



# COMMUNITY DEVELOPMENT AGENCY

## ENVIRONMENTAL MANAGEMENT DIVISION

<http://www.edcgov.us/EMD/>

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## **APPLICATION FOR TEMPORARY FOOD FACILITY (TFF) PERMIT FOR COMMUNITY EVENTS**

The completed application (and permit fees) must be submitted to the Event Coordinator. When there is no Event Coordinator please submit the application to Environmental Management at least 14 business days before an event. Applications received within five days of an event will be subject to a 25% penalty (applies to single event permit fees) or denial of permit.

- Single Event permits are valid for the duration of the event that is no longer than 25 days in a 90 day period.
- Temporary Food Annual Permits are valid for a 12 month permit from issuance and allows the permit holder to attend Community Events throughout the year.

TYPE OF PERMIT:	DESCRIPTION:	PROGRAM ELEMENT:	CHECK ONE:
Single Event	Prepackaged Foods and Limited Sampling	<a href="#">1513</a>	
Single Event	Open Food Preparation	<a href="#">1512</a>	
Single Event within 5 days of Event	Open Food Preparation	<a href="#">1518</a>	
Temp Food Annual Permit	Pre-Packaged Foods and Limited Food Preparation	<a href="#">1519</a>	
Temp Food Annual Permit	Open Food Preparation	<a href="#">1520</a>	
Permitted EDC Caterer, Mobile Unit or Food Facility w/catering permit	Temporary Event Application Only	N/A – no fee	

Name of Event: \_\_\_\_\_

Start Date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Booth / Business Name: \_\_\_\_\_

Booth Operator Name: \_\_\_\_\_

Booth / Business Mailing Address: \_\_\_\_\_

Booth / Business Phone Numbers: \_\_\_\_\_ Landline \_\_\_\_\_ Cell \_\_\_\_\_

Booth Operator's Email Address: \_\_\_\_\_

***I have read and understand the attached information and will comply with the requirements of the [California Retail Food Code](#).***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount Paid:	Date Collected:	Invoice#:	TE #/ BO #/ FA #:
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**APPLICATION FOR TEMPORARY FOOD FACILITY (TFF) PERMIT**  
**FOR COMMUNITY EVENTS**

Facilities with a current permit in El Dorado County can skip to Page 4 – Food Table

*A probe thermometer must be present in the food booth to monitor the internal temperature of potentially hazardous foods. Cold-held foods must be 45° F or below and hot-held foods must be held above 135° F.*

1. Describe the number, location and setup of hand washing facilities to be used by the Temporary Food Facility (TFF) workers:

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2. Describe the location and setup of utensil washing:

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3. Identify the source of the potable water supply and please describe how the water will be stored and distributed:

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4. Describe how and where the wastewater from hand washing/utensil washing will be collected, stored and disposed:

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5. Describe the location of the nearest restrooms and janitorial areas:

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6. Describe the floors, walls, and ceiling surfaces and the lighting within the TFF food booth:

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*Please add any additional information about your TFF food booth that should be considered (e.g. non-commercial equipment to be used, etc.) Additionally, please complete the Food Table accompanying this page – list all food and beverage items (including ice) to be prepared and served. Attach a separate sheet if necessary. (Note: Any changes to the menu must be submitted and approved by this office at least 10-days prior to the event).*

**\*\*For complete Temporary Food Facility Requirements, refer to the California Retail Food Code\*\***



**APPLICATION FOR TEMPORARY FOOD FACILITY (TFF) PERMIT**  
**FOR COMMUNITY EVENTS - FOOD TABLE**

Must be completed by all applicants

List All Food and Beverage Items (include condiments and ice)	Where are you getting the food/beverages from	How are you transporting the Potentially Hazardous food/beverage	How will the Potentially Hazardous foods be kept hot or cold while in booth	How and where will food be cooked	Where will the food be prepared or assembled

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