

**Alameda County Environmental Health Department**  
**FOOD BOOTH OPERATOR Application**  
**Health Permit Application for Food & Beverage Booths at Temporary Events in Alameda County**  
**(For events in the City of Berkeley, contact the City of Berkeley Environmental Health Department)**

At the event, will you be operating a:  Food Booth (fill out the application below) or  
 Food Truck or Trailer : **Do NOT fill out this application.** Download and complete the  
 Mobile Food Facility Permit Application: [http://www.acgov.org/aceh/food/mobile\\_food\\_units.htm](http://www.acgov.org/aceh/food/mobile_food_units.htm)

Date Rec'd: / /		Rec'd By:	PE Code:	Amount: \$	EV#:	Approved By:	Date: / /
<b>Office Use</b>							
<b>Please Print</b>							
Booth Owner's Name:						OW# <span style="float: right;">Office Use</span>	
Business Phone: ( ) -				Cell Phone: ( ) -			
E-mail Address:				Fax #: ( ) -			
Business Address				Mailing Address			
Street #		Street Name		Street #		Street Name	
City		State		ZIP code		City	
State		ZIP code		City		State	
Name of Your Booth (DBA):						FA# <span style="float: right;">Office Use</span>	
Number of Your Booths at this Event: _____ of _____ (Attach a completed application for each booth)							
Event Name:						Sponsor EV#	
Event Location:							
Street #		Street Name		City		State	
State		ZIP					
Booth Operation Dates (one time permit ≤ 4 contiguous days or 90-day permit ≤ 5-25 days)***						EV#	
Start Date:				End Date:			
Event Sponsor Name:			Sponsor Phone: ( ) -		Sponsor Email:		
Is any food washed, portioned, prepared, and/or stored off-site prior to the event (circle)? <b>Yes</b> or <b>No</b>							
If "Yes", provide information for <u>Permitted, Off-Site Food Preparation Facility</u> and enclose a copy of their local health permit and/or <u>State Food Processing License</u> :							
Name: _____ Phone ( ) - _____ Email/Fax: _____							
Address:							
Street Number		Street Name		City		State	
County		State		Zip code			
IMPORTANT: ALL FOODS MUST BE PREPARED & STORED IN A FACILITY WITH A VALID HEALTH PERMIT. NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED*. ALL FOOD MUST BE FROM APPROVED SOURCES. * Approved Alameda County CFO Permit/Registration Excepted							
<b>Complete MENU LIST &amp; QUESTIONS REGARDING SAFE FOOD OPERATIONS BELOW:</b>							
<b>MENU</b>							
<b>Please List all foods to be served and all key equipment to be used in your booth.</b>							
Name of Food or Beverage (If needed, attach separate page to include all menu items)		Prepared Off-Site (Circle One)		Cooking Equipment to Be Used In the Booth (See Advisory Notice on Pg 4!)		Equipment to Be Used to Hold the Food at a Safe Temperature Cold: Less than 45°F Hot: Greater than 135°F	
Chafing dishes with sterno not allowed!							
1		Y N					
2		Y N					
3		Y N					

Complete questions below regarding Food & Beverage Booth Operations at Temporary Events in Alameda County:

FOOD SAFETY QUESTIONS & EQUIPMENT REQUIRED TO OPERATE AT THE EVENT	
Food Safety/Handling Certification	<p>At least one food handler working in the food booth at this event will have in possession their up-to-date Food Safety Training Certificate or Food Handler Card?</p> <p><input type="checkbox"/> Yes (Attach a copy of the certificate or card with this application.)</p> <p><input type="checkbox"/> No (Complete and submit with your application the "Food Safety Quiz for Temporary Food Facility Operators". Copies of the quiz can be obtained at our office or downloaded from our website <a href="http://www.acgov.org/aceh/food/temp.htm">www.acgov.org/aceh/food/temp.htm</a></p> <p><i>Section 113947.1 (c) ... temporary food facilities that prepare, handle, or serve nonprepackaged food shall have an owner or person in charge who can demonstrate to the enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation.</i></p>
Equipment Transportation	How will you make sure that utensils & equipment arrive at the event in a clean and sanitary condition?
Food Transportation	<p>How will potentially hazardous foods (PFHs) be kept hot or cold during transportation to the event?</p> <p>How will food be protected from possible cross-contamination during transportation to the event?</p>
Food Preparation (Washing)	For foods that need to be washed (such as produce, etc.): Where will you wash it?
Food Preparation (Thawing)	<p>How will you thaw frozen foods?</p> <p><i>Note: Frozen foods must be properly thawed at an off-site permitted food facility before the event unless frozen foods are thawed as part of the cooking process at the event (e.g., barbecuing frozen hamburger patties or deep fat frying frozen chicken nuggets or corn dogs to proper temperatures).</i></p>
Liquid Waste	Where will you dispose of the dirty water collected from hand and utensil washing inside your booth?
Thermometer	Probe-type (0°F to 200°F) must be available for monitoring temperatures of perishable food.
Handwashing Facilities <input checked="" type="checkbox"/> Indicate planned set-up	<p><input type="checkbox"/> Plumbed Sink or</p> <p><input type="checkbox"/> Gravity Flow container with spigot/faucet to allow water flow with both hands free.</p> <p>➤ A minimum of 5 gallons of water in a container with a "hands free" spigot, a bucket to catch wastewater, liquid soap (in a dispenser) and disposable paper towels. (See example of set-up below.)</p>
Utensil Washing Facilities <input checked="" type="checkbox"/> Indicate planned set-up	<p><input type="checkbox"/> Plumbed (3 compartment) Sink or</p> <p><input type="checkbox"/> At least three containers/buckets (#1- washing, #2- rinsing, and #3- sanitizing)</p> <p>➤ At least 20 gallons of potable water for each booth per day.</p> <p>➤ A catch basin for wastewater. (See example of set-up below.)</p> <p><b>Note: "Sanitizing Bucket":</b> One tablespoon of chlorine bleach for each gallon of water. Provide test strips for monitoring concentration of chlorine in bucket #3. (See below)</p>
<b>NO HOME PREPARATION OR STORAGE OF FOOD IS ALLOWED*. ALL FOOD MUST BE FROM APPROVED SOURCES. * Approved Alameda County CFO Permit/Registration Excepted</b>	

