

Guidelines for Obtaining a Permit and Operating a Temporary Food Facility

Kern County Public Health Services Department, Environmental Health Division

June 2018

Do you plan to serve food to the public at a fair, carnival, fund-raiser, political event, bazaar, or festival? You will need a permit to operate a temporary food facility.

How do I obtain a permit to operate a temporary food facility?

- Read the attached information.
- Complete and sign the enclosed application.
- Attach the fees and the appropriate proof of non-profit status (for non-profit organizations).
- At least two weeks prior to the event, submit application, non-profit documentation (if applicable), and fees to:

Environmental Health Division
2700 M Street, Suite 300
Bakersfield, CA 93301

When does the permit expire? The permit expires June 30th. The permit may be renewed by telephone by calling (661) 862-8740 and requesting to speak with a food program specialist. Any fees due must be received prior to issuance of the permit.

Do I pay an application fee? There is an **application fee of \$125.00 for the yearly permit**. The application fee will not be charged each time the permit is renewed, as long as the foods served stays the same. **There is no application fee for the single event permit.**

A **permit fee** is based on the potential for foods served to cause a foodborne illness. Low risk foods, such as commercially pre-packed chips, cookies, etc., present little risk to the public. Other foods, such as hot dogs, snow cones, etc., present only a moderate risk. Foods such as hamburgers, tacos, and other potentially hazardous foods present a high risk to the public. Non-profit organizations are exempt from permit fees. **Persons or organizations that are for-profit will pay the following permit fees:**

Types of Food	Single Event Permit Fee	Annual Permit Fee
Commercially prepackaged foods requiring no temperature controls: chips, candy, bottled water, canned soda	\$55.00	\$165.00
Hot dogs, sno cones, cookies, coffee, donuts, pop corn, kettle corn, dispensed drinks (beer, soda, etc)	\$70.00	\$200.00
Any potentially hazardous foods(except hot dogs) requiring temperature control: hamburgers, tacos, stir fry, bbq	\$90.00	\$245.00

For more information on temporary food facilities, contact our office at **(661) 862-8740** and ask to speak to a food program specialist.

Health Permit

All individuals or groups planning to serve food at events that are open to the public must obtain a **Health Permit** issued by the Kern County Public Health Services Department, Environmental Health Division. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event.

A temporary food facility is a food facility which is not intended to be permanent and which operates at a fixed location "for a period of time not to exceed 25 days in any 90-day period in conjunction with a single community event or celebration."

The California Retail Food Code (**CRFC**) contains the standards for temporary food facilities. The rules and regulations are essential for protecting the public's health and for assuring the public that food will be pure, safe, and untainted.

Your cooperation in operating a safe and sanitary food booth, in compliance with the guidelines and regulations contained herein, is greatly appreciated.

CRFC defines the meaning of food as "a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption and chewing gum."

PERMITTING

The application fee (\$125.00), health permit fee (based on risk) and other required documentation must be received no later than **14 working days prior to the opening day of the first event.** Personal checks, money orders, certified/cashier's checks or cash are acceptable. No applications will be accepted after the deadline without prior approval.

Non-profit organizations must complete a signed affidavit and provide a copy of a letter from the tax agency verifying their tax exempt status in order to qualify for exemption of the health permit fee. **All applicants must pay the application fee.**

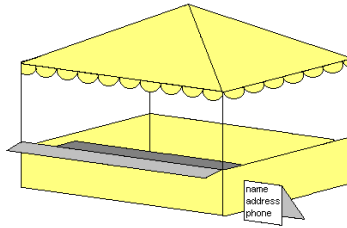
The health permit expires June 30th. The permit may be renewed by telephone by calling (661) 862-8740 and requesting to speak with a food program specialist. Any fees due must be received prior to issuance of the permit. The application fee will not be charged each time the permit is renewed as long as the foods served remain the same.

The Kern County Public Health Services Department, Environmental Health Division, will be pleased to help you complete the enclosed application for a **Health Permit** to operate a temporary food facility and inform you of the steps you need to take to ensure a safe and sanitary operation that will protect the public from possible foodborne illness.

After the application has been reviewed and approved by the Environmental Health Division, and all fees have been paid, you will be issued a Health Permit.

