



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
ENVIRONMENTAL HEALTH DEPARTMENT**  
950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 470-2939 <http://www.mynevadacounty.com>

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## **NON-PROFIT**

# **COMMUNITY EVENT COORDINATOR**

## **PERMIT APPLICATION**

**SUBMIT APPLICATION TO  
ENVIRONMENTAL HEALTH DEPARTMENT  
AT LEAST TWO WEEKS PRIOR TO EVENT**



# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY ENVIRONMENTAL HEALTH DEPARTMENT

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## APPLICATION FOR NON- PROFIT COMMUNITY EVENT COORDINATOR PERMIT

**Submit this form with all related documentation to Environmental Health  
at least 2 weeks prior to the event**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Day of Event Cell #: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Non-profit organization Name \_\_\_\_\_ Non-profit Tax ID # \_\_\_\_\_ # of food vendors \_\_\_\_\_

### All proceeds from the event will go to the Non-Profit Organization

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The following must be included with this form at the time it is submitted:

- Site plan indicating the proposed location of the temporary food booths, restrooms, all shared hand washing, utensil washing and janitorial facilities, liquid and solid waste disposal, potable water supply, and power supplies.
- List of Permitted EH Food Vendors – includes food and drink booths, mobile food facilities, cottage food booths and their permit numbers.
- Agreement To Pay Form (no fee is required)

#### At the event the Event Coordinator is required to:

- Ensure all California Retail Food Code requirements are in place.
- Assist Environmental Health Department staff to resolve any health related issues.

As coordinator, I certify that I am familiar with the laws pertaining to food service at community events as stated in the California Retail Food Code (CRFC) and agree to operate the event in a manner consistent with those laws.

Coordinator (Print Name) \_\_\_\_\_

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

**For Office Use Only**

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date application submitted: _____	Was Application Late? Y / N	Fee Received:\$ _____
Fee amount required:\$ _____	= (Booth count + base fee + late fee)	
Amount Due to EHD:\$ _____	Generate invoice: Y / N	Date Invoice Sent: _____

