

Catering Registration Application – Required for Caterers of Private Events Only

To apply for a Public Event Permit go to : https://www.acgov.org/aceh/food/TFF_Application_Booth.pdf

Applications expire in six (6) months

- Renewal** call 510-567-6810 to schedule your appointment two months before your permit expires.
- Consultation \$174/hour**
- Application Fee \$207**

Fees are due upon application submittance. All fees are non-refundable and a 14 day-hold will be placed on all checks. We will contact you to schedule a final inspection within two (2) weeks of submittal Permit fees will be due at that time.

Submit this application and payment by mail to the above address or

email your application to: DEHWEBBILLING@acgov.org. You will receive an invoice via email, which you can pay onLINE.

Incomplete applications will delay the review process

FOR OFFICE USE ONLY: SR#	Paid \$	Date Rec'd:
FA#	PR#	

BUSINESS OWNER/APPLICANT NAME <i>(Last Name, First & Middle)</i>	EMAIL ADDRESS
MAILING ADDRESS	CITY, STATE, ZIP
CELL PHONE#	BUSINESS/ALTERNATE PHONE# FAX#
BUSINESS NAME:	
Vehicle Owner Name:	Vehicle Identification Number(VIN):
Vehicle License Plate#	Vehicle Year & Make Owner/Applicant's Driver License#
Circle the Cities within Alameda County where you plan to operate: Alameda Albany Dublin Emeryville Fremont Hayward Livermore Newark Oakland Pleasanton San Leandro San Lorenzo Union City Unincorp/Alameda County	
Please list the other Counties in the greater Bay Area region where you plan to operate:	
BUSINESS OWNER/APPLICANT – SIGNATURE X	POSITION / TITLE DATE
NOTES:	
PE CODE: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Annual Permit Fee \$ _____ <input type="checkbox"/> Approved
REHS Signature:	Date:

CATERER REGISTRATION PERMITTING CHECKLIST

Please attach the following required documents to your permit application:

- Completed Alameda County Caterer Registration Application with required fees
- Menu (Proposed or Current)
- PART D – Commissary Commercial Kitchen Agreement
- Current** Food Safety Certificate of Person in Charge of food safety management
- Current DMV Registration
- Valid Driver License
- Business License(s) from City(s) of operation

Additional documents/items that may be required depending on type of permit:

- Copy of Processed Food Registration from State Food and Drug Branch* <http://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx>
- State Canning Registration* <http://www.cdph.ca.gov/programs/Pages/fdbCAN.aspx>
- Milk Handlers License, Milk Product License, or Soft Serve Machine License issued by Dept. of Food and Agriculture, Milk and Dairy Branch* http://www.cdph.ca.gov/ahfss/Milk_and_Dairy_Food_Safety/Milk_Product_Licenses.html#Frozen
- License issued by the USDA or State Meat, Poultry, and Egg Safety Branch* <http://www.cdph.ca.gov/ahfss/mpes/index.html>
- Copy of Alameda County issued Cottage Food Operator Permit/Registration*
- Copy of HACCP or other applicable food safety program

OPERATIONAL REQUIREMENTS

- A.** A caterer must have a valid health permit. (Section 113920)
- B.** All food, prior to the function, shall be stored and prepared at the caterer's permitted food establishment, or other approved food facility. (Section 113980 and 114010)
- C.** All utensils and equipment shall be washed and stored at the caterer's permitted food establishment. Prior to use, all utensils shall be sanitized according to Sections 114060 and 114090.
- D.** At all times that the caterer has control over the food, including periods of storage, preparation, transportation and service, all food shall be adequately protected so as to be maintained pure and free of contamination, adulteration, and spoilage. (Sections 113980, 114010 and 114050)
- E.** Catering vehicles shall be maintained in a clean, sanitary condition. (Section 114040)
- F.** Utensils and equipment shall be protected from contamination. (Section 114060 and 114260(h))
- G.** All potentially hazardous food shall be transported, prepared and maintained at the appropriate temperatures specified in Section 113995 and 113996.
- H.** The caterer shall not provide home prepared food at a catered function.
- I.** All food handlers shall wash their hands and arms with cleanser and warm water before commencing work, immediately after using the toilet facilities, and as frequently as necessary to prevent contamination of food. (Section 114020)
- J.** Toilet facilities shall be available within 200 feet of the catered function. (Section 114299.5 (f))

COMMISSARY/COMMERCIAL KITCHEN AGREEMENT

PART D

ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH

Section 1: Pursuant to California Retail Food Code, I will notify Alameda County Environmental Health upon termination of this agreement or if the operator voluntarily ceases using this facility

Commissary / Commercial Kitchen	Owner Name
Street Address	City & Zip Code
Cell Phone#	Alternate Phone#

I, (Facility Owner/ Manager) _____
 agree to provide the following services to _____
SERVICES PLEASE CIRCLE YES OR NO:

Facilities to prepare or package food	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Dry food storage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Toilet & handwashing facilities	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Waste grease removal	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Waste tank/sewage disposal	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Chemical storage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Garbage disposal	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Overnight parking (MFPU)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Potable (drinkable) water supply	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Enclosed overnight parking (carts)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical hook-up	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Refrigeration/frozen food storage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Equipment/utensil storage	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Supply food product – i.e. ice, meats	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Warewash facility (i.e. 3 compartment sink)	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

Any "NO" answers must be explained below. Additional Commissary agreements may be required:

Authorized Signer _____ Date _____ Phone _____
 REHS Signature _____ Date _____ Phone _____

Section 2: is required for Commissary/Commercial Kitchen facilities located OUTSIDE of Alameda County or in the City of Berkley

If the proposed facility is located outside of Alameda County and Berkeley, the local Environmental Health Department shall verify that the commissary and/or commercial kitchen has a current health permit by signing below. The establishment is in _____ County/City.
 An REHS signatures verifies that the facility indicated in **Section 1** meets CALCODE: Section 114294 – 114297.

Out of County REHS Name (Please Print)	Phone
Out of County REHS Signature & Date Received	E-mail Address

