



The Imperial County Public Health Department, Division of Environmental Health has devel-

oped this brochure to provide food booth permit application information and direction to prospective food booth operators planning to sell or give away food or beverages (including alcohol and prepackaged food items) at public events.

The brochure explains the food permit application process and highlights the necessary steps for individuals, organizations, and private businesses interested in having a food booth at a community event.

The Imperial County Public Health Department, Division of Environmental Health is committed to protecting the public's health and safety during community events by working closely with event organizers and food booth operators to promote food safety and sanitation, thereby mini-

**County of Imperial  
Public Health Department  
Division of Environmental Health**

**(442) 265-1888 Tel.  
(442) 265-1903 FAX  
[www.icphd.org](http://www.icphd.org)**



**IMPERIAL COUNTY  
PUBLIC HEALTH  
DEPARTMENT**

## **TEMPORARY FOOD FACILITY PERMITS**

Permit application information for food booth operators participating at public or community events in Imperial County



**DIVISION OF  
ENVIRONMENTAL HEALTH  
(442) 265-1888**

### Getting started

Members of the public who wish to operate a food booth at a community event will first need to contact the organization in charge of the event at least three (3) weeks prior to the date of the event.

The person coordinating the event, event coordinator, will provide applicants with general information about the event, in addition to the requirements for prospective event participants.



Event coordinators will ask participants to complete entry forms and comply with applicable fees (requirements may vary by event coordinator).

### Food Permit Application and Information

Once the event coordinator is aware food items or beverages (prepackaged or packaged) will be sold or provided to the public at no charge, an *Application for a Temporary Food Facility Permit* and an *operator's guide* will be provided by the organizer.

The event coordinator will explain the requirements and standards applicable for the intended type of food operation. In addition, information will be provided about services that will be available during the event, such as:

- potable water
- electricity
- wastewater disposal
- means to dispose of garbage



If these services are not offered by the organizer, it is the responsibility of the food booth operators to make sure these items are available at their booth on the day of the event, based on the intended food operation.

### Application Submittal

A single food permit application needs to be completed for every food booth operating at the event. **1-4 day Temporary Food Facility Permit** operators need to submit an *Application for a Temporary Food Facility Permit* directly to the event coordinator more than two (2) weeks prior to the event.

**6 & 12 month Temporary Food Facility Permit** applicants need to submit an *Application for a Temporary Food Facility Permit* to the Division of Environmental Health, located at 797 Main Street, Suite B, El Centro, CA 92243 two (2) weeks prior to the event. Office hours are Monday through Friday from 8:00am-12:00pm & 1:00pm-5:00pm, except official holidays.

### Application Fees

The following application processing fees are based on the intended days of operation, for-profit and non-profit status, and food risk:

#### Consecutive-day Event Permit

- 1-4 day permit, \$10 (for-profit & non-profit)
- 5-15 day permit, \$116 (for-profit)
- 5-15 day permit, \$58 (non-profit)
- 16-25 day permit, \$154 (for-profit)
- 16-25 day permit, \$77(non-profit)

#### Multi –Event Permit

- 6-month permit, \$217 (for-profit, unpackaged foods)
- 6-month permit, \$130 (for-profit, commercially prepackaged/whole produce)
- 6-month permit, \$108 (non-profit, unpackaged foods)
- 6-month permit, \$65 (non-profit, commercially prepackaged/whole produce)
- 12-month permit, \$434 (for-profit, unpackaged foods)
- 12-month permit, \$261 (for-profit, commercially prepackaged/whole produce)
- 12-month permit, \$165 (non-profit, unpackaged foods)
- 12-month permit, \$130 (non-profit, commercially prepackaged/whole produce)

Applications submitted after the two week deadline may be accepted with the submittal of a late processing fee of \$75.

Payment in the form of checks,



money orders, credit cards and cash (with the exemption of \$100.00 bills) are accepted.

### Application Review Process

Environmental Health staff will review permit applications to assure code compliance within a two (2) week period. Environmental Health staff may contact permit applicants to obtain additional information not stated on applications.

### Permit Issuance

After the review and approval of applications, the department will issue Temporary Food Facility permits for approved applications. In addition, Environmental Health staff will notify the event organizer of the issuance of food booth permits.

### Event Day

The event coordinator will be responsible for distributing permits to the food booth operators. Normally organizers provide the permits on the day of the event.



Before providing food to the public, temporary food booth operators are asked to post the temporary food facility permit on the front side of the booth, so that it is visible to all individuals visiting the booth.

During the event, a visit from Environmental Health staff may be expected to assure compliance of food handling practices and to answer any questions.

**Although health cards are not required for food handlers participating at community events, individuals are still expected to follow safe hygiene practices.**

For information about food booth structural and operational requirements, please refer to the guide titled "Standards for Temporary Food Facilities Operating at Community Events". You can request this guide from Environmental Health Staff or go to the department's website to view the guide online:

[WWW.ICPHD.ORG](http://WWW.ICPHD.ORG)

### Questions?

For additional information, please feel free to contact us at **(442) 265-1888**.

