



## Kern County Environmental Health Division Application for Organizers of Community Events

### **EVENT ORGANIZERS AND ENVIRONMENTAL HEALTH WORKING TOGETHER**

The Kern County Public Health Services Department, Environmental Health Division, is the agency responsible for the regulation of all event organizers and vendors which operate at community events at which food will be provided. Our goal is to work with event organizers to ensure that all food facilities are operated in a safe and sanitary manner and help vendors obtain a valid permit.

The California Retail Food Code requires:

- The organization responsible for a community event at which food/beverages are sold/donated shall obtain an Environmental Health Permit. The event organizer will be responsible for compliance with the health regulations by the food vendors.
- Each food facility participating in a community event shall obtain an Environmental Health Permit.
- The event organizer and the food facilities must obtain permits **at least 14 days prior to the event.**

A 'community event' means an event that is of a *civic, political, public, or educational nature, including state and county fairs, city festival, circuses, and other similar events.* A community event does not include grand opening celebrations; customer appreciation celebrations; or food given away to promote sales at non-food related facilities. For example: hot dogs bar-b-que'd and given away to customers at a car lot or model home is not an event and is not allowed.

A "Temporary Food Facility" is a food booth which is temporary and which operates at a community event. All profit and nonprofit vendors at these events are required to obtain a health permit before storing, preparing, or selling food and/or beverages. The booklet "Temporary Food Facility Guidelines" outlines these requirements.



### **REQUIREMENTS FOR ORGANIZERS OF COMMUNITY EVENTS**

The event organizer must submit a completed application at least 14 days prior to the event. A complete application includes:

- Application page - (Check Community Event Sponsor box)
- Application Part 2
- List of vendors with each program number
- Layout of event including restroom, common hand washing, or utensil washing facilities
- Payment of Environmental Health Permit application fee
- Payment of Environmental Health Permit fee

Please notify us as soon as possible if there are changes after submitting your application, such as:

- Dates of the event
- Location of the event
- Event organizer contact name and telephone number
- If there will be no food or drink at your event
- Addition of a vendor



## REQUIREMENTS FOR FOOD VENDORS

All food vendors, whether for profit or nonprofit, are required to obtain an Environmental Health Permit. The California Retail Food Code provides requirements for the operation of a temporary food facility are contained. Food includes any food and/or beverages which is sold or given away.

Food vendors such as hot dog carts, catering and mobile food preparation vehicles, which have valid health permits must operate under the conditions of that permit. If a food vendor changes the operation and sets up a temporary food facility, then a temporary food facility health permit is required.

### Note

Environmental Health permits for restaurants and markets are valid only for the business location. That permit is **not valid** at a community event.

For example, *if vendor has a health permit for a pizza parlor, he **must obtain** a temporary food facility health permit in order to sell pizza from a booth at a community event.*

## Guide to Temporary Food Facilities

The booklet “Temporary Food Facility Guidelines” is available at the Environmental Health Division office. This booklet contains vital information on: food booth construction; basic safe food handling practices and requirements; a facility check list to insure that the booth is in compliance prior to inspection; and an application form for a Temporary Food Facility which must be submitted to the Environmental Health Division.



## POTENTIAL FOR FOODBORNE ILLNESS AT A COMMUNITY EVENT

Large numbers of people attend community events. A wide variety of foods are served. Many food vendors are inexperienced in proper food handling. The following factors contribute to possible foodborne illness at a community event:

- Food out of temperature (cold food must be at 41° F or less, hot food must be 135° F or higher)
- Poor food handling practices
- Insufficient protection of food from contamination
- Insufficient cold or hot holding equipment
- Inadequate equipment
- Unapproved source of food
- Contamination by workers or other source





## Permits Required

1. Each community event requires a separate Environmental Health Permit and the application must be approved prior to event. You are required to pay an application fee of \$90.00 and health permit fee at the time of application.
2. The health permit fee is determined by how many food vendors will be at the event.

Number of Food Vendors	Application Fee	Permit Fee	Total Fees
Small Event (1-5 vendors)	\$125.00	\$290.00	\$415.00
Medium Event (6-15 vendors)	\$125.00	\$375.00	\$500.00
Large Event (over 16 vendors)	\$125.00	\$510.00	\$635.00

3. The health permit is valid for the date(s) of the event only.

## QUESTIONS?

If you have any questions regarding event organizer information or food booths, please call the food program at (661) 862-8740.

