



Environmental Health Division

LETTER TO EVENT COORDINATORS



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

enviroh@mendocinocounty.gov

Fort Bragg Office: 120 W Fir Street
Ph: 707-961-2714

Dear Event Coordinator,

Environmental Health has upgraded the process by which it accepts applications and fee submittals for Community Events/Fairs and Temporary Food Booth Vendor applications. You can now download our applications, pay for permit fees, and find helpful information by visiting our website at mendocinocounty.gov/eh and clicking on the Consumer Protection button.

Applications and payment receipts can then be emailed to enviroh@mendocinocounty.gov for processing. You are still able to visit our counter during business hours to submit your application or submit your application by mail.

Please read below carefully for the changes/improvements to this process, as well as your responsibilities as the community event/fair organizer or coordinator.

Community Event Permit Applications (including site plan, food vendor list, and fees) must be submitted a minimum of one month (30 days) prior to the event start date. If the Community Event requires a Use Permit and Tax Collector approval, it is a minimum of 60 days. Late and incomplete application submittals will be charged a late fee. The Community Event Permit fees are as follows:

Event on Time: < 15 Food Vendor Booths = \$249

Event with Late Fee: < 15 Food Vendor Booths = \$254

Event on Time: 15+ Food Vendor Booths = \$249

Event with Late Fee: 15+ Food Vendor Booths = \$254

Non-Profit Community Event Applications submitted late will not be exempt from the late fee.

- ◇ Community Events/Fairs where there are For-Profit Temporary Food Booth Vendors present are required to obtain a Community Event Permit.
- ◇ Community Events/Fairs that have *only* Non-Profit Temporary Food Booth Vendors present are still required to obtain a Community Event Permit. The permit fee will be waived for the food vendor permits.

As the Community Event Coordinator, it is your responsibility to provide Environmental Health with your completed Community Event Permit Application. This will include the following:

- **Processing Fee**— A late fee will be assessed on complete submittals that are submitted less than one month (30) days prior to event
- **Site Map**—Showing the proposed locations of the temporary food facilities, restrooms, and shared facilities such as sinks, sewer access, and dumpsters.
- **Proposed Food Vendor List**—Showing the vendor and contact names, complete mailing address, email address, and phone number.
- **Toilet Facilities**—Number of toilet room facilities available to the food vendors and to the public (at least one toilet facility must be provided within 200 feet of each temporary food facility and be equipped with toilet paper in the bathroom stalls, as well as hand washing stations with hot and cold running water, pump soap dispenser with soap in it, and single-use paper towels or hot air blowers).

As the Event Coordinator, it is your responsibility to:

1. Distribute the *Guidelines for Operating a Temporary Food Booth* booklet with applications to your anticipated food vendors, **or**
2. Provide our website information for the applications, guidelines, and online payment of permit fee to each temporary food vendor who will be at your event,.

Failure to provide this information in a timely manner may delay processing and issuing of permits, as well as result in increased fees to the vendors for late application submittals.

- ◇ All Temporary Food Booth Vendors are required to obtain an Operating Permit for each food booth they will have, regardless of whether the vendor is For-Profit, Non-Profit, Veteran Exempt, selling their food, or giving away free samples of prepared foods.
- ◇ Permit fees will be waived for Non-Profit and Veteran Exempt Temporary Food Booth Vendors with submission of official documentation showing their Non-Profit or Veteran Exempt status, **except** for Veteran Exempt booths that are selling alcohol or spirits.
- ◇ Temporary Food Booth Vendor Permit Applications are to be submitted by the individual food vendor, with the appropriate fee or the Federal or State Tax Exemption letter showing the Non-Profit ID#, or a copy of the Veteran Exemption (DD214 Form), directly to Environmental Health no less that 5 business days prior to the event.

NOTE:

- ◇ Environmental Health will only inspect Community Events that are longer than one day and have 5 or more Temporary Food Booth Vendors present.

Vendors are strongly advised to apply for their food booth permits early, thereby avoiding late penalties.

No money will be collected for permits in the field at the event.

If a vendor is at the event without a permit, they will be required to submit their application with the late fee, and make their payment immediately at either our Ukiah or Fort Bragg office in order to continue participating in the event. Payment can also be made online at mendocinocounty.gov/eh.

If you have questions, please call our Ukiah office at 707-234-6625, or our Fort Bragg office at 707-961-2714.

As a reminder, you can now download our applications, pay for permit fees, and find helpful information by visiting our website at mendocinocounty.gov/eh and clicking on the Consumer Protection button. Applications and payment receipts can then be emailed to enviroh@mendocinocounty.gov for processing. You are still able to visit our counter during business hours to submit your application or submit your application by mail.

We thank you in advance for your compliance as the coordinator of a community event.