NOTE: Inform the Division at least two weeks prior to the starting date of EVERY event in which you plan to participate.

FOOD BOOTH CONSTRUCTION GUIDELINES



These guidelines represent the minimum construction standards for temporary food booths. Booths must be located away from sources of contamination such as animals, barns, and petting zoos. A covered structure is required to protect from windblown dust and debris, weather, insect, and animals. Booths which do not meet the minimum standards will not be allowed to operate.

Floors

Acceptable surfaces include paved surfaces, concrete, plywood, rubber mats, or material similar to a floor surface. Floors must be durable, smooth, and easily cleanable. Dirt surfaces, sawdust, and grass are not acceptable.

Walls & Ceilings

Walls and ceilings must provide protection from splash, dust, insects, and inclement weather. Acceptable materials include wood, plastic, fly mesh, screening, and canvas.

Lighting

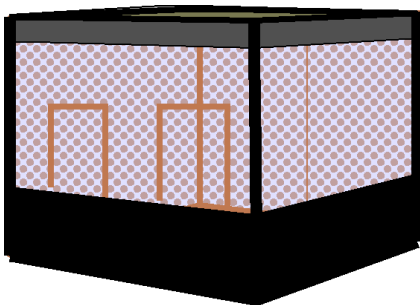
Adequate lighting and properly shielded bulbs must be provided.

Potable Water and Waste Disposal

An approved water supply and adequate disposal for waste water must be available.

CAUTION: Check with local Fire Department to verify materials you plan to use are approved for use with cooking equipment.

Food Preparation Booths



Booths in which food is cooked, prepared, or wrapped must be completely enclosed on all four sides and the top.

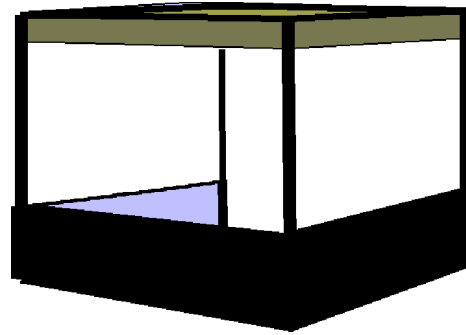
Openings for food service must be equipped so as to minimize the entrance of insects, dirt, dust, and any other airborne contaminants.

Prepackaged Food Booths

Booths in which all food and beverages are prepackaged and sold in the original packaging must be enclosed on three sides and the top of the booth. This type of booth is not required to be completely enclosed on all sides.

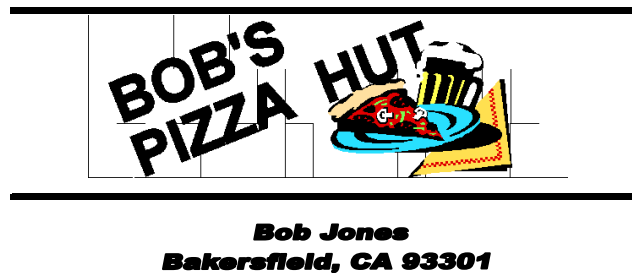
Prepackaged food includes canned drinks, chips, candy, etc.

Booths in which beverages are served from a dispensing machine and no other food is cooked, prepared, or packaged may be enclosed on three sides and the top.



IDENTIFY YOUR BOOTH

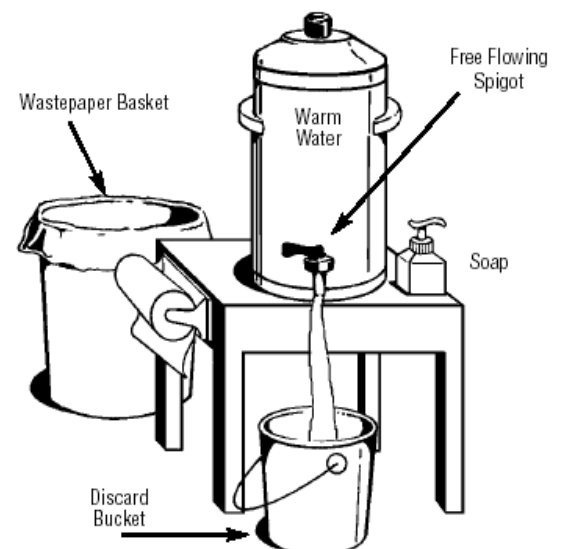
The sign identifying your booth does not have to be fancy. The name (3"), city, state and ZIP Code (1") must be on the booth. Let your customers and the inspector know who you are.