**Kern County Public Health Services Department**  
**Environmental Health Division**  
**2700 M Street, Suite 300**  
**Bakersfield, CA 93301**  
**Phone (661) 862-8740**

[www.kernpublichealth.com/environmental-health](http://www.kernpublichealth.com/environmental-health)



# ENVIRONMENTAL HEALTH PERMIT APPLICATION FORM

Environmental Health Division of Public Health Services Department  
2700 "M" Street, Suite 300, Bakersfield, CA 93301

661-862-8740  
661-862-8701(fax)

<input type="checkbox"/> New Business	<input type="checkbox"/> Ownership Change Date: _____	<input type="checkbox"/> Information Change	<input type="checkbox"/> Date: _____
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____			
Check all that apply:	<input type="checkbox"/> Food Facility	<input type="checkbox"/> Hotel/Motel: Total Number of Rooms _____	<input type="checkbox"/> Commissary
	<input type="checkbox"/> Mobile Food Facility	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Water Hauler
	<input type="checkbox"/> Temporary Food Facility	<input type="checkbox"/> Wading Pool	<input type="checkbox"/> Water System-Food Facility
	<input type="checkbox"/> Community Event Sponsor	<input type="checkbox"/> Spa Pool	<input type="checkbox"/> Tobacco Retailer: BOE# _____

## OWNER INFORMATION

Owner Name:					
Owner Address:					
City:		State:		Zip:	
Home Phone:	( )	Business Phone:	( )	Fax:	
Partner(s)/Corp Name:					
Care Of:		E-Mail Address:			
Mailing Address:					
City:		State:		Zip:	

## FACILITY/BUSINESS INFORMATION

Facility Name (DBA):					
Address:					
City:		State:		Zip:	
Phone:	( )	Alternate phone:	( )	Fax:	( )
Care Of:		E-Mail Address:			
Mailing Address:					
City:		State:		Zip:	
Water Provider					

## BILLING INFORMATION

Mailing Address for invoice to renew annual permit:  Business Mailing Address  Owner Address  Other

If you checked other, what is the address? \_\_\_\_\_

Care of: \_\_\_\_\_

Approval of this application and issuance of an Environmental Health Permit is required before commencing operation. Failure to obtain both may result in a misdemeanor citation and/or closure. The undersigned applicant agrees to operate in accordance with all applicable state laws and local ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**PERMIT(S) AND FEE(S) ARE NOT TRANSFERABLE. PERMIT FEE(S) MUST BE SUBMITTED WITH PERMIT APPLICATION.**

### TOBACCO RETAIL TRAINING



#### FOR OFFICIAL USE ONLY

Program ID	PE	Date Mailed	Facility ID
Previous Owner ID	New Owner ID	Map #	Service Request #
Total Fees Paid	Received By	Date Paid	Accounting ID

**PERMIT TO OPERATE A COMMUNITY EVENT  
ENVIRONMENTAL HEALTH PERMIT APPLICATION (Part 2)**

Community Event Name	Dates of Event	FA#
Location	Set up Time	# of Food Vendors
<b>Sponsor Information</b>		
Name of Sponsor/Organization	Tax Exempt I.D.#	
Address	Phone Number	
City, State, Zip Code	Alternate Phone Number	
<b>Responsible Person Information</b>		
Name of Responsible Person	Title	
Address	Phone Number	
City, State, Zip Code	Alternate Phone Number	

**Site Plan**

Draw or include a site plan that includes the following:

1. Location of all food facilities
2. Location of all toilets
3. Location of all shared utensil washing
4. Location of all shared hand washing sinks
5. Location of janitorial facilities

If an event will be **longer than 3 days** complete the following information about the person responsible for the maintenance and proper operation of all shared facilities:

Name	Phone Number	Alternate Phone Number

This completed application and the list of participants **must** be submitted at least **14 days prior to the event.**

**I have read and understand the responsibilities required of an event organizer and agree to comply with Chapter 11 of the California Retail Food Code.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Community Event

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
 Location \_\_\_\_\_ Hours of Event \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

