



Inyo County Department of Environmental Health

Temporary Food Facility Application

A **Temporary Food Facility** is a food facility approved by the Inyo County Environmental Health Department that operates at a fixed location for the duration of an approved community event or a swap meet only as a part of the community event or swap meet.

This application packet is for food vendors seeking a Temporary Food Facility (TFF) Permit to operate at a community event. A TFF permit is required to sell or give away food or beverages, including samples, at a community event.

Please read all information in this packet before the event, but only return pages 2-5 with your payment to the Bishop address on the top of the application or email inyoehd@inyocounty.us. Pay by check or website online payments. <https://www.inyocounty.us/> Instructions for online payment: Select all other payments, make a one-time payment, Category: Environmental Health, Type: Food Permits, fill out information, Payment: One-time fee \$60 or Annual \$176, under permit number place business name. See the application for fee information.

A Couple of things:

1. A blank Commissary Agreement is attached to this application packet. You **only** need to fill it out if:
 - Food is prepared or stored off-site, or
 - You hire a caterer that does not hold an Inyo County Food Facility Permit

Note: If you have a Cottage Food Operator Permit for the foods you are selling, provide a copy of it instead of a Commissary Agreement.

2. If selling or giving away prepackaged food, you may additionally need to submit a:
 - Processed Food Registration (PFR) from the California Department of Public Health (CDPH)* or
 - Cannery license from CDPH*

* CDPH information and forms are located online at:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx>

Inyo County Environmental Health Department

1360 North Main St., Bishop, CA 93514 Phone: 760-878-0238 inyoehd@inyocounty.us

Temporary Food Facility Application

Submit the complete application **30 days prior to the event**. **Incomplete applications** will not be accepted and will be returned. Applications submitted less than 14 calendar days prior to the event are subject to a **25% late fee**. Applications submitted less than **2 days prior** may not allow sufficient processing time to obtain a permit. A **penalty fee** of up to **three times the permit fee** is assessed for operating without a permit at an event.

Name: _____ Business Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____ City _____ State: _____ Zip: _____

Name of Temporary Food Facility (Name on sign): _____

Type: Booth Truck/Trailer Cart Building Soft Serve: Yes No

Event Name: _____ Event Date(s): _____

Is the food preparation or food storage taking place at the event or somewhere else? _____

If somewhere else please give the name, phone number and address of the facility.

Name: _____

Phone Number: _____

Address: _____

Please list the foods that you will be selling at the event:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any **changes are made to the menu or if the preparation level changes**, please check with our office to determine if a new application needs to be submitted. Please submit changes 30 days prior to the event to avoid late fees.

At the end of the operating day, **destroy** all potentially hazardous foods that were required to be **held at or below 45°F**

At the end of the operating day, **destroy** all potentially hazardous foods that were required to be **held at or above 135°F**

Inspector Initial: _____

Temporary Food Facility Application

Enclosure

Floor Material: _____ Wall Material: _____
4 Walls Required

Ceiling Material: _____ Size of Pass-Through Window: _____

***Separate receptacle for paper towel waste ONLY is required by the California Retail Food Code.**

Facilities

Type of Warewashing Sink:

Permanently plumbed sink Self-Contained Portable Sink 3- Compartment Container Set-Up

Type of Handwashing: **Separate towel receptacle is required per California Code 114197**

Permanently plumbed sink Self-Contained Portable Sink

Equipment

Identify all of the equipment that will be used in food preparation:

Barbeque Grill Range Burner Deep Fryer Griddle Mixer
 Char broiler Blender N/A Other (Specify): _____

Will multi-use kitchen utensils be used in food preparation at the TFF? (Knives, spatulas, bowls, etc.)

Yes No

*** MULTI-USE CONSUMER EATING AND DRINKING UTENSILS ARE PROHIBITED**

Hot and Cold Holding Equipment

Cold Holding:

Mechanical Refrigeration Ice Chest Cold table
 N/A Other (specify): _____

Hot Holding:

Steam Table Chaffing Dishes Electric Soup Warmer
 Hot Holding Cabinet Hot Dog Roller Grill Electric rice Cooker/Warmer
 N/A Other (specify): _____

TFF Permit Fees Effective January 1, 2023

Temporary Food Facility Permit Types

Please note the following:

- It is prohibited to prepare or store food at a private home unless you possess a current, valid Cottage Food Operation (CFO) permit or registration.
- You must obtain a TFF permit for each TFF you operate at the same time in Inyo County. For example, a kettle corn vendor who sets up a TFF at two farmers’ markets held at the same time, on the same day, would require two permits.
- Any food facility found to be operating without a valid food facility permit is subject to closure and a penalty, which may be up to three times the amount of the permit fee.