HAND WASHING FACILITIES

Hand washing facilities are a must in all food booths unless food and beverages are prepackaged. **Hand washing facilities must be located inside the booth.** Supplies you will need include:

- **5-gallon water container with a dispensing valve.** When the dispensing valve is turned on, your hands will be free for washing.
- **A waste water container.** The waste container will catch the water from hand washing so that no water will be on the floor of your booth to create a nuisance.
- **Pump type soap dispenser** - No bar soap allowed.
- **Paper towels** for drying hands.



Why is Hand washing so important?

Many thousands of germs are on our hands. Our hands spread the germs from one place to another. Germs are spread to food by hands. Hands that are not thoroughly washed are one of the main reasons people get sick from the food they eat.

Hand washing is your first line of defense against food borne illness. Unclean hands will contaminate food. For this reason, you need to wash your hands frequently.

Make sure your customers remember your booth because the food was great.....not because your food made them sick!!!

REMEMBER TO

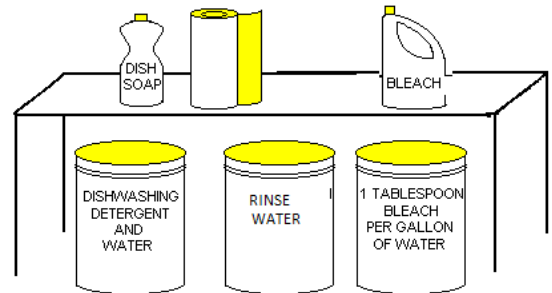
- Thoroughly wash hands upon entering the food booth.
- Thoroughly wash hands after using the toilet.
- Thoroughly wash hands between various food preparation operations.
- Thoroughly wash hands after eating or drinking.
- Thoroughly wash hands after smoking or chewing tobacco.
- Thoroughly wash hands after handling dirty plates or garbage.
- Thoroughly wash hands after working with raw foods.
- Thoroughly wash hands after touching your nose, mouth, skin, hair, etc.
- Thoroughly wash hands after handling dirty utensils or equipment.
- Thoroughly wash hands every time you are in doubt.



UTENSIL WASHING FACILITIES

All booths in which food is prepared, dispensed, wrapped, and/or served must have facilities for washing utensils, cleaning equipment, and for general purpose cleaning. Supplies you will need include:

- **Sanitizer**
- **Dishwashing detergent**
- **Three 5-gallon containers of water**
 - ✓ One container should contain soapy water;
 - ✓ One container should contain clean and clear water for rinsing;
 - ✓ One container should contain water with a sanitizer solution. (Use 1 tablespoon of household bleach per gallon of water);
 - ✓ Water and containers should be kept clean at all times;
 - ✓ Sanitizer wipes can be used to clean food contact surfaces (IE. Tables, Prep Counters...).
- **Sanitizer test kit (example: chlorine test strips)**



Sanitizing

Wiping towels used for wiping down counters and table tops must be clean and are to be used for no other purposes. The towels must be rinsed in the bleach-water solution frequently and placed in a sanitizing solution when not in use.

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

Potentially Hazardous Foods (PHF's)

Potentially hazardous food means any food that is natural or synthetic and that requires temperature control because it is in the form capable of supporting the rapid and progressive growth of infectious disease-causing bacteria which may cause food infections or food intoxications.

Bacteria are naturally occurring in many of these foods and can also be introduced into the food by contaminated hands and utensils. If these foods are stored at room temperature, bacteria will quickly grow in the food. Eating the contaminated food may result in illness.

These foods must be stored at 41°F or below or 135°F or above at all times. Potentially hazardous foods include the following:

Beef	Turkey	Eggs	Cooked Beans
Chicken	Pork	Milk	Cooked Rice
Seafood	Fish/Shellfish	Cheeses	Cut fruit

Foods made with these products are also potentially hazardous foods and must be refrigerated (41°F or below) or must be kept hot (135°F or above).