## LIST ALL PARTICIPANTS PLANNING TO DISPENSE FOOD OR BEVERAGES AT THE EVENT

Facility Number	Business/Organization Name	Applicant's Name	Menu	Daytime Phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Please return this completed form two weeks prior to the event to Kern County Public Health Services Department, Environmental Health Division  
 2700 M Street, Suite 300 Bakersfield, CA 93301 Fax (661) 862-8701 Phone (661) 862-8740





## CHAPTER 11. Temporary Food Facilities

### 114335.

(a) Temporary food facilities that operate at a swap meet are limited to only prepackaged non-potentially 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), non-potentially 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 non-prepackaged 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 non-prepackaged 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 non-prepackaged 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 non-prepackaged 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 non-potentially 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 in-operation, 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) Food facilities that handle only prepackaged food may provide cold water with a germicidal soap at the handwashing facility.

(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.





## APPLICATION FOR EXEMPTION FROM ENVIRONMENTAL HEALTH PERMIT FEES

2700 M STREET, SUITE 300      BAKERSFIELD, CALIFORNIA 93301-2370      VOICE: 661-862-8740      FAX: 661-862-8701      WWW.CO.KERN.CA.US/EH

Kern County Ordinance Code, Section 8.04.080 states that the director of environmental health shall issue a permit without requiring a fee to:

- A. Any blind person that has a certificate issued by a licensed physician and surgeon or by the Department of Rehabilitation of the state of California that he is a blind person.
- B. Any person which conducts exclusively for charitable purposes an activity which is exempt from payment of income taxes under Section 501(c) (3) of the United States Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.
- C. Any person that is exempt from a permit fee under Section 6103 of the California Government Code.
- D. Any person at the discretion of the director of environmental health division.

This application together with documentation shall be filed with the Kern County Environmental Health Division.

<b>Exemption Requested For</b> (Check all that apply)	<input type="checkbox"/> Food Facility	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Water Hauler
	<input type="checkbox"/> Mobile Food Facility	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Water System – Food Facility
	<input type="checkbox"/> Temporary Food Facility	<input type="checkbox"/> Wading Pool	<input type="checkbox"/> Tobacco Retailer
	<input type="checkbox"/> Community Event Sponsor	<input type="checkbox"/> Spa Pool	<input type="checkbox"/> Licensed Health Care <input type="checkbox"/> Commissary
<b>Business or Organization</b>			<b>Phone Number</b>
<b>Address</b> (if fixed location)			<b>Fax Number</b>
<b>Mailing Address</b>			
<b>Owner/Contact</b>			<b>Phone Number</b>
<b>Owner/Contact Mailing Address</b>			

**Submit Copy of Proof of Ownership and Documentation of Tax Exempt Status**

<b>Proof of Ownership</b>	<input type="checkbox"/> Board of Equalization <b>and</b> <input type="checkbox"/> Business Lease <b>or</b> <input type="checkbox"/> Business License		
<b>Documentation of Tax Exempt Status</b>	<input type="checkbox"/> Certificate issued by physician or Department of Rehabilitation that applicant is blind	<input type="checkbox"/> California Government Code 6103	
	<input type="checkbox"/> Federal Internal Revenue Service 501(c)(3) <b>and</b>	<input type="checkbox"/> State of California 23701d	
	<input type="checkbox"/> Federal Internal Revenue Service other than 501(c)(3) or for-profit entity donating all proceeds to a charitable cause. Complete both the first and second page of this document.		

I declare and certify under penalty of perjury, by the law of the State of California, that the information provided is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Title of Applicant \_\_\_\_\_

For Official Use Only		Account #
Signature _____	Approved _____	Facility #
Date _____	Disapproved _____	Program #

# For-Profit Entity and Federal Internal Revenue Service Other Than 501(c)(3) Affidavit

The business/organization named is participating at the community event stated for the benefit of a non-profit association. The business/organization will receive no monetary benefit other than name recognition from participating in the event.

Community Event Information	
<b>Event Name</b>	
<b>Event Location</b>	
<b>Event Contact</b>	
<b>Event Phone Number</b>	
<b>Event Dates</b>	

For Official Use Only			
<i>Community Event</i>		<i>Food Facility</i>	
Account #		Account #	
Facility #		Facility #	
Program #		Program #	