Annual vs. Five Consecutive Days or Less

If you are operating at only one event for five consecutive days or less during the month of the event and the 11 months following you would apply for the 5 Consecutive Days or less permit at your appropriate preparation level (see below). If you are operating at more than one community event or for longer than five consecutive days, you would apply for the Annual permit at your appropriate preparation level (see below).

Veteran’s Exemption

If you are an honorably discharged or released United States military service veteran and sole proprietor of your business, please contact our office to see if you qualify for a veteran’s exemption.

Permit Type Please choose the permit you are applying for below	Complete Application Fees	
	On-Time	Less than 14 calendar days prior 25% late fee added
<input type="checkbox"/> Annual Temporary	\$176.00	\$220.00
<input type="checkbox"/> One Time Temporary (5 consecutive days or less)	\$60.00	\$75.00
<input type="checkbox"/> Veteran’s Exempt Food Facility(form and proof required)	No Fee	\$88.00
<input type="checkbox"/> 501c3 non-profit exemption(proof of exemption letter from IRS)	No Fee	\$88.00
<input type="checkbox"/> Inyo County permit holder	No Fee	\$88.00

I certify that all information included in this application is true and correct. I certify that I have the authority to sign this application. I am 18 years of age or over and understand that picture ID is required. 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 understand that this application must be complete to be considered for submittal.**

I understand that the failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

Application completed by:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Office Only:

Payment received: Amount _____ Type _____ Date _____



Inyo County Environmental Health

1360 North Main Street
Bishop, CA 93514
(760) 878-0238

COMMISSARY SERVICES AGREEMENT FORM

INYO COUNTY COMMISSARY

OUT-OF-COUNTY COMMISSARY

A. BUSINESS INFORMATION

Business Name: _____ Phone Number: _____

Owner/Operator: _____ Email: _____

Mailing Address: _____ City: _____ Zip: _____

I, _____, hereby state that the above information is current, true, and correct to the best of my knowledge and agree to utilize my approved commissary in accordance with the California Health & Safety Code, California Retail Food Code, and Inyo County Environmental Health and Safety, requirements. **Note: If this Commissary Agreement is modified or cancelled, and a new Commissary Agreement is not provided to this department, your permit to operate a food facility will be subject to suspension or revocation. This Commissary Agreement shall be effective for no longer than one year.**

Signature: _____ Date: _____

B. COMMISSARY INFORMATION

Facility Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Owner/Operator: _____

C. COMMISSARY OWNER/OPERATOR AGREEMENT

I, OWNER/OPERATOR, WILL PROVIDE THE FOLLOWING SERVICES TO APPLICANT:

COMMERCIAL COOKING KITCHEN	YES <input type="checkbox"/> NO <input type="checkbox"/>	OVERNIGHT MFF PARKING/STORAGE	YES <input type="checkbox"/> NO <input type="checkbox"/>
FOOD/EQUIPMENT DRY STORAGE	YES <input type="checkbox"/> NO <input type="checkbox"/>	LIQUID WASTE DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>
REFRIGERATED/FROZEN FOOD STORAGE	YES <input type="checkbox"/> NO <input type="checkbox"/>	ELECTRICAL HOOK UP	YES <input type="checkbox"/> NO <input type="checkbox"/>
WAREWASHING AREA	YES <input type="checkbox"/> NO <input type="checkbox"/>	GREASE/OIL DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>
POTABLE WATER SUPPLY	YES <input type="checkbox"/> NO <input type="checkbox"/>	GARBAGE AND REFUSE DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>

List all foods provided by the commissary and company(ies) from which foods are purchased:

Food	Company

I, _____, hereby state that the information I have provided is current, true, and correct to the best of my knowledge and meets the California Health & Safety Code requirements. If the food facility operator fails to comply with the conditions of this contract, or if this contract is modified or cancelled, the commissary owner shall notify this office immediately.

