



COUNTY OF LAKE
HEALTH SERVICES DEPARTMENT
Division of Environmental Health
922 Bevins Court, Lakeport 95453-9739
Telephone 707/ 263-1164 Fax: 707/ 263-1681

Denise Pomeroy
Health Services Director

Jasjit Kang
Environmental Health Director

TO: Community Event Sponsors in Lake County of Lake

RE: Community events involving selling food to the public.

Section 114381.1 of the **California Health and Safety Code (CHSC)** requires that two weeks prior to any community event the sponsoring organization needs to obtain an event permit. To ensure that any food served to the public is in safe and wholesome condition, we are providing you a copy of the Food Safety at Temporary Events brochure. At our inspections we focus on risk factors that could lead to an outbreak of a food borne illness. These include safe food temperatures, proper hand washing, prevention of contamination, and approved food sources. We consider this a very important event for our community and dedicate our health inspectors and support personnel to conduct the inspections, permit the facilities, and follow-up on food safety issues.

Please complete the enclosed Sponsor's permit and submit the appropriate sponsor permit fee along with a list of vendors for the event, so you can fulfill the following responsibilities as the sponsor:

- 1) The event organizer needs to **submit a list of food vendors** and the type of food to be served. This includes any and all pre-packaged food and drinks. (Form enclosed).
- 2) Also provide a **Site Plan** which shows the proposed locations of each temporary food facility, restrooms, and all shared utensil washing, hand washing and janitorial facilities. An adequate supply of pressurized potable **hot (120°) and cold running** water, shall be provided for all shared utensil washing, hand washing (**warm water at 100°F**), and janitorial purposes facilities. Approved restrooms must be provided within 200 feet for the food vendors with hand washing sinks supplied with warm water, hand wash cleanser, and single-use sanitary towels. Refuse containers for solid waste disposal and approved liquid waste disposal facilities must be provided.
- 3) In addition, please ask **each food vendor** to complete a temporary food permit application (enclosed). They can submit it via fax (263-1681), mail (922 Bevins Ct., Lakeport, CA 95453) or personally delivered to the same address. **The individual food vendor permits must be completed and submitted at least 7 days prior to the event to give Environmental Health time to review the permits and resolve any compliance issues.**

See the attached temporary food event fee schedule for the cost of obtaining a temporary event health permit.

Thank you for your cooperation. Please call our office at 707-263-1164 if you have any questions.

SPONSOR



Environmental Health Division
922 Bevins Court, Lakeport
Ph (707) 263-1164 FAX (707) 263-1681

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Health Services Director

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Environmental Health Director

COUNTY OF LAKE TEMPORARY HEALTH PERMIT

Event Name: _____

Event Date & Time: _____

Event Location: _____

Business or Organization Name: _____

Owner or Authorized Rep.: _____ Non Profit ID: _____

Phone #: _____ Fax/Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name of on-site coordinator & how individual can be contacted at event:

Date & time that food service operation will be setup: _____

Describe toilet & hand washing facilities (type, number, and location): _____

How will an adequate supply of electricity be provided to the TFF sites? _____

Describe potable water supply: _____

Describe wastewater disposal system: _____

Describe garbage disposal: _____

Should a permit be granted, I understand and will abide by the pertinent statutes and regulations. I also agree that Health Department Representatives may make inspections and examine records during operating hours.

Signature _____ Date: _____

Permit Reviewed by: _____ REHS Date: _____

Facility # _____ Date: _____

Receipt # _____ Received by: _____

SPONSOR

Sponsor's Operational Plan

SITE PLAN

SPONSOR

New Fee Ordinance for Temporary Food Events

Fee Description	Fee	Non Profit	Code
Temporary Food Facility Event Organizer (per Permit)	\$116.00	\$58.00	1349
Discount of 10% if application is received 10 business days prior to event date	\$104.40	\$52.20	1349
Temporary Food Facility Low Risk (single event/year) (per permit)	\$58.00	\$29.00	1398
Discount of 10% if application is received 10 business days prior to event date	\$52.20	\$26.10	1398
Temporary Food Facility High Risk (single event/year) (per permit)	\$116.00	\$58.00	1350
Discount of 10% if application is received 10 business days prior to event date	\$104.40	\$52.20	1350
Temporary Food Facility Low Risk (3 or more events/year) (per permit)	\$174.00	\$87.00	1399
Discount of 10% if application is received 10 business days prior to event date	\$156.60	\$78.30	1399
Temporary Food Facility High Risk (3 or more events/year) (per permit)	\$236.00	\$118.00	1351
Discount of 10% if application is received 10 business days prior to event date	\$212.40	\$106.20	1351
Temporary Event Non Profit 50% discount off any above temporary event fees	50% off		1352

Effective February 13, 2017

Definitions and Guidelines:

- Currently permitted food facilities will remain exempt from temporary health permit fees.
- If an event **Sponsor/Organizer** also has a food booth, they will be charged the appropriate vendor fee in addition to the sponsor fee.
- The **Sponsor/Organizer** of the event must submit a Sponsor Permit Application if there are 2 or more food vendors participating in the temporary event.
- **Low risk food** vendors may include the following: Prepackaged non-potentially hazardous foods including candy, bottled water and bottled/canned beverages, beer and wine; Cottage Food industry items; a majority of bakery items (except cream filled pies, cheese cake, pumpkin pie, lemon bars, custards, etc.); coffee (dairy products may change the process); commercially fully cooked hot dogs & commercially processed hot dog condiments (i.e. ketchup, mustard, relishes, canned chili); nachos with commercially canned cheese sauce & jalapeno peppers.
- **Low risk foods** would be items that haven't normally been associated with foodborne illness. That would include most dry goods like crackers, flour, sugar, grains, breads, candy, dry beans and **dried fruit**. Fresh unprocessed fruits and vegetables are generally considered low risk.
- **Low risk foods** are less-likely to cause [food poisoning](#) because they have (1) [high acid content](#) (pH 4.5 or lower), or (2) low water content. Low risk foods spoil due to their chemical [composition](#) (not microbiological activity) and usually have a 'best before' date.
- **Veterans** are exempt from permit fees unless they are selling/serving alcohol.
- **"Food"** means a raw, cooked, or processed edible substance, ice, beverage, an ingredient for use or for sale in whole or in part for human consumption, and chewing gum (CRFC: 113781).