SR# \_\_\_\_\_

# **FOOD VENDOR LIST**

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

Date(s) of Event: \_\_\_\_\_ Total Number of Food Vendors: \_\_\_\_\_

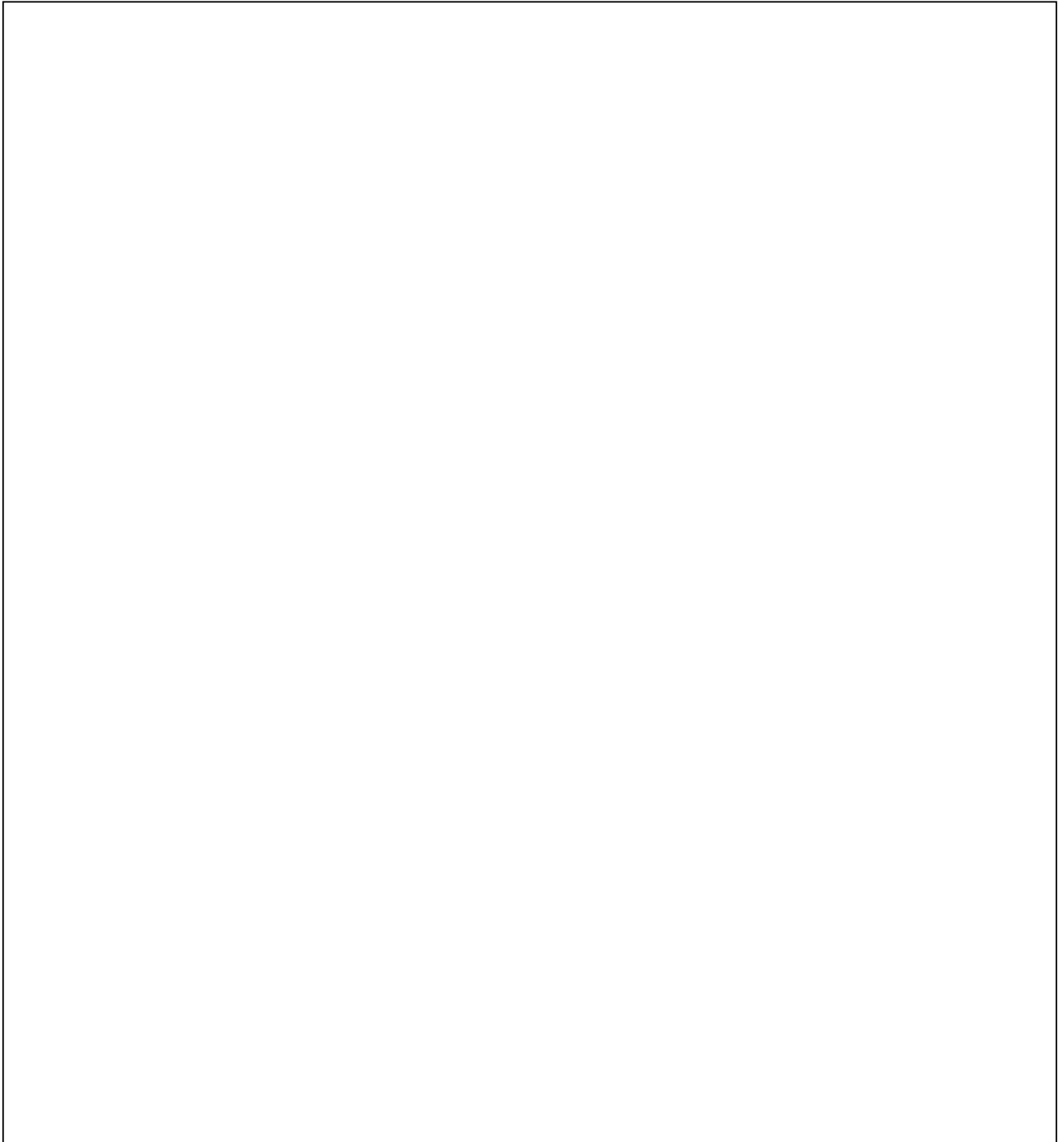
<b>Business Name/ Contact Person</b>	<b>Business Address, Email, Phone/Fax Numbers</b>	<b>Foods Served</b>	<b>Nevada County Facility # (FA-----)</b>	<b>Nevada County Permit # (PR-----)</b>

**(Use additional copies if needed)**

## SITE PLAN

NAME OF EVENT: \_\_\_\_\_

Elements required to be noted: All food vendors and names, locations of bathrooms, hand washing stations, janitorial facilities, liquid and solid waste disposal (trash), potable water, ice and power supply. Please include a north arrow and a cross street. *Please indicate where CE coordinator will be located during event.*

