



Environmental Health Division

TEMPORARY FOOD FACILITY APPLICATION AND PERMIT

FOR ALL FOOD VENDORS OPERATING A FOOD BOOTH AT A COMMUNITY EVENT OR FAIR



Ukiah Office: 860 N Bush Street
Ph: 707-234-6625

enviroh@mendocinocounty.gov

Fort Bragg Office: 120 W Fir Street
Ph: 707-961-2417

NOTE: Application and fee shall be submitted a minimum of (5) business days prior to the event to avoid a late fee.
Applications may be paid for online at mendocinocounty.gov/eh. If paid online, please email us the application with payment receipt

Payment is required at time of submittal in order to be reviewed

Permit Types and Fees (Please read carefully, then check the appropriate box and submit the complete information required)

<input type="checkbox"/> Non-Potentially Hazardous Food Permit	\$76	If application and fee are received 5 days prior to the event
	\$80	If application and fee are received less than 5 days prior to the event
<i>Non-Potentially Hazardous Foods: Fruit pies, dry goods, cereals, dehydrated foods, baked goods, cookies, chips, popcorn, candy, soda pop, most items that don't require temperature controls:</i>		
<input type="checkbox"/> Potentially Hazardous Food Permit	\$92	If application and fee are received 5 days prior to the event
	\$95	If application and fee are received less than 5 days prior to the event
<i>Potentially Hazardous Foods: Tofu or other soy products, beef, pork, lamb, milk products, cooked rice, beans, sprouts, raw seeds, shell eggs, sliced melons, poultry, fish, potatoes, garlic-in-oil mixtures, shellfish, crustacea, most items that require temperature control.</i>		
<input type="checkbox"/> Veteran's Food Permit	DD214	Fee Exempt: A copy of DD214 must accompany application 5 days prior to event
<input type="checkbox"/> Non-Profit Food Permit	Tax ID #: _____	Fee Exempt: Tax ID# and document must accompany application 5 days prior to event

PLEASE PRINT CLEARLY. All information requested must be completed. If something does not apply to your operation, mark "N/A" in the space provided

Food Booth Name: _____ Booth Contact Person: _____

Contact Person Phone: _____ Mailing Address: _____

Email Address: _____ Name of Event: _____

Event Coordinator: _____ Event Dates: _____

Event Address : _____ Hours of Operation: _____

Is offsite food preparation required? YES NO If you checked "Yes", give location: _____

Please Note: You may NOT prepare or store any food at home. All preparation shall take place in either a licensed facility or in your booth at the event.

Utensil Washing Station Available? Yes No Hand Washing Station Available? Yes No

Cooking equipment used in booth: _____

How will hot food be kept hot? _____

How will cold food be kept cold? _____

Water Source: _____

Food / Beverages to be Provided: _____

Read the following statement, then sign and date below: **In applying for this permit, I have read and am familiar with the operational requirements found in the Guidelines for Operating a Temporary Food Booth at a Fair or Community Event, and I agree to comply with all legal requirements:**

Signature: _____ Date: _____

DO NOT WRITE BELOW — FOR EH OFFICE USE

Approved By: _____

Permit Issue Date: _____

Payment Information:

Date Rec'd: _____ Payment #: _____

Amount Rec'd: _____ Rec'd By: _____