



# ENVIRONMENTAL MANAGEMENT DEPARTMENT

## ENVIRONMENTAL HEALTH DIVISION

### HOST FACILITY REQUIREMENTS

A brewery, winery, commercial building or other location approved by Environmental Health that meets specified infrastructure and operational requirements has the option to obtain a Host Facility Permit. This permit allows for expanded food options by hosting a catering operation who can sell and serve food at this approved site. A Host Facility Permit is not required for sites that only utilize catering for private events or that only host food trucks.

#### Operational Requirements for a Host Facility Permit

**RESTROOMS (TOILET AND HANDWASHING):** An approved restroom facility in the Host Facility that the catering operation will be using is required. The restroom must be located within 200 feet of the area where the catering operation prepares the food and must be accessible to all food handlers. The restroom must meet all local building and plumbing code standards. A common use restroom agreement must be submitted if a restroom is to be utilized outside of the Host Facility.

**ADDITIONAL HANDWASHING:** A permanently plumbed handwashing sink, in addition to the restroom handsink, for Caterer's use may be required. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.

**REFUSE AND LIQUID WASTE:** The Host Facility must have approved methods for disposal of refuse and liquid waste. A curbed janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.

**POTABLE HOT AND COLD WATER:** Host facility must have a hot water heater that consistently supplies hot water at a minimum 120°F, and that is available at one of the sink fixtures at a peak demand rate.

**LOCATION FOR CATERING OPERATION:** Host facility must provide a suitable location where the catering operation can set up their operations. The type of food service provided by the catering operation is contingent upon the location where they will set up their equipment. The Host facility must ensure that operations comply with all applicable codes in their jurisdiction, including but not limited to Zoning and Fire Department.

**ANNUAL INSPECTION:** Host facilities are inspected annually by EMD.

**STANDARD OPERATIONAL PROCEDURES:** Host Facilities must maintain operating procedures that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

#### Plan Check and Permit Application Process for a Host Facility Permit

1. Use the Host Facility Flow Chart to determine if your facility is eligible for a consultation or plan submission.
2. Once you determine whether you qualify for a consultation or plan submission, complete the corresponding application and submit to the appropriate Environmental Health office.
3. Include with submission, a Standard Operating Procedure that includes: procedures, methods and schedule for cleaning equipment and structures, and for disposal of refuse; and a list of catering operations that will be supported by the Host Facility with proposed menus.
4. If your application is for plan submission, include three (3) sets of plans with your application.
5. After receiving approval from EMD, you may then apply for your Host Facility Permit.

#### Contact Information

For more information regarding Host Facilities, please contact our offices during normal business hours or by email at [emd.info@edcgov.us](mailto:emd.info@edcgov.us) . You can also visit EMD's website at

[https://www.edcgov.us/Government/emd/environmentalhealth/Pages/food\\_program.aspx](https://www.edcgov.us/Government/emd/environmentalhealth/Pages/food_program.aspx)

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