

GLENN COUNTY

Planning & Community Development Services Agency Environmental Health Department

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Mardy Thomas, Director

TEMPORARY FOOD FACILITY PERMIT APPLICATION

*Application shall be submitted with the appropriate fee at least **14 days prior** to the start of the event.
Applications received late and/or incomplete may result in a permit not being issued.

Name of Food Booth: _____ # of Booth/Food Employees: _____

Name of Booth Operator(s): _____

Name of Event: _____ Date(s) of Event: _____ Hours: _____

Event Location: _____ City: _____ Zip: _____

Event Coordinator: _____

Mailing Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

For-Profit *Non-Profit *IRS 501 (c) (3) exempt registration # _____

*Non-Profit or 1-day event – No Fee Charged.

TEMPORARY FOOD FACILITY TYPE:

Food Booth Food Truck Food Cart

FOOD OPERATION TYPE:

Pre-packaged Food (2-day or more event—fee required) Food Preparation (2-day or more event—fee required)

FOOD TO BE SERVED

All food preparation shall be completed either in the approved booth or at a permitted food facility

Food or Beverage	Commercially Pre-packaged? (un-opened original containers)		Cooking or Assembly Type (e.g. BBQ, deep-fry, grill, Ingredient for other food, etc.)	Offsite Food Preparation?	
	Yes	No		Yes	No
1.					
2.					
3.					
4.					
5.					
6.					

Where will food items be purchased? _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed at the event within food booth or at a permitted food facility.

Name of Facility: _____ Phone #: _____

Address of Facility: _____ City: _____ Zip: _____

Signature of Food Facility Operator/Print Name: _____

FOOD TEMPERATURE CONTROL

How will you provide for proper food temperature control (below 45°F and above 135°F)?

Cold Holding:	<input type="checkbox"/> Mechanical Refrigerator	<input type="checkbox"/> Ice Chest	<input type="checkbox"/> Freezer
Hot Holding:	<input type="checkbox"/> Steam Table	<input type="checkbox"/> Chaffing Dishes/Warmers	<input type="checkbox"/> On Grill

A food probe thermometer (0°F - 220°F) MUST be provided to monitor food holding and final cook temperatures.

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

FOOD TRANSPORTATION

Distance from place of purchase to event (miles): _____ Length of time from place of purchase to event: _____

and/or

Distance from home to event (miles): _____ Length of time from home to event: _____

UTENSILS USED

- Multi-use Single Service (disposable) All pre-packaged food/no utensils

DISHWASHING

Provided in the following manner: (Check one)

- A three compartment sink, integral metal drain boards, hot/cold running water.
- The three tub method. Warm soapy water in the first tub. Warm clean water in the second tub and a sanitizing solution of either 100 ppm chlorine bleach or 200 ppm quaternary ammonium in the third tub.
- Extra clean utensils will be brought to the event to allow for exchanging at least every four hours and for replacement of soiled utensils.
- No utensils of any kind will be used. (i.e. tongs, spoons, cutting boards, spatulas, etc.)

HANDWASHING

Provided in the following manner: (Check one)

