



# TEMPORARY FOOD FACILITY (TFF) APPLICATION

## ENVIRONMENTAL HEALTH - COMMUNITY EVENTS PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706

[www.publichealth.lacounty.gov/eh](http://www.publichealth.lacounty.gov/eh) – (626) 430-5320



**Submit 30 days in advance of the event.**

*Applications submitted less than 14 calendar days prior to the start of the event will be subject to a late processing fee.*

*Applications submitted in less than two business days before the event will not be processed.*

**Type or Print in Black or Blue INK. Enter N/A where requested information does not apply. Do not leave blank fields.**

TFF OPERATOR INFORMATION		EVENT INFORMATION	
Name of TFF Booth:		Event Name:	
Name of Operator/Owner:		Date (s) of Event:	
Mailing Address:		Event Address:	
Contact Phone Number:		Event Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
Email:		Hours of TFF Operation Set Up Hours: _____ to _____ Event Hours: _____ to _____	
Name of Person-in Charge: _____		Temporary Food Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Food Cart <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Annual Food Booth	
Cell Phone:			
Event Organizer's Name:		Number of Food Employees:	
Event Organizer' Contact Number:		Event Frequency: <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event	
FOOD OPERATION			
<input type="checkbox"/> Pre-packaged food only <input type="checkbox"/> Pre-packaged food with sampling <input type="checkbox"/> Food demonstration <input type="checkbox"/> Food preparation (all food preparation is to be completed within the food booth or at a permitted food facility)			
FOOD BOOTH CONSTRUCTION			
Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection. Prepackaged food booths require a washable floor and overhead protection.			
<b>Overhead Covering:</b> <input type="checkbox"/> Canvas <input type="checkbox"/> Wood                      Other: _____ <b>Floor materials:</b> <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood                      Other: _____ <b>Walls materials:</b> <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood                      Other: _____			
<b>Booth supplied by:</b> <input type="checkbox"/> TFF Operator <input type="checkbox"/> Event Organizer <input type="checkbox"/> Rent from: _____			
<b>Booth Size:</b> _____			
<b>Size of Pass Thru Window:</b> _____			



### HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F/45°F) during hours of operation.

<b>Cold Holding:</b>	<input type="checkbox"/> Mechanical refrigerator	<input type="checkbox"/> Ice Chest	<input type="checkbox"/> Cold Table
	<input type="checkbox"/> Other (Specify): _____		
<b>Hot Holding:</b>	<input type="checkbox"/> Steam Table	<input type="checkbox"/> Electric Soup Warmer	
	<input type="checkbox"/> Chafing Dishes	<input type="checkbox"/> Electric Rice Cooker/Warmer	
	<input type="checkbox"/> Hot Holding Cabinet (Cambro)	<input type="checkbox"/> Hot Dog Roller Grill	
	<input type="checkbox"/> Heat Lamp	<input type="checkbox"/> Other (Specify): _____	

At the end of the operating day, all potentially hazardous foods that are held between 42°F and 45°F **shall be destroyed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

*I agree to voluntarily destroy any and all potentially hazardous food(s) held between 42°F and 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency.*

\_\_\_\_\_ *Initial*

### EQUIPMENT/UTENSILS

**Will multi-use kitchen utensils be used inside the booth for food preparation?**

Yes (complete Utensil Washing section and Liquid Waste Removal section)  No  Not Applicable

#### Utensil Washing

(Detergent, sanitizer, and test strips must be available at 3-compartment sink)

3-compartment sink within food booth  Shared 3-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

Chlorine  Quaternary Ammonia  Iodine

**Identify all equipment that will be used for food preparation at the food booth:**

Barbecue Grill  Range Burner  Deep Fryer  Griddle  Charbroiler  Mixer  Blender

Other (Specify): \_\_\_\_\_

*Please contact the Fire Department if using propane, open-flame equipment, charcoal, or wood for safety requirements.*