Signature: _____ Print Name: _____ Date: _____

Temporary Food Facility Requirements

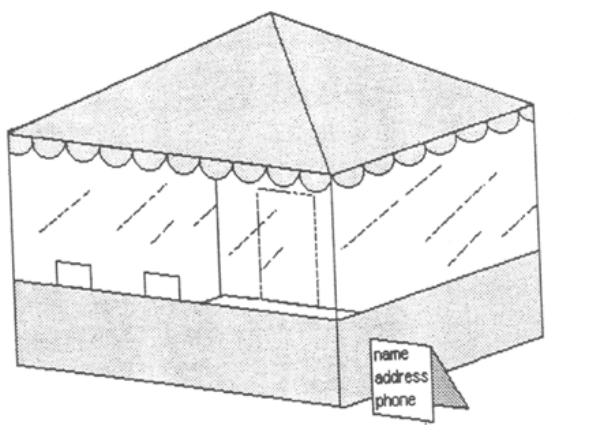
Construction:

Ceilings and other outer exclusionary barriers

- (a) You shall equip all food preparation, food storage, and ware washing areas of your temporary food facilities with overhead protection made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.
- (b) You should completely enclose all four sides of your structure, with closeable pass-through windows where needed, temporary food facilities that handle non-prepackaged food, i.e., facilities that prep onsite.
- (c) Temporary food facilities that handle non-prepackaged food shall also protect food from contamination in one of the following ways:
 - (1) The enclosure of the food facility with 16 mesh per square inch screens
 - (2) Limiting display and handling of non-prepackaged food in food compartments.
 - (3) Or with another alternative, effective means approved by the Inyo County Department of Environmental Health.

Floors

- (a) Temporary food facilities that handle non-prepackaged food shall provide floors constructed of concrete, asphalt, tight wood, tarps, or other similar cleanable material kept in good repair.
- (b) We are a rural county, and rodents can be an issue! Temporary food facilities shall prevent the entrance of vermin by constructing the facility in a way that eliminates the gap between the floor and the temporary wall.



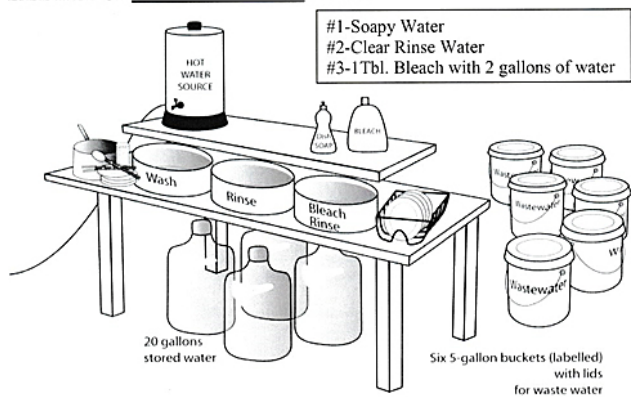
Identification of the operator

- (a) The name of the facility, city, state, zip code and name of the operator shall be legible and visible to patrons. You shall write the facility name in letters at least three inches high in a contrasting color. Letters and numbers for the city, state, and zip code may not be less than one inch in height.

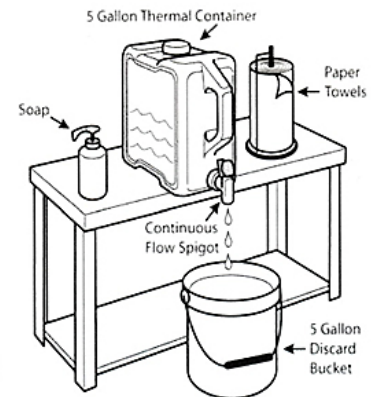
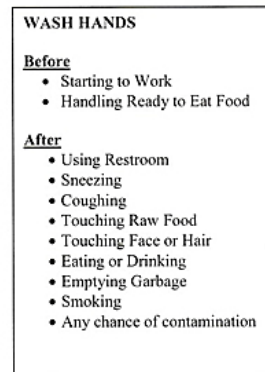
Ware washing facilities:

- A ware washing sink may be shared by no more than four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.
- Based on the number and types of utensils used, the local enforcement agency may allow up to eight temporary food facilities to share a ware washing sink when easily accessible and located within 100 feet of each temporary food facility.
- Based on local environmental conditions, location, and similar factors, the local enforcement agency may, in lieu of a ware washing sink, allow a temporary food facility operating no more than 4 hours per day at a single event to provide an adequate supply of utensils and spare utensils when they have been properly washed and sanitized at an approved food facility and are stored and kept free of becoming soiled or contaminated.

