



**County of El Dorado**  
**Environmental Management Department**

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**EVENT COORDINATOR PERMIT APPLICATION**

Name of Event: \_\_\_\_\_ Date & Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Name of Coordinator: \_\_\_\_\_

Coordinator's Email: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Coordinator's Mailing Address: \_\_\_\_\_

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**IF THE EVENT WILL HAVE ANY TEMPORARY FOOD FACILITIES IN OPERATION. PLEASE  
SUBMIT THE FOLLOWING AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:**

- **Fees**  
Application fees are \$171.00 per event (1512) and \$223.00 (1518) if submitted within 2 weeks.
- **Site Plan**  
*Submit a site plan indicating the proposed locations for the temporary food facilities (TFF), restrooms, shared utensil washing, hand washing, trash collection and janitorial facilities. Shared facilities will need prior approval.*
- **Food Vendor List**  
*Complete and submit the vendor list on the back side of this page.*
- **Temporary Food Facility Booth Applications:**  
*Submit completed Temporary Food Facility applications with the applicable fees from each food vendor. Food vendors with a TFF Annual Health Permit or TFF Add-On for Food Facilities from EMD allows for operation without additional fees or application.*
- **Restroom Facilities**  
*At least one restroom facility per 15 employees within 200 feet of the temporary food facilities shall be provided. Each restroom shall be provided with hand washing facilities, including soap, and single-use sanitary towels. For larger events, multiple restroom facilities may be required. If portable toilets are proposed, please provide the name of the company providing and servicing the toilets.*
- **Janitorial Facilities**  
*Adequate janitorial facilities with water shall be provided.*

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As **Coordinator**, I have read and understand the “**Temporary Food Facility Requirements**”, and I understand that I am responsible for ensuring compliance with the California Retail Food Code by having temporary food facilities operating at this event.

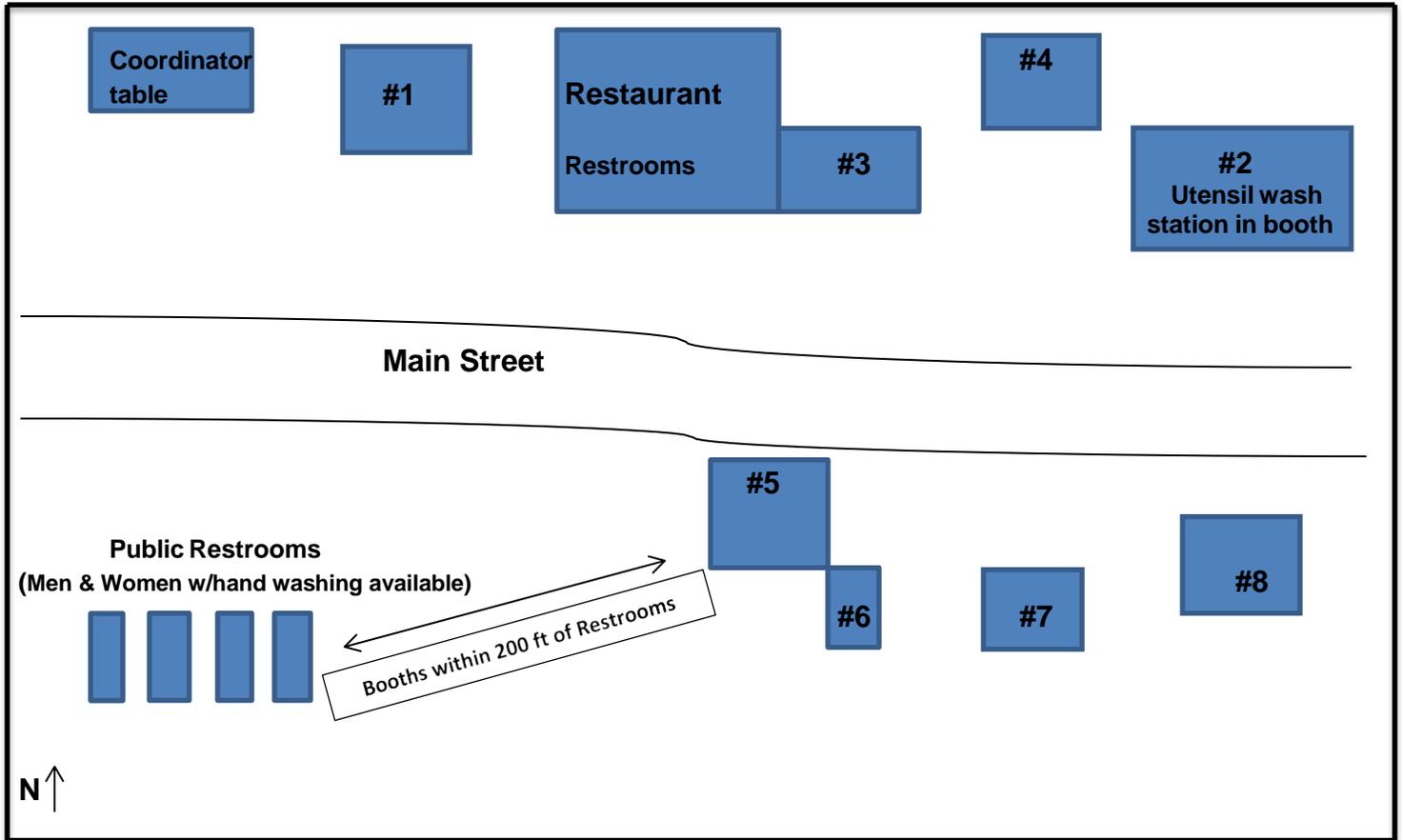
\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date



# SAMPLE: SITE PLAN OF SPECIAL EVENT LAYOUT

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_



- #1 Burger Shack (hand washing and utensil washing in booth)
- #2 The Restaurant Sausage booth (hand washing in booth)
- #3 Restaurant Janitor's Room – with mop sink for all booths to share
- #4 Hot Dog Cart (hand wash booth on cart – sharing #2 utensil washing)
- #5 Kettle Korn
- #6 Hand washing and utensil washing station for booths #5, #7 & #8
- #7 Sno-cone booth
- #8 Pizza – Pizza booth