chlorine or 200ppm quat) **NOTE:** Additional facilities may be required where there is extensive food preparation, or where water, power, and sewer connections are available (*i.e. Nevada County Fairgrounds*).

- 4. 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.
- 5. Ice** - Ice used for refrigeration cannot be used for consumption.
- 6. Condiments** - Condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for consumer protection. Single service packets are recommended.
- 7. Wastewater**
 - a. 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.
 - b. Liquid waste must be disposed of into an approved sewage system or holding tank and must not be discharged onto the ground.
- 8. Food Handlers**
 - a. Food handlers must be in good health.
 - b. 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.
 - c. Clean aprons or outer garments must be worn and hair, including beards, must be restrained.
 - d. Sanitary food handling techniques must be used at all times.
 - e. Food handlers shall use tongs or disposable plastic gloves or single-use tissues when handling food.
- 9. Toilet Facilities**
 - a. Approved toilet facilities (1 per each 15 employees) must be located within 200 feet of all temporary food facilities.
 - b. Hand washing units equipped with soap and towel dispensers must be located within or adjacent to toilets.
- 10. Smoking** - Smoking is prohibited in food booths.
- 11. 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.
- 12. 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.
- 13. Animals** - Live animals, birds or fowl are not permitted in temporary food facilities.
- 14. 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.
- 15. Lighting** - When needed, adequate shatterproof lighting shall be provided.

SELF-INSPECTION CHECKLIST FOR TFF OPERATOR

RETAIN THIS PAGE FOR USE AT THE EVENT – DO NOT TURN IN WITH APPLICATION PACKET ***THIS IS FOR YOUR REFERENCE ONLY***

| CHECKLIST REQUIREMENTS | YES | NO |
|---|-----|----|
| FOOD FACILITY FULLY ENCLOSED | | |
| Constructed of screening, plastic, canvas, wood or other methods previously approved by EHD. | | |
| Floor material: cement or asphalt acceptable. Dirt, grass & gravel to be covered with a tarp, plywood, linoleum or other smooth easily cleanable material. | | |
| If pass through window used, maximum of 216 sq. in. opening (18 x 12" typical). | | |
| Name, city, state and zip code of operator clearly visible to patrons. | | |
| FOOD STORAGE | | |
| All foods stored off floor—minimum 6" | | |
| No food or utensils stored outside the booth. | | |
| FOOD PROTECTION | | |
| All food covered or otherwise protected as previously approved by EHD. | | |
| Condiments to be served from approved dispensing units or prepackaged. | | |
| Hand washing within facility, minimum 5-gallon water container with valve which leaves hands free for washing; waste container, soap and single use towels. | | |
| Utensil washing within facility, 3-five gallon containers for cleaning. | | |
| – One 5-gallon container with soapy water to wash utensils. | | |
| – One 5-gallon container with water for rinsing | | |
| – One 5-gallon container with a disinfectant solution for sanitizing. | | |
| – More extensive utensil washing facilities may be required depending on amount of food preparation and washing. | | |
| Hot foods held at 135°F or above and destroyed at end of the day. | | |
| All cold Potentially Hazardous Foods (PHF) must be held at 41°F or lower at all times. Cold foods held at 41°F or lower are okay to reuse. | | |
| Adequate amount of equipment provided to hold hot and cold foods at required temperatures. No chafing dishes. | | |
| A calibrated metal probe thermometer for checking temperature of potentially hazardous foods. | | |
| Ice kept clean & free of contamination. | | |
| Refrigeration ice not used for beverage service. | | |
| Ice scoop used for portioning ice. | | |
| Food stored in washable containers and tightly covered. | | |
| Insulated containers maintain hot food 135°F or above. | | |
| Insulated containers maintain cold food at 41°F or below. | | |
| LIQUID WASTE | | |
| Waste water from sinks and other equipment disposed in the sanitary sewer, not to be dumped on ground or in storm drains. | | |
| REFUSE STORAGE & REMOVAL | | |
| Garbage cans provided in booth. | | |
| OPEN AIR BARBEQUE | | |
| Adjacent to temporary food facility and protected from dust and barricaded from public for safety. | | |
| No outdoor food preparation. | | |