*****During operating hours of the temporary food facility, potentially hazardous foods may be held at a temperature not to exceed 45°F for up to 12 hours in any 24-hour period.***

Examples of potentially hazardous foods commonly sold at special events include the following:

Chicken/chicken dishes	Burritos	Cooked Beans	Chili	Hot links
Pork/pork dishes	BBQ/Deep Pit	Egg Rolls	Hamburgers	Hot dogs
Beef/beef dishes	Pizza	Enchiladas	Yogurt	Ice Cream
Seafood/seafood dishes	Cooked pasta	Cooked Rice	Tacos	Baked Potatoes

The above list includes only a few potentially hazardous foods. If you are not sure whether the food you are serving is potentially hazardous, contact (661) 862-8740 and talk to a food program specialist.

TEMPERATURE CONTROL

Bacteria will grow very rapidly between 41°F and 135°F. For this reason, 41°F and 135°F is called the "**danger zone**". At 41°F bacteria will not die but will stop growing and above 135°F bacteria will stop growing.

Thermometers

A metal-stem probe thermometer is required to be available at the site for checking the internal temperatures of potentially hazardous foods. Checking temperatures is the only way you will know if your food is in the danger zone. Thermometers may be purchased from restaurant supply companies. It must be able to measure from 0°F to 220°F.



Food Transportation

Required food temperatures must be maintained during transportation from an approved commissary or commercial food preparation facility. Hot food must arrive at the event at 135°F or higher. Cold food must arrive at 41°F or lower. Use insulated containers that will keep the food protected and at the required temperatures.

KEEP IT HOT, OR KEEP IT COLD, OR DON'T KEEP IT.

NOTE: Potentially hazardous food found in the DANGER ZONE is subject to embargo and/or destruction by the Environmental Health Division.

Preparing Foods

No food shall be stored or prepared in a **PRIVATE HOME**.

The majority of food preparation should occur in a commercial kitchen, approved church kitchen, or restaurant permitted by the Division. This includes vegetable washing and/or cutting, skinning/cutting raw meat, and forming raw hamburger patties.

Any food preparation occurring at the community event must be conducted inside the booth. 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 booth.

All food preparation tables must be smooth, easily cleanable, and non-absorbent.

Reheating Foods

All potentially hazardous foods that have been cooked and then refrigerated should be rapidly reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds before being served or placed in a hot food holding device.

Crock pots, steam tables, or other hot holding devices are not to be used as a means for cooking or reheating cooked foods. This type of equipment takes longer than 15 seconds to reach 135°F which may allow the bacteria to multiply in numbers sufficient to cause illness.

Heat the foods to bring the temperature to at least 165°F within 15 seconds then place in a hot holding device.

Keeping Foods Hot

All hot holding of potentially hazardous food held must be at a minimum of 135°F. All foods held hot (135°F or above) shall be destroyed at the end of the day.

Keeping Foods Cold

At a temporary food event, electrical refrigeration is the recommended method for keeping potentially hazardous foods at 41°F or below. If a refrigerator is used, a refrigerator thermometer is required to be inside the refrigerator to measure temperature.

If electricity is not available/practical, an ice chest with ice from an approved source (i.e. bagged ice purchased from a store) may be used as long as the food is maintained at 41°F or below. A thermometer must be inside the chest to monitor the temperature.

BARBECUING FOODS



Protect the public from burns and splashes

When barbecuing, the equipment should be separated from the public. We recommend roping off the area so that the equipment is at least 3 feet from public access. This should protect the public from burns or splashes of hot grease. The BBQ should be located in an area reasonably protected from dust.

Approved Foods

Only food items which can be cooked directly on the grill without the intervention of a utensil to contain it while cooking can be cooked on the BBQ. Meats, bread, and produce such as corn and potatoes may be cooked on the BBQ. Beans may not be cooked and served from the BBQ.

Food Service

Food can be served directly from the grill if the item is ready to serve. No other food may be prepared or stored in the out of doors, except for food cooked on the open-air barbecue unit.

NOTE: No hot holding of food on the grill, all foods must be moved inside the booth to approved hot holding equipment.

ICE

Ice is a food, so keep it clean. Even though ice is frozen, ice can still contain germs.