**Identify all utensils (knives, scoops, spatulas, bowls) that will be used for food preparation at the food booth:**

Specify: \_\_\_\_\_

**Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.).**

### FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

Sneeze Guards  Hinged Chafing Dishes  Only pre-packaged food or bottled drink

Prepared and stored away from the customers  Individual portion samples

Other (Specify): \_\_\_\_\_

**Identify overnight food and utensil storage location for events longer than 1 day:** \_\_\_\_\_

*Food and utensils must be stored overnight in a secure, vermin proof and weatherproof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.*

### HANDWASHING FACILITIES

Handwashing sinks are required in a TFF that handles open food.

Handwashing sinks with warm and cold running water, hand soap, single-use towels, and a trash receptable must be provided at all handwashing sinks.

Provided by:

Event Organizer       Food Operator       Pre-packaged only (not required)

#### Type of handwashing sink that will be used:

- Permanently plumbed sink with hot and cold water under pressure
- Self-contained portable sink (with potable water and wastewater holding tanks)
- Gravity-fed warm water (100°F) with spigot and catch basin may be approved for events that operate for 3 day or less and *wastewater must be properly disposed.*

**Water Source:** \_\_\_\_\_ **Volume of Water:** \_\_\_\_\_ **Gallons**

### FACILITY REQUIREMENTS

#### Electrical Supply

Provided by:  Event Organizer     Food Operator

If the event is scheduled for more than one day, will the TFF(s) have continuous electricity to power refrigerator(s) overnight?

Yes     No

#### Toilet Facilities for Food Employees

Provided by:  Event Organizer     Food Operator

#### Refuse/Trash Removal

A trash receptacle must be provided inside the TFF booth

Is the event organizer providing refuse/trash services?

Yes     No

If no, provide refuse service information:

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Frequency of trash/refuse removal \_\_\_\_\_ times/per day

#### Liquid Waste Removal

Is the event organizer providing liquid waste removal service from all areas of the event including within the booth?

Yes     No

If no, provide liquid waste removal service information:

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Frequency of liquid waste removal \_\_\_\_\_ times/per day

## TEMPORARY FOOD OPERATOR ACKNOWLEDGEMENT

As the Temporary Food Facility Owner/Operator, you acknowledge that you understand your role and responsibilities by initialing the following statements:

- 1 Rapid reheating/cooking devices (e.g., flat grill, BBQ) must be available and capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, and crockpots are not designed for rapid reheating.
- 2 Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
- 3 A probe thermometer for checking internal food temperatures must be on-site and available for use at all times.
- 4 A handwashing station available and equipped with warm water (100-108°F), a spigot providing a continuous stream of water that leaves both hands free to allow for vigorous rubbing and supplied with soap and single use paper towels throughout the event. A catch basin is required to be set up **within** the food preparation area and easily accessible for use before beginning any food preparation.
- 5 All food handlers have been trained in food safety.
- 6 All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination.
- 7 A smooth and easily cleanable floor will be used if the booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
- 8 The applications must be submitted at least 14 days before the event. All late applications will be assessed a late fee at the time of processing. I understand a supplemental fee will be invoiced, in addition to the required permit fee, if the application submittal and/or modifications to the original application are submitted less than 14 days before the event start date. Modifications include, but are not limited to, correcting incomplete applications for changes to the menu, participating vendors, or warewashing facilities.
- 9 No ill employees will be working with food, food contact surfaces, or equipment.
- 10 I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in the filing of misdemeanor charge. *California Retail Food Code Section 114395*
- 11 I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.
- 12 I understand that I will be charged up to three times the permit fee if found operating without a valid health permit. I understand that permits are non-transferable.
- 13 I understand that once the application is reviewed, the permit fee is non-refundable, including any late penalty fee.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I consent to all necessary inspections made according to law and incidental to the issuance of this permit and the operation of this business. I understand and hereby consent to any information I provide on this permit application to be considered a public record subject to disclosure under the California Public Record Act.