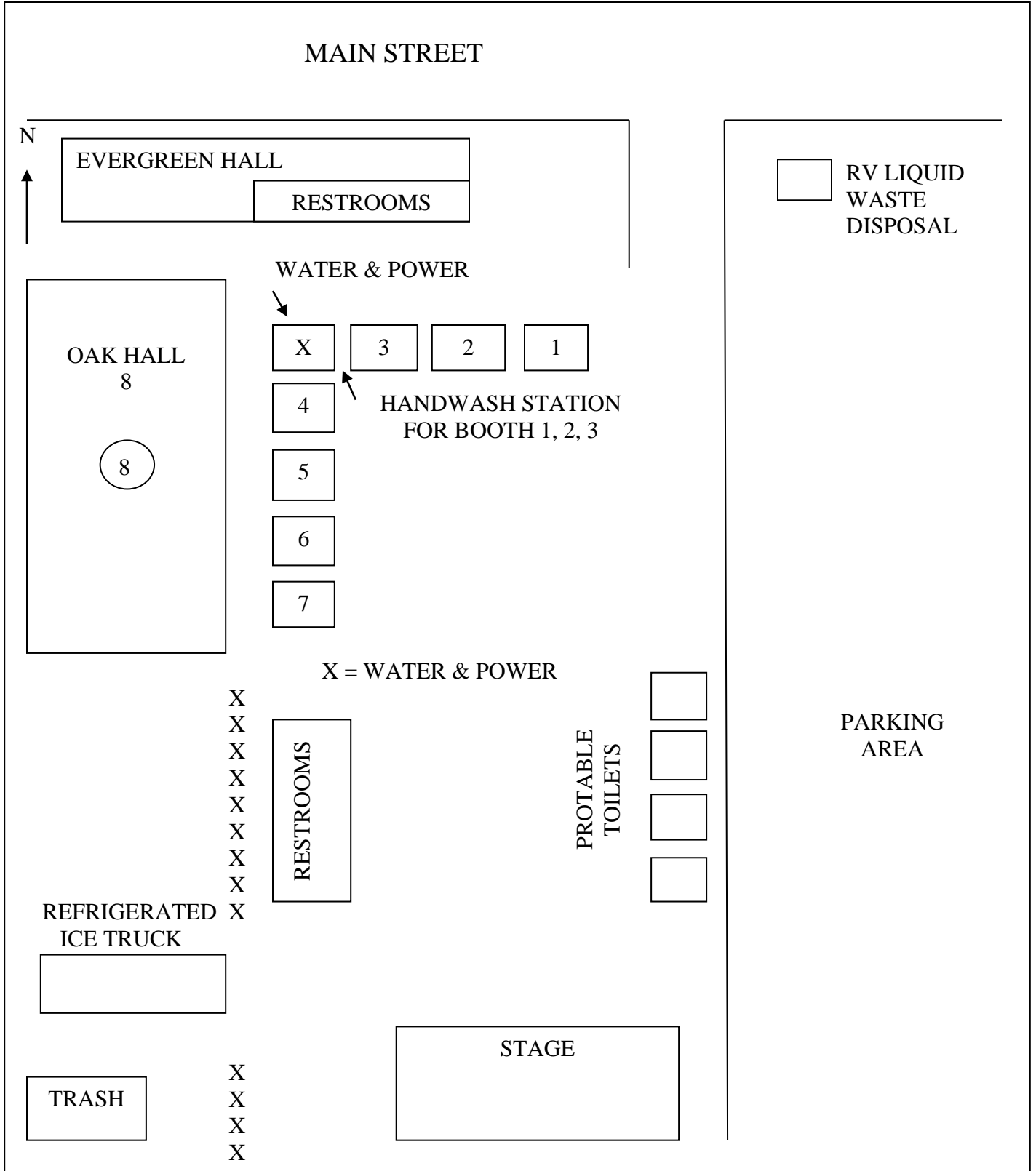


# EXAMPLE

## SITE PLAN

NAME OF EVENT: \_\_\_\_\_

Elements required to be noted: All food vendors and names, locations of bathrooms, hand washing stations, janitorial facilities, liquid and solid waste disposal, potable water, ice and power supply. Please include a north arrow and a cross street.





# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
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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.*

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

### THIS SECTION FOR OFFICE USE ONLY

Service: <u>Community Event Coordinator</u>	Program: <u>1218</u>	Job No: _____
DPW #: _____	Project File #: _____	Billing Code: _____
Amount Collected: \$ _____	Receipt #: _____	Date of Receipt: _____
Service: _____	Program: _____	Job No: _____
DPW #: _____	Project File #: _____	Billing Code: _____
Amount Collected: \$ _____	Receipt #: _____	Date of Receipt: _____