Ice used in beverages shall be properly covered, drained and stored separately from ice used for refrigeration purposes.

Ice used to chill food must not be served to the public.

Ice used for beverages must be dispensed with an approved ice scoop. Do not use your hands or a glass. Keep the ice scoop in a clean place. Do not store the ice scoop within the ice.

All waste water from ice shall not be disposed of on the ground and shall be disposed of through an approved sewage system or into a holding tank.

FOOD PROTECTION

All food and utensils shall be protected from insects, dust, dirt, and airborne contamination.

All food and utensils are to be protected from the public during preparation and display (i.e. sneeze guards, covering the food.)

Customers can contaminate the food with their hands, coughs, and sneezes.

All food and utensils must be stored at least 6 inches off the ground/floor and be protected from contamination.

Protect food & beverages from unnecessary handling. Use suitable utensils such as deli tissues, spatulas, or tongs when handling food. Avoid direct hand-to-food contact.

Condiments such as mustard, catsup, mayonnaise, and relish must be kept covered.

FOOD STORAGE

All food and food containers shall be stored at least 6" off the floor/ground on shelving or pallets.

All food shall be stored inside the booth.

No food shall be prepared or stored in a private residence.

No potentially hazardous food shall be stored at room temperature.

GENERAL SANITATION

Toilets shall be available within 200 feet of the booth.

No animals, birds, or fowl are allowed in the booth or within 20 feet of an outdoor BBQ.

Garbage shall be stored and disposed in leakproof, fly-proof containers.

REQUIREMENTS FOR FOOD HANDLERS

All food handlers shall have clean clothing and maintain clean hands at all times.

Smoking, eating, and drinking in the booth and around open-air barbecues is prohibited.

If you are sick, do not work. Germs can contaminate the food you handle.

If you have an infected cut, wound, or sore, make sure the infected area is covered.

All food handlers are required to restrain their hair with a covering such as a hair net or cap. This keeps hair out of the food.

Important Points to Remember



Keep food hot at 135°F or above.

Keep food cold at 41°F or below.



Wash your hands before you prepare or serve food.

Post the Checklist in your Booth

Check to make sure you have the necessary supplies and equipment before you begin operating.

Check to make sure you are following the safe and sanitary practices outlined in this booklet and the checklist.

Questions: Please call (661) 862-8740 if you have any questions on requirements, regulations, or fees.

**KEEP THIS CHECKLIST IN YOUR BOOTH
DO NOT START OPERATING UNTIL YOU HAVE
CHECKED YOUR BOOTH FOR COMPLIANCE WITH THESE REQUIREMENTS**

