

## TEMPORARY FOOD FACILITY PERMIT APPLICATION

Refer to the *Temporary Food Facility Guidelines* for more information, available online.

SPECIAL EVENT INFORMATION			
Date of Application:		Date of Event:	
Name of Event:			
Location of Event:			
Time(s) of Event:		Number of Days:	
Name of Event Organizer /Promoter:			

TEMPORARY FOOD FACILITY OPERATOR INFORMATION			
Name of Food Facility / Booth:			
Facility Operator Name:		Driver's License #:	
Mailing Address:			
Phone #:		Mobile #:	
Email:		# of Food staff:	

**TFS Applicable Fees:** *Check the Appropriate Box*

<input type="checkbox"/> Non- Profit Incl. 501 (c)(3)	<input type="checkbox"/> Profit	<b>Temporary Food Facility Type</b>
<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$84.00	<b>Pre-packaged or Prepackaged samples</b> Includes prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc. Includes samples of pre-packaged perishable foods properly labeled, unopened packaged from a licensed manufacturer such as yogurt, milk, etc.
<input type="checkbox"/> \$58.00	<input type="checkbox"/> \$113.00	<b>Pre-packaged w/unpackaged samples</b> Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc., also selling and giving opened samples.
<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$159.00	<b>Unpackaged</b> Open foods including hot dogs, soft serve ice cream, shaved ice, beer, alcohol, etc.
	<input type="checkbox"/> \$30.15	<b>Hawkers</b> Roaming prepackaged food sales within the perimeter of the event (If less than 7 days, late fee is doubled)
	<input type="checkbox"/> \$53.00	<b>Late Submittal Penalty Fee</b> If less than 14 calendar days prior to event add per booth
	<input type="checkbox"/> \$34.70	<b>Field Licensing Fee</b> Applicable Fee from above
<input type="checkbox"/> 20% discount: \$ - _____		<b>Temporary Food Facility Training Certificate</b>

**Total Amount Paid:**  *\*Fees are subject to change without notice*

*I have read and understand the requirement as noted on the City of Long Beach Health Department, Bureau of Environmental Health, Food Safety Program Temporary Food Facility (TFF) Guidelines. I understand that it is my responsibility to meet all the applicable requirements during all hours of operation; failure to meet these requirements can result in either a suspension of the TFF Health Permit, a penalty, or an Office Hearing.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Permit # _____	Mailed: _____
Permit Restrictions / Reason for Rejection: _____			

**FOOD PREPERATION AT OTHER LOCATION**

*All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify the facility where advanced preparation will take place by completing below. An agreement form must be submitted for food preparation at a permitted food facility*

Name of Facility:	Permit #:
Address of Facility:	
Method of food temperature control used during transportation:	

**EQUIPMENT/UTENSIL USED**

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation?  Yes  No

Identify all **equipment** that will be used in food preparation at the food both:  Barbecue Grill  Range Burner  Deep Fryer  
 Griddle  Char-broiler  Mixer  Blender  Other (Specify): \_\_\_\_\_

Identify all utensils that will be used in food preparation at the food booth: \_\_\_\_\_

*LBM Chapter 8.63: Polystyrene Food Packaging*  
*Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.). As a vendor you are required to comply with Section 8.63.030, which prohibits the use of single-use food and beverage containers made of Polystyrene (EPS) foam rigid Polystyrene (plastic#6) and non-compostable/non-recyclable materials for serving prepared food for immediate or to go consumption.*

**FOOD TO BE SOLD/SERVED**

*All food preparation shall be completed either in the temporary food facility or permitted food facility. Attach additional sheet (as needed)*

List food items to be sold/served: <i>(teriyaki chicken, tacos, salsa, condiments etc.,)</i>	✓ if Commercially pre-packaged: <i>(un-opened, original containers)</i>	Identify types of preparation at other location: <i>(cutting, washing, cooking, etc.)</i>	Identify types of preparation at booth: <i>(assembly, portioning, cooking, etc.)</i>	Identify means of temperature control at booth: <i>(steam table, refrigerator, ice chests, etc.)</i>
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## TEMPORARY FOOD FACILITY SELF CHECKLIST

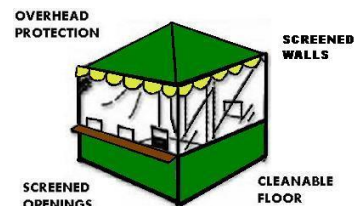
**HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH**

***All items must be completed prior to serving food to the public***

### FOOD BOOTH CONSTRUCTION

#### Open or Non-prepackaged foods

- Booth is entirely enclosed with all four complete sides, ceiling, and a floor
- Floor is smooth and cleanable. Plywood, tarp, pavement, and asphalt is acceptable
- Walls and ceiling is constructed of plywood, canvas, fine mesh (16-mesh)
- Pass through window or door to access adjoining BBQ area
- Food pass through openings 18" high x 24" wide maximum
- Signage (visible to the public/can be posted at the front of booth) must include the following:
  - Facility and Operator Name at least 3" in size.
  - Facility City, State, and Zip Code at least 1" in size
  - In contrasting colors with the surface on which it is posted
- Trash container with lids.



#### For Prepackaged Food

- Booth with overhead protection only
- No flooring requirements required.

#### Food Handling – Sanitary Requirements

##### *Food Preparation*

- Food stored at least 6" off the ground
- All food contact surfaces are smooth, easily cleanable, and nonabsorbent

##### *Food Handling*

- Food prepared or stored in a private residence is prohibited
- All food preparation shall take place within an approved food facility or food booth
- Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair and be in good health.
- Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves, or tissues are used to prevent bare hand contact with food.

##### *Temperature Control*

- Adequate cold storage (ice chests with ice, refrigerated trucks or refrigerators)
- Cold food must be maintained at 45° F or below. If ice is used to hold cold food, surround/cover food with ice.
- Adequate hot storage (steam tables, chafing dishes, electric stove, heat lamps, and crock pots)
- Hot food must be maintained at 135°F or above.
- A Metal, probe thermometer to measure food temperature must be available in the booth.

***ALL POTENTIALLY HAZARDOUS FOODS HELD AT OR ABOVE 135°F OR AT 45°F SHALL BE DISCARDED AT THE END OF THE DAY***

##### *Hand Washing Facilities*

- A container with a spigot or drain valve (allow for continuous water flow) containing a minimum of 5 gallons warm /hot water minimum temperature 100 °F. which provides for hands- free washing. (Turn over page for illustration of proper hand-wash set-up).
- Liquid soap in a pump dispenser
- Single use paper towels
- A bucket to collect wastewater

##### *Utensil Washing Facilities*

- Access to a 3-compartment sink with integrally installed stainless steel drain boards with hot (120°F) and cold running water.
- Soap for dish washing
- Sanitizer for dish washing
- Sanitizer test kit

##### *Food Handlers*

- Clean outer garments for all food handlers
- Hair of all food handlers is restrained with hairnets or hats
- Provide adequate number of tongs, spoons, long handed forks, disposable gloves, or tissue

##### *Food Protection*

- Condiments in containers with a hinged lid, squeeze bottle, pumps, or individual packets
- Sneeze guards for steam table and open food
- Ice used for refrigeration is not used for beverage consumption

##### *Multi-Day or Night