**HAND WASH SET-UP**

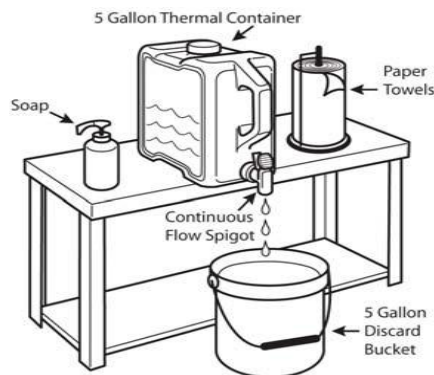
**WASH HANDS**

Before

- Starting to Work
- Handling Ready to Eat Food

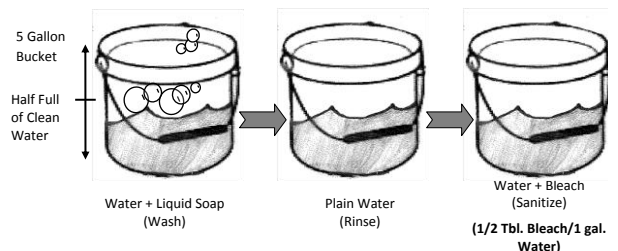
After

- Using Restroom
- Sneezing
- Coughing
- Touching Raw Food
- Touching Face or Hair
- Eating or Drinking
- Emptying Garbage
- Smoking
- Any chance of Contamination



**UTENSIL WASH SET-UP**

- Step #1: Wash  
 Step #2: Rinse  
 Step #3: Sanitize  
**(1/2 Tablespoon Bleach for 1 Gallon Water)**  
 Step #4: Air Dry



**Temporary Event Booth Operator Fees**  
**Permit Fees (effective July 1, 2013 through June 30, 2014)**

Event Duration ***	NON-PREPACKAGED FOODS (Food preparation, handling & portioning; Foods served to customers without packaging)		PREPACKAGED FOODS (Prepackaged food or beverages served to customers in original, unopened package)	
	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day Period (Same Event)
Program Element	P/E 1903	P/E 1904	P/E 1905	P/E 1906
Permit Fee	\$143.00	\$360.00	\$72.00	\$177.00
*50% Late Penalty	\$71.50	\$180	\$36.00	\$88.50
*Total Due with Penalty	\$214.50	\$540	\$108	\$265.50
Program Element Fee Exempt	P/E 1907	P/E 1908	P/E 1909	P/E 1910
**Fee Exempt Programs	No Fee Required	No Fee Required	No Fee Required	No Fee Required
**Fee Exempt, Late Penalty	\$54.00/booth	\$54.00/booth	\$54.00/booth	\$54.00/booth

\*Applications and payment received less than **5 business days** before the event will be charged a **50% penalty fee**. All applicable permit fees must be submitted with completed applications.

\*\*If you are requesting a fee exemption, review form "Requirements for Fee Exemption" and complete applicable forms/documentation with your application. Forms can be downloaded from our website at <http://www.acgov.org/aceh/forms.htm> . All Fee-Exempt permit applications received less than **5 business days** before the event are subject to a **\$54.00 late penalty fee**.