***ENVIRONMENTAL HEALTH DIVISION
CHECKLIST FOR FOOD PREPARATION BOOTHS***

Equipment/Supplies	Safe & Sanitary Practices
<input type="checkbox"/> Food preparation booth completely enclosed so as to prevent the entrance of insects. <input type="checkbox"/> Handwashing facilities. 5-gallon container of water with a dispensing valve; Waste water container; Pump soap dispenser; Paper towels. <input type="checkbox"/> Utensil washing facilities. Bleach and Chlorine Test Strips; Dishwashing detergent; Paper towels; 5-gallon container with soap and water; 5-gallon container with bleach & water. <input type="checkbox"/> Metal stem probe-type thermometer for potentially hazardous foods. <input type="checkbox"/> Ice, as needed. <input type="checkbox"/> Thermometers to use inside cooling units. <input type="checkbox"/> Ice chests with drains. <input type="checkbox"/> Shelves or pallets to store food off the floor. <input type="checkbox"/> Ice scoop for serving beverage ice. <input type="checkbox"/> Hair confinement for food handlers (hats or nets). <input type="checkbox"/> Aluminum foil or plastic wrap for covering food. <input type="checkbox"/> Wiping cloths. <input type="checkbox"/> Trash/garbage can or leakproof plastic bags to be used for trash/garbage. <input type="checkbox"/> Containers with tight lids for food storage. <input type="checkbox"/> Adequate number of food preparation tables with smooth, washable surfaces. <input type="checkbox"/> Cold/hot holding equipment. <input type="checkbox"/> Visibly post current certificate to operate in booth.	<input type="checkbox"/> No food or beverage is prepared or stored in a private home. <input type="checkbox"/> Foods to be held hot must be covered and held at 135° F or above. All potentially hazardous foods that have been cooked and then refrigerated must be <u>rapidly reheated to 165°F or more</u> throughout within 15 seconds before being served or held hot. <input type="checkbox"/> Cold foods must be covered and held at 41°F or below in a refrigerator or ice chest. <input type="checkbox"/> No defrosting of frozen food at room temperature. <input type="checkbox"/> Check the temperatures of potentially hazardous foods frequently with a stem-type food thermometer. <input type="checkbox"/> All food products are stored off the ground and inside the booth. <input type="checkbox"/> All food is prepared inside the booth. <input type="checkbox"/> All handwashing/utensil washing facilities are located inside the booth. <input type="checkbox"/> All equipment, ice chests, hot holding equipment is located inside the booth. <input type="checkbox"/> Food preparation surfaces are smooth and easily cleanable. <input type="checkbox"/> No smoking, eating, or drinking in the booth. <input type="checkbox"/> Beverage ice stored separately from ice used for refrigeration. <input type="checkbox"/> Wash hands frequently with soap and water. <input type="checkbox"/> All garbage is disposed in leakproof, fly-proof containers. <input type="checkbox"/> Food handlers have clean hands & clean clothing. <input type="checkbox"/> When unwrapped food is handled, wiping cloths must be stored in a sanitizing solution (bleach & water), and used for cleaning equipment and food-contact surfaces. <input type="checkbox"/> Minimize the handling of foods through the use of tongs, napkins, etc.

APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT (Part 2)

PUBLIC HEALTH SERVICES DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION
2700 "M" STREET, SUITE 300, BAKERSFIELD, CA 93301 PHONE (661) 862-8740, FAX (661) 862-8701

Where will food be stored prior to event?

If more than 1 day, where will the food be stored at night?

If more than 1 day, where will the utensils be washed?

How will you maintain cold potentially hazardous food at or below 45°F during working hours and 41°F for after hour's storage?

How will the food product be kept cold or hot during transportation to the food booth?

Length of time in transport?

Handwashing Facilities:

- None Required
- Plumbed Sink
- 5-gal minimum gravity flow container

Utensil Washing Facilities:

- None Required
- Plumbed Sink
- Washing and sanitizing containers

Your signature on the line below indicates that you and your organization (if sponsored by an organization) agree to the following:

1. All individuals who will be working in the food booth will read and comply with the regulations and guidelines contained in the "**Temporary Food Facility Guidelines**" booklet.
2. No food served at the event will be prepared or stored in a private residence.
3. Inform the Environmental Health Division at least two weeks prior to the starting date of any event in which you plan to participate. Contact us at (661) 862-8740 and let us know the dates and the name of the event in which you plan to participate.
4. If this application is not submitted at least two weeks prior to the first event, you may not receive a Certificate to Operate if there is not sufficient time to verify the necessary information.

Signature of Applicant

Title of Applicant

Date



MATTHEW CONSTANTINE
DIRECTOR

2700 M STREET, SUITE 300

BAKERSFIELD, CALIFORNIA 93301-2370

VOICE: 661-862-8740

FAX: 661-862-8701

WWW.CO.KERN.CA.US/EH

APPLICATION FOR EXEMPTION FROM ENVIRONMENTAL HEALTH PERMIT FEES

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 who 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.

Exemption Requested For (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
Business or Organization			Phone Number
Address (if fixed location)			Fax Number
Mailing Address			
Owner/Contact			Phone Number
Owner/Contact Mailing Address			
Submit Copy of Proof of Ownership and Documentation of Tax Exempt Status			
Proof of Ownership	<input type="checkbox"/> Board of Equalization and <input type="checkbox"/> Business Lease or <input type="checkbox"/> Business License		
Documentation of Tax Exempt Status	<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) and		<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.		
<p>I declare and certify under penalty of perjury, by the law of the State of California, that the information provided is true and correct.</p> <p>Signature of Applicant _____ Date _____</p> <p>Title of Applicant _____</p>			
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	
Event Name	
Event Location	
Event Contact	
Event Phone Number	
Event Dates	

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