**Application Completed By:**

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY**

Date Application Received: _____	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for denial:	Reviewer Signature _____ Date:	
<input type="checkbox"/> Application Reviewed			
Amount Paid:	Invoice #:		

**FEES ARE NONREFUNDABLE**

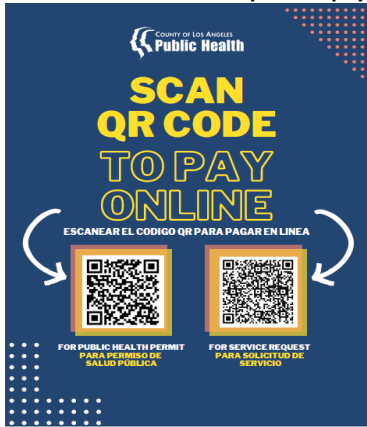
Community Event Fee Descriptions	Fiscal Year 2022 – 2023 Fee
Pre-packaged TFF	\$82.00
Pre-packaged TFF with Samples	\$116.00
Food preparation TFF	\$184.00
Food Demonstration TFF	\$59.00
Pre-packaged Annual Site Specific TFF	\$164.00
Pre-packaged Annual Site Specific with sampling TFF	\$209.00
Food preparation Annual Site Specific TFF	\$507.00
Seasonal Pre-packaged TFF	\$82.22
Seasonal Pre-packaged with Samples	\$116.00
Community Event Organizer	\$358.00
Out of County/Unpermitted Mobile Food Facility (Pre-packaged)	\$82.00
Out of County/Unpermitted Mobile Food Facility (Open Food)	\$184.00
Late Fee (minimum \$50 or 25% of fee)	Varies

**Payment Options**

**Pay Online:**

You can pay for your Public Health Permit online using your Credit Card (Visa, MasterCard, American Express, Discover), Debit Card, or Electronic Check (ECheck). Please note that there is an additional convenience fee charge per transaction using online payment. The convenience fee for Credit/Debit Cards is 2.22% (with a minimum of \$1.49) and \$0.49 for Electronic Checks.

**Scan QR Code (For Service Request) below for Online Payment option. Note: All applications must be received, and an invoice obtained prior to paying online.**



**Pay In-Person:**

You may make a payment in person at the Environmental Health Headquarters located on the address below or any of our other Environmental Health District Offices between the hours of 8:00 am – 4:00 pm, Monday through Friday. Please contact the Community Events Program for available offices to make a payment. An acceptable form of payment includes Cash, Cashier’s Check, or Money Order (Please note: No personal check). Cash payments made in person must be in the exact amount. Please have your Account ID number and Invoice number available at the time of payment.

Department of Public Health - Environmental Health Division  
 Permit and Licensing Program – Cashier/Registration  
 5050 Commerce Drive  
 Baldwin Park, CA 91706  
 (626) 430-5350

Visit our website for other locations at <http://publichealth.lacounty.gov/eh/>

**Payment Instructions:**

- You will not be able to make a payment until your applications have been received and an invoice generated.
- Please have your Account ID number **and** the Invoice number ready. Both are available on the invoice statement.
- Payments made online must be paid in full, no partial payments will be accepted.
- You will need to accept the online payment process Terms and Conditions in order to complete your payment.
- **Important** - Once your online payment has been accepted; you must print your receipt and submit a copy of the receipt to the Community Events Program for proof of permit fee payment prior to the permit being issued. **Proof of payment must be submitted before the review of your applications will begin. If proof of payment is not submitted at least 14 days prior to the event, applications will be subject to the late fee, regardless of when the application was submitted to Environmental Health.**

Should you have any questions or concerns, please feel free to contact us at [communityevents@ph.lacounty.gov](mailto:communityevents@ph.lacounty.gov) or (626) 430-5320 from 8:00 a.m. to 5:00 p.m., Monday through Friday, except Holidays.