\*\*\*If the Event occurs year-round (e.g., farmers or flea markets) and you are selling non-Potentially Hazardous Foods (PHF) or pre-packaged, cold-held PHF's, please contact the Vehicle Program at 510-567-6754 to inquire about annual permitting. Review chart above and circle

- A Health Permit is required to sell or giveaway food or beverage to the public. A Temporary Food Booth Operator Application must be submitted for each temporary food booth that sells or gives away food or beverage.
- Food Booth Operator permits will not be issued until a Sponsor Permit has been issued for the event. Sponsors can obtain a Sponsor Application for Temporary Events from our office or download the form at <http://www.acgov.org/aceh/forms.htm>.
- Permits must be obtained prior to arriving at the event. No permits will be issued at an event.
- Temporary Food Booth Operator Permit Applications must be submitted at least 10 business days before the event.
- If an event is cancelled or an application is rejected, 50% of the application fee is not refundable.
- After June 30<sup>th</sup> of each year, print a new application from our website or call 510-567-6856 for fee amounts.
- Send Sponsor applications, Booth Operator applications, and payments (refer to deadlines noted above) to:

**Alameda County DEH, Attention: Special Events Coordinator, 1131 Harbor Bay Parkway, Alameda, CA 94502-6540**

- Make checks payable to: "Alameda County Environmental Health". A 14 business day waiting period will occur before issuance of permit(s) if paying by check.
- To pay by credit card, fax your application to (510)337-1139 and then call 510-567-6858 to receive directions for paying on-line at [www.acgov.org/aceh](http://www.acgov.org/aceh)
- Go to [www.acgov.org/aceh/food/temp.htm](http://www.acgov.org/aceh/food/temp.htm) to review Temp Food Facilities Pocket Guide, FAQ's and to download additional forms or contact the Environmental Health Department at: 510-567-6748

*I have read, understand, and will abide by the requirements for sales or distribution of food from a Temporary Booth.*

Application completed by (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Best Phone Number to Reach you: (        )        -       

**Please complete/review pages 1-4 of this application. Incomplete applications will not be accepted.**

**Remember to enclose copies of:**

- ✓ Booth Worker's Food Safety Certificate or Food Handling Card or
- ✓ Food Safety Quiz
- ✓ Off-Site Food Facility's Local Health Permit and/or
- ✓ State Food Processing License
- ✓ Permit Fees

Office Use

**Unit 5- Vehicles and Temporary Events**

Alameda County Department of Environmental Health  
 1131 Harbor Bay Parkway, Alameda CA 94502  
 Office (510)567-6858 - Fax (510)337-1139

Supervisor (Don Atkinson-Adams) (510)567-6734  
 Permits (Chris Ogbu) (510)567-6748  
 website: [www.acgov.org/aceh/food/temp.htm](http://www.acgov.org/aceh/food/temp.htm)

## Advisory for Temporary Food Booth operators in Alameda County - Effective March 11, 2011

- 1- Under the requirements of the California Health and Safety Code you must protect food from contamination.
- 2- At temporary events **some types of cooking equipment must be moved at least 20 feet away from the tent.** (California State Fire Code)
- 3- The following chart gives some examples of types of equipment which have been seen at events and the types of protection you must provide to protect the food while cooking.
- 4- Be prepared to provide overhead protection for any equipment the fire department requires outside.
- 5- All protection must be constructed to not have sharp corners or sides, be resistant to the wind, and be all metallic (legs and cover.)
- 6- If you have questions please submit a photo to this department for comment and suggestions.

Equipment	Might be allowed inside	Must be outside	Types of overhead protection possible (numbers show several possibilities)
BBQ solid fuel grills		x	None required
Smokers		x	None required
Propane grills		x	None required
Pot stoves (cooking rings)		x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Small Coleman style camp stoves	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1-Lids for pots 2-Metallic cover right above unit 3-Metallic cover above unit and cook
Deep fat fryers		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook 3-Screened lid
Chafing dishes with sterno	Not allowed-cannot keep foods at temperature	Not allowed-	Not allowed-cannot keep foods at temperature
Small (butane) cook stoves	Yes (check with local fire dept)		
Gyro cook units (gas)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Gyro cook units (electric)	Yes (check with local fire dept)		
Propane steam table with enclosed flame	Yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Electric steam table	Yes		
Electric espresso machine	Yes		
Electric oven	Yes		
Propane griddle with enclosed flame	yes (check with local fire dept) (but the propane tank must be outside of the tent and secured.)		
Cooking pancakes on a camp stove	Maybe. Depends on the size of the gas bottle. Check with local fire dept	x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Electric heat lamps	Yes		
Corn roasters (trailers with the corn inside the roaster)		x	None required
Electric crock pots	Yes		
Popcorn machines (electric)	Yes		
Propane- kettle corn cookers with enclosed flame	Yes (but the propane tank must be outside of the tent and secured.)		
Electric waffle makers	Yes		
Electric woks	Yes		
Propane woks (cooking ring, pot stove)		x	1- Metallic cover right above unit 2-Metallic cover above unit and cook
Electric skillet	Yes		
Donut making machine	Yes		
Steam style trailers (hot dogs or tamales)	Yes (but the propane tank must be outside of the tent and secured.)		
Enclosed flame cooking units	Generally inside is ok unless it is grease producing.		