## EVENT COORDINATOR CHECKLIST FOR SPECIAL EVENTS

EVENT: \_\_\_\_\_

CONCESSION NAME: \_\_\_\_\_

FOOD CONCESSION OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
	YES	NO	
<b>1. FOOD FACILITY FULLY ENCLOSED</b>			
a. Constructed of screening, plastic, canvas, wood or other methods previously approved by EHD.			
b. Floor material: cement or asphalt acceptable. Dirt, grass & gravel to be covered with a tarp, plywood, linoleum or other smooth easily cleanable material.			
c. If pass through window used, maximum of 216 sq. in. opening.			
d. Name, address & telephone number of operator clearly visible to patrons.			
<b>2. FOOD STORAGE</b>			
a. All foods stored off floor—minimum 6”			
b. No food or utensils stored outside the booth.			
<b>3. FOOD PROTECTION</b>			
a. All food covered or otherwise protected as previously approved by EHD. Sneeze guard required if patrons within 12 inches of food.			
b. Condiments to be served from approved dispensing units or prepackaged.			
<b>4. HAND WASHING &amp; UTENSIL WASHING FACILITIES (unpacked food only)</b>			
a. Hand washing within facility, minimum 5-gallon water container with valve which leaves hands free for washing; waste container, soap and single use towels.			
b. Utensil washing within facility, 3-five gallon containers for cleaning.			
1. One 5-gallon container with warm, soapy water to wash utensils.			
2. One 5-gallon container with warm water for rinsing			
3. One 5-gallon container with bleach/water solution for sanitizing			
4. More extensive utensil washing facilities may be required depending on amount of food preparation and washing.			

<b>5. TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS</b>			
a. Hot foods held at 135°F or above and destroyed at end of the day.			
b. Cold foods held at 45°F or below. If held at 45°F (for a max of 12 hours), destroy at end of the day. 41°F or below are okay to reuse			
c. Adequate amount of equipment provided to hold hot and cold foods at required temperatures. <b>No chafing dishes</b>			
d. A calibrated metal probe thermometer for checking temperature of potentially hazardous foods.			
<b>6. ICE AND ICE CONTAINERS</b>			
a. Ice kept clean & free of contamination.			
b. Refrigeration ice not used for beverage service.			
c. Ice scoop used for portioning ice.			
<b>7. TRANSPORTATION OF PREPARED FOODS</b>			
a. Food stored in washable containers and tightly covered.			
b. Insulated containers maintain hot food 135°F or above.			
c. Insulated containers maintain cold food at 41°F or below.			
<b>8. LIQUID WASTE</b>			
Waste water from sinks and other equipment disposed in the sanitary sewer, not to be dumped on ground or in storm drains.			
<b>9. REFUSE STORAGE &amp; REMOVAL</b>			
Garbage cans provided in booth.			
<b>10. OPEN AIR BARBEQUE</b>			
a. Adjacent to temporary food facility and protected from public exposure and dust.			
b. No outdoor food preparation.			

Inspection conducted by: \_\_\_\_\_ Date: \_\_\_\_\_



# CALIFORNIA RETAIL FOOD CODE

## Excerpt from California Health and Safety Code

Effective October 11, 2009

### CHAPTER 2. Definitions

**113755.** "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.

**113842.** "Nonprofit charitable temporary food facilities" means either one of the following:

(a) A temporary food facility, as defined in Section 113930, that is conducted by a nonprofit charitable organization, as defined in Section 113841.

(b) An established club or organization of students that operates under the authorization of a school or other educational facility.

**113930.** "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 or at a swap meet and only as a part of the community event or swap meet.

### CHAPTER 11. Temporary Food Facilities

#### **114335.**

(a) Temporary food facilities that operate at a swap meet are limited to only prepackaged nonpotentially hazardous food and whole uncut produce, and shall meet the applicable requirements in Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted from any of these provisions.

(b) Temporary food facilities that operate at a community event shall meet the applicable requirements in Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted from any of these provisions.