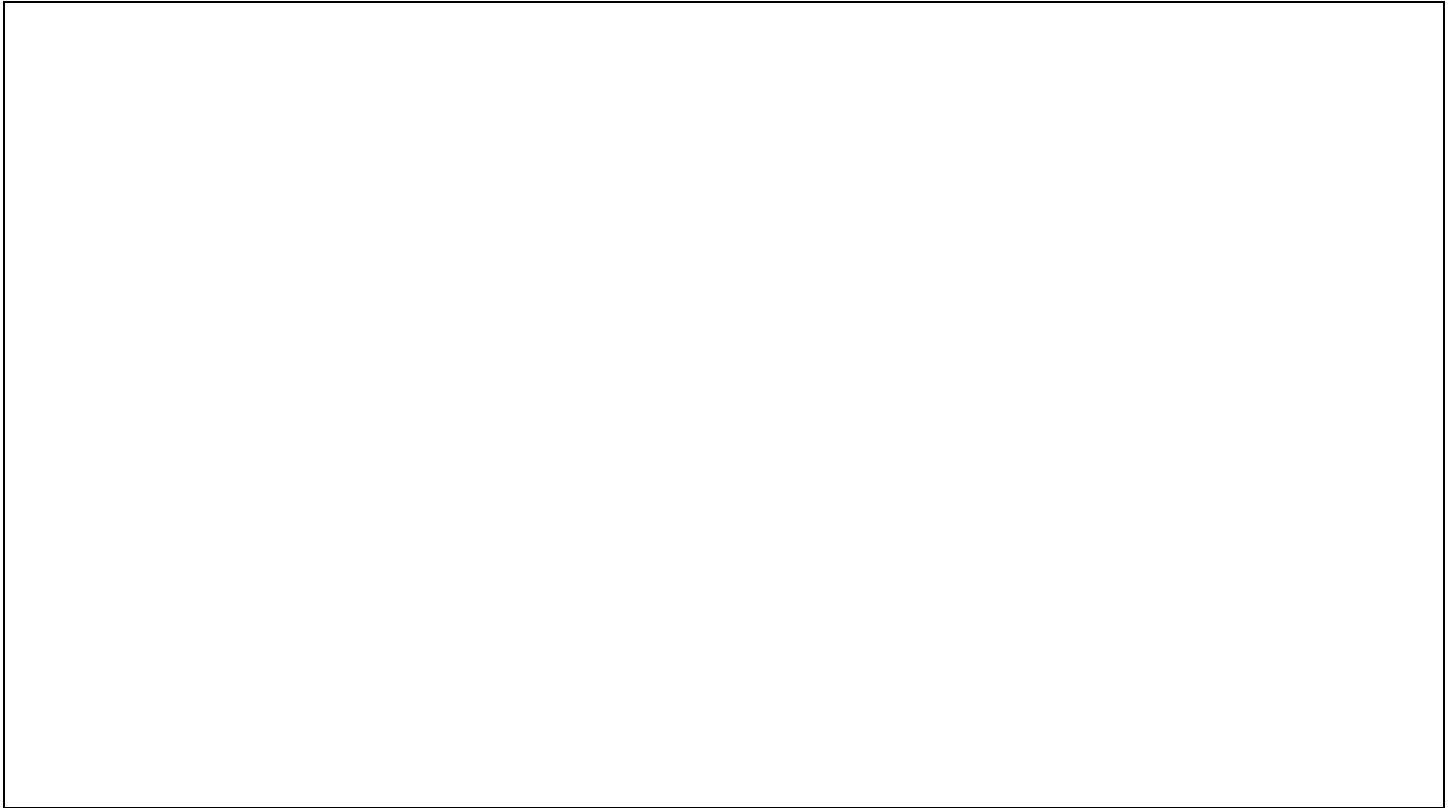
- A single compartment sink, hot/cold running water, pump soap and paper towels into the sewer or a holding tank.
- A temporary hand wash station using a water jug with spigot, paper towels, pump soap and a water collection bucket/basin.

LIQUID WASTE DISPOSAL

Waste water must not be disposed of on the ground or in the storm drain.

- City Sewer Approved Sewage Disposal System (Septic System)

Provide a diagram of the interior layout of your booth on the following page (include cooking equipment, tables, hand washing, utensil washing, waste disposal facilities etc.). All equipment shall be clearly labeled. If a BBQ is used it must be set up outside the booth and have a barrier to prevent food contamination and injury to the public. In addition, describe the booth construction, including all materials used for the roof, sides and floors.



I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I also understand that failure to meet the conditions identified in this application or failure to comply with requirements by the California Retail Food Code may result in the disposal of food, suspension of my permit and/or filing of misdemeanor criminal charges. All Temporary Food Facility applications and permits are approved for each single event – only for the location, operator and dates of that event.

Applicant Signature: _____

Date: _____

_____ **OFFICIAL USE ONLY** _____

REHS APPROVAL: _____ DATE APPROVED: _____

OFFICE USE ONLY

Date Received: _____

Amount Paid: _____

Receipt # _____

Rec'd By: _____