EXAMPLE OF UTENSIL WASHING SET-UP



EXAMPLE OF HANDWASH SET-UP



(d)

Alternate handwashing facilities

- Handwashing facilities for temporary food facilities that operate for three days or less may include a container capable of providing a continuous stream of water from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 10 to 15 seconds, inclusive.
- Temporary food facilities that handle only prepackaged food shall not be required to provide a handwashing facility unless they are sampling.
- You shall provide a catch basin to collect wastewater, and you shall dispose of the wastewater properly.
- You should equip washing facilities with soap and single-use sanitary towels.
- A separate receptacle is required for towel waste per California Code 114197.

Toilet facilities are the responsibility of the Event Coordinator, but you should have:

- At least one toilet facility for every 15 employees within 200 feet of your temporary food facility.
- Each toilet facility shall have approved handwashing facilities.

Cleaning and servicing

- (a) Temporary food facilities that operate for more than one day shall be cleaned and serviced by methods approved by the enforcement agency.

Equipment and Utensils

Consumer utensils

- (a) A temporary food facility shall provide only single-use articles for use by the consumer.

Equipment

- (a) We will approve, or not, your food-related and utensil-related equipment used in conjunction with your temporary food facility.
- (b) You shall provide cold and hot holding equipment to ensure proper temperature control during transportation, storage, and operation of your temporary food facility.
- (c) Equipment shall be located and installed to prevent food contamination.

Storage

Storage of food, utensils, and related items

- (a) During periods of operation, supplies, and non-potentially hazardous food, in unopened containers may be stored adjacent to the temporary food facility or in unopened containers in an approved nearby storage unit. An unopened container means a factory sealed container that is not opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.
- (b) During periods of in operation, you shall store food within a fully enclosed temporary food facility, within a permanent food facility, within another facility approved by the enforcement agency, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

Food & Drink Requirements

Food From an approved source

- (a) You shall have no home-canned or home processed foods within a temporary food facility.
- (b) Notwithstanding subdivision (a), non-potentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or by an established club or organization that operates under the authorization of a school or educational facility for fundraising purposes at community events.

Food Preparation at community events

- (a) You shall conduct all food preparation at a community event within the temporary food facility or other approved food facility.

- (b) Barbeques, 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 temporary food facility.
- (c) You shall separate grills and barbeques or other approved cooking equipment from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.

Holding temperatures – potentially hazardous food

- (a) During operating hours of the temporary food facility, potentially hazardous food may be held at a temperature not to exceed 45°F for up to 12 hours in any 24 hours.
- (b) You shall destroy potentially hazardous food held at 45°F at the end of the operating day in a manner approved by the enforcement agency.
- (c) You shall destroy potentially hazardous food held at or above 135 °F at the end of the operating day in a manner approved by the enforcement agency.

Hot and cold beverage counter

- (a) Temporary food facilities may include a staffed counter that serves hot and cold beverages and ice that is not potentially hazardous food, dispensed from approved bulk dispensing units.