(c) Food facility requirements shall be determined by the enforcement agency based on the food service activity to be conducted, the type of food that is to be prepared or served, the length of the event, and the extent of food preparation that is to be conducted at a community event within a temporary food facility.

(d) Notwithstanding subdivision (a), the enforcement agency may allow temporary food facilities at a swap meet, depending on the food service activity to be conducted, the type of food that is to be prepared or served, the duration of the swap meet, and the extent of food preparation that is to be conducted at the swap meet.

**114337.** The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and ZIP Code, may not be less than one inch in height.

#### **114339.**

(a) No home canned or home processed foods shall be permitted within a temporary food facility.

(b) Notwithstanding subdivision (a), nonpotentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or by an established club or organization that operates under the authorization of a school or educational facility for fundraising purposes at community events.

**114341.**

(a) Notwithstanding Section 113984, all food preparation at a community event shall be conducted within the temporary food facility or other approved food facility.

(b) Barbecues, grills or other equipment approved for outdoor cooking may be located adjacent to the temporary food facility if local building and fire codes prohibit cooking inside the temporary food facility.

(c) Grills and barbecues or other approved cooking equipment shall be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.

**114343.**

(a) Except as otherwise provided in Section 113996, during operating hours of the temporary food facility, potentially hazardous food may be held at a temperature not to exceed 45°F for up to 12 hours in any 24-hour period.

(b) At the end of the operating day, potentially hazardous food that is held at 45°F shall be destroyed in a manner approved by the enforcement agency.

(c) At the end of the operating day, potentially hazardous food that is held at or above 135°F shall be destroyed in a manner approved by the enforcement officer.

**114345.** Temporary food facilities may include a staffed counter that serves hot and cold beverages and ice that are not potentially hazardous food and that are dispensed from approved bulk dispensing units

**114347.** Temporary food facilities that handle nonprepackaged food shall provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.

**114349.** (a) Temporary food facilities shall be equipped with overhead protection for all food preparation, food storage, and warewashing areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.

(b) Temporary food facilities that handle nonprepackaged food must also protect food from contamination in all of the following ways:

(1) Enclosure of the food facility with 16 mesh per square inch screens.

(2) Limiting display and handling of nonprepackaged food in food compartments.

(3) Other effective means approved by the enforcement officer.

(c) Notwithstanding Section 113984, this section does not apply to temporary food facilities that are approved for limited food preparation if flying insects, vermin, birds, and other pests are absent due to the location of the facility or other limiting conditions.

**114351.** Notwithstanding Section 114095, a warewashing sink may be shared by no more than four temporary food facilities that handle nonprepackaged food if the sink is centrally located and is adjacent to the sharing facilities.

**114353.** A temporary food facility shall provide only single-use articles for use by the consumer.

**114354.**

(a) Food-related and utensil-related equipment used in conjunction with a temporary food facility shall be approved by the enforcement agency.

(b) Cold and hot holding equipment shall be provided to insure proper temperature control during transportation, storage, and operation of the temporary food facility.

(c) Equipment shall be located and installed to prevent food contamination.

**114355.** Ice used for refrigeration purposes shall not be used for consumption in food or beverages.

**114356.**

(a) Notwithstanding Section 114047, during periods of operation, supplies and nonpotentially hazardous food, in unopened containers may be stored adjacent to the temporary food facility or in unopened containers in an approved nearby temporary storage unit. An "unopened container" means a factory sealed container that has not been previously opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.

(b) During periods of inoperation, food shall be stored within a fully enclosed temporary food facility, within a permanent food facility or other facility approved by the enforcement agency, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

**114358.**

(a) Notwithstanding Section 113953, handwashing facilities for temporary food facilities that operate for three days or less may include a container capable of providing a continuous stream of water from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 10 to 15 seconds, inclusive.

(b) Temporary food facilities that handle only prepackaged food and comply with Section 113952 shall not be required to provide a handwashing facility, except as required in Section 114359.

(c) A catch basin shall be provided to collect wastewater, and the wastewater shall be properly disposed of according to Section 114197.

(d) Handwashing facilities shall be equipped with handwashing cleanser and single-use sanitary towels.

(e) A separate receptacle shall be available for towel waste.

**114359.**

(a) At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility.

(b) Each toilet facility shall be provided with approved handwashing facilities.

**114361.** Temporary food facilities that operate for more than one day shall be cleaned and serviced by methods approved by the enforcement agency.

**114363.** Based upon local environmental conditions, location, and other similar factors, the enforcement officer may establish additional structural or operational requirements, or both, as necessary to ensure that foods are of a safe and sanitary quality.

**Article 10.5 Nonprofit Charitable Temporary Food Facilities**

**114332.** This article governs sanitation requirements for nonprofit charitable temporary food facilities.

**114332.1.** Nonprofit charitable temporary food facilities may operate up to four times annually. These four time periods shall not exceed 72 hours each.

**114332.2.**

(a) Except where all food and beverage is prepackaged, handwashing, and utensil washing facilities approved by the enforcement officer shall be provided within nonprofit charitable temporary food facilities.

(b) Facilities for the sanitary disposal of all liquid waste shall be subject to the approval of the enforcement officer.

(c) At least one toilet facility for each 15 employees shall be provided within 60 meters (200 feet) of each nonprofit charitable temporary food facility.

(d) Food contact surfaces shall be smooth, easily cleanable, and nonabsorbent.

**114332.3.**

(a) No potentially hazardous food or beverage stored or prepared in a private home may be offered for sale, sold, or given away from a nonprofit charitable temporary food facility. Potentially hazardous food shall be prepared in a food establishment or on the premises of a nonprofit charitable temporary food facility.

(b) All food and beverage shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.

(c) Potentially hazardous food and beverage shall be maintained at or below 7 degrees Celsius (45 degrees Fahrenheit) or at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times.

(d) Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.

(e) All food and food containers shall be stored off the floor on shelving or pallets located within the facility.

(f) Smoking is prohibited in nonprofit charitable temporary food facilities.

(g) (1) Except as provided in paragraph (2), live animals, birds, or fowl shall not be kept or allowed in nonprofit charitable temporary food facilities.

(2) Paragraph (1) does not prohibit the presence, in any room where food is served to the public, guests, or patrons, of a guide dog, signal dog, or service dog, as defined by Section 54.1 of the Civil Code, accompanied by a totally or partially blind person, deaf person, person whose hearing is impaired, or handicapped person, or dogs accompanied by persons licensed to train guide dogs for the blind pursuant to Chapter 9.5 (commencing with Section 7200) of Division 3 of the Business and Professions Code.

(3) Paragraph (1) does not apply to dogs under the control of uniformed law enforcement officers or of uniformed employees of private patrol operators and operators of a private patrol service who are licensed pursuant to Chapter 11.5 (commencing with Section 7580) of Division 3 of the Business and Professions Code, while these employees are acting within the course and scope of their employment as private patrol persons.

(4) The persons and operators described in paragraphs (2) and (3) are liable for any damage done to the premises or facilities by the dog.

(5) The dogs described in paragraphs (2) and (3) shall be excluded from food preparation and utensil wash areas. Aquariums and aviaries shall be allowed if enclosed so as not to create a public health problem.

(h) All garbage shall be disposed of in a sanitary manner.

(i) Employees preparing or handling food shall wear clean clothing and shall keep their hands clean at all times.

**114332.4.** The enforcement officer may establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

**114332.5.** Open-air barbecue facilities may be operated adjacent to nonprofit charitable temporary food facilities, and shall be subject to the requirements of Article 9 (commencing with Section 114185).

**114332.7.** Nothing in this article shall prevent a local enforcement agency from performing inspections of, or requiring permits for, any nonprofit charitable temporary food facility to ensure compliance with food safety provisions contained in this chapter.