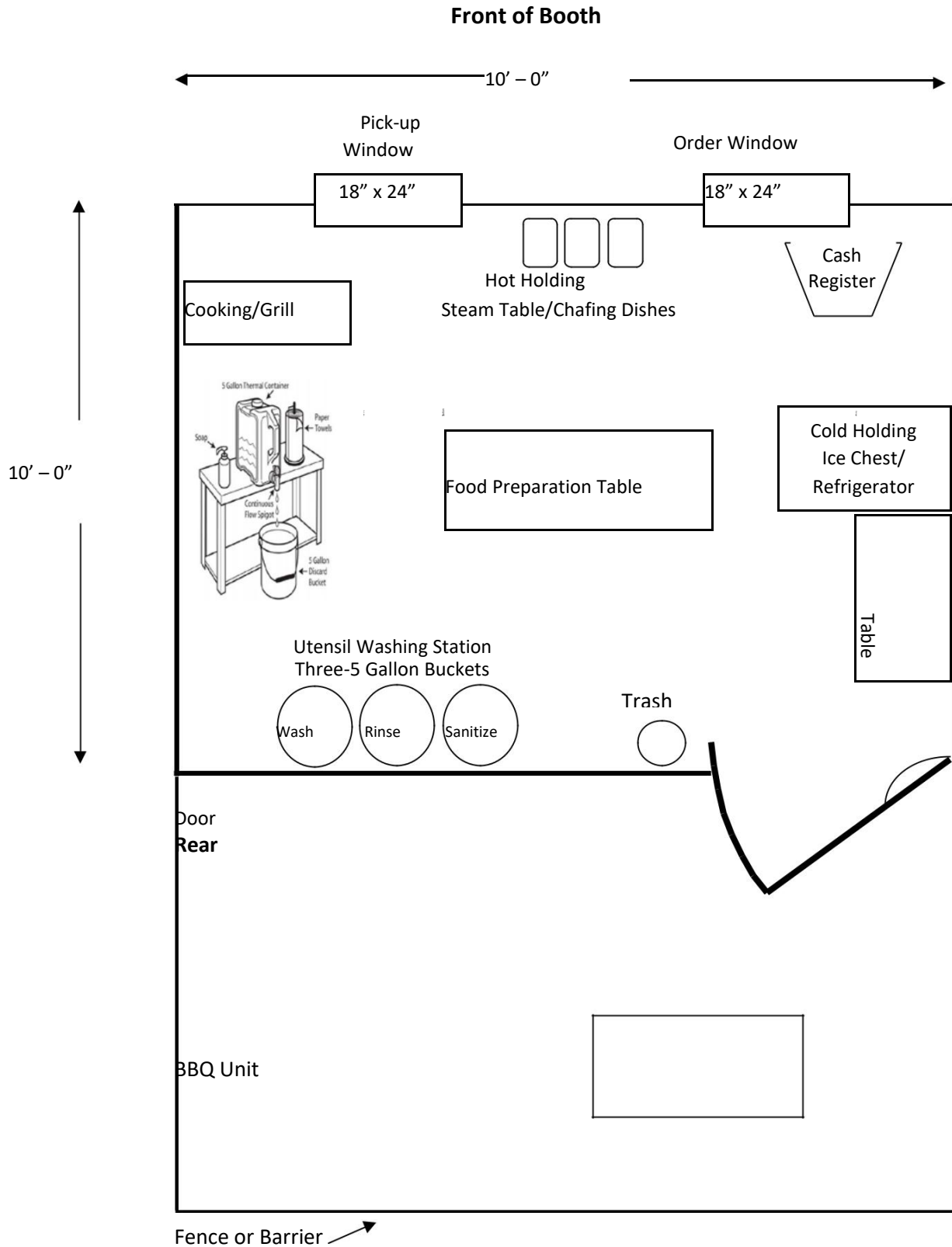
Ice

- (a) Ice used for refrigeration purposes shall not be used for consumption in food or beverages.

Temporary Food Facility Helpful Information

Do not turn in with your application

Sample Layout of a TFF



County of Inyo Department of Environmental Health Services
 1360 North Main St., Bishop, CA 93514 760-878-0238 inyoehd@inyocounty.us
www.inyocounty.us/environmentalHealth

Temporary Food Facility Self-Inspection Checklist – Please Do Not Turn In, Use for TFF Setup at Event(s)

1 FOOD SOURCE AND TEMPERATURE		Initial When Complete
A	Approved Source: All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at a private home without a valid CFO permit or registration is prohibited.	
B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary TFF. Food stored or prepared at an unapproved location is prohibited.	
C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.	
D	Holding Temperatures: Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 45°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (45°F or less). <i>Perishable food held cold at 45°F or below or hot at 135°F or above must be discarded at the end of the operating day. Overnight storage requires mechanical refrigeration, and that food be held at 41°F or colder for duration of event.</i>	
E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: <ul style="list-style-type: none"> • 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork, or poultry. • 155°F for 15 seconds for ground fish and ground meat (hamburgers) • 145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat. 	
F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.	
G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.	
2 PERSONNEL		
A	Health: Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing. Employees experiencing vomiting and/or diarrhea must be excluded from food-related activities. Permit holder requires food employees to report illnesses as required to the Person in Charge (PIC).	
B	Handwashing: Handwashing facilities shall be provided inside the TFF and include a 5-gallon warm water (100°F - 108°F) supply in a container with a spigot to allow hands-free washing, catch bucket for wastewater, paper towels and soap in a pump dispenser. Note: <i>Facilities that operate more than 3 consecutive days shall provide plumbed handwashing facilities equipped with warm water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each handwashing facility.</i>	
C	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.	
D	Food Preparation: Avoid bare hand contact with ready-to-eat food. Use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Wash hands prior to putting on gloves and in between glove changes.	
3 FOOD AND UTENSIL STORAGE AND HANDLING		
A	Hot and Cold Storage: Necessary equipment and supplies to maintain proper food temperatures, 45°F or less for cold foods, 135°F or above for hot foods (e.g. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel, etc.).	
B	Storage: All food and equipment (except BBQs) shall be stored inside the TFF and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).	
C	Food Storage During Multiple Day Events: During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment.	
D	Customer Self-Service: Condiments must be dispensed in single-service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.	

Temporary Self-Inspection Checklist (cont'd)

3	FOOD AND UTENSIL STORAGE AND HANDLING (cont'd)	Initial When Complete
E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (see Sampling Guidelines).	
F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.	
G	Cross-Contamination: Food shall be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).	
4 CLEANING		
A	Utensil Washing: Provide either a bucket/tub container system or a three-compartment sink with potable running water for utensil washing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 100 ppm chlorine or quaternary ammonium at 200 ppm). After sanitizing, let utensils completely air dry to allow the full sanitizing effects of the sanitizer to take place. Special Conditions: - TFFs that operate for more than 3 consecutive days at a community event and handle unpackaged perishable food shall be equipped with a plumbed stainless-steel utensil-washing sink with three compartments and two integrally installed stainless steel leaves. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing valve. Up to eight TFFs may share the plumbed three compartment utensil-washing sink when within 100 feet. - If an event is four hours or less and extra sets of sanitized utensils are provided, a ware washing area is not required.	
B	Wiping Cloths: Wiping cloths shall be used once then laundered or thrown away or shall be stored in a clean sanitizing solution of proper concentration (see concentration of utensil washing above) between uses.	
5 WATER SUPPLY AND WASTEWATER DISPOSAL		
A	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, hand washing and drinking. At least 20 gallons per TFF per day for utensil and hand washing are required. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).	
B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.	
6 PREMISES		
A	Garbage: Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.	
B	Separate hand washing towel receptacle: 5 gallon bucket or trash can acceptable next to hand washing sink.	
C	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.	
D	Lighting: Adequate lighting shall be provided.	
7 TFF		
A	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable, and nonabsorbent.	
B	Enclosure: All TFFs shall have an overhead canopy. TFFs moderate food preparation shall be fully enclosed with four complete sides, excepting the BBQ area. Perimeter barriers for BBQ required.	
C	Signs and Documentation: Signage with facility name, operator name, city, state, and zip code are posted. A food permit is posted. Notice that the last inspection report is available for review is posted.	
D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.	
E	Access Doors and Pass-Thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows should only be large enough to serve your food through, with a flap or screen to cover the window or opening.	
F	Fire Safety: Check with the local fire department regarding necessary fire extinguishers and fire codes.	
G	Provisions for Wind: Weights to hold TFF in place in high winds may be needed.	

Guidelines for Sampling Food at a Community Event

The following guidelines are for food facilities and demonstrators providing samples of processed food products to the public at a community event. These guidelines are designed to help ensure that food samples for the public are safe and unadulterated.

1. Food intended for samples shall be handled so as to be pure, free from contamination, adulteration, and spoilage. All food shall have been obtained from approved sources.
2. Sampling shall be done in such a way as to prevent customers from touching, coughing, or sneezing on food meant for others.
3. Keep samples in clean, covered containers approved by Environmental Health and Safety. A clear plastic container with a hinged lid, or a plate with a clear dome cover, provides effective protection from contamination while allowing the customer to see the product.
4. Potentially hazardous foods shall be kept at or below 45°F, or at or above 135°F.
5. Handwashing facilities, with single-service soap and paper towels, must be readily available for use near each location where products are being cut into samples.
6. Waste shall be contained to minimize odor and insect development. Provide leak-proof garbage receptacles with close-fitting lids at each area/TFF for disposal of pits, peels, food waste, and rubbish.
7. Utensils and cutting surfaces shall be washed, rinsed, and sanitized every four hours during use. For sanitizing, provide a chlorine solution of one tablespoon or capful of liquid bleach per gallon of water.
8. Cutting surfaces shall be smooth, non-absorbent, and easily cleanable, and approved by the Health Department.
9. Clean, potable water shall be used for washing food and food contact surfaces.
10. Wash water and/or wastewater must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.
11. Toothpicks or disposable utensils shall be used to distribute samples to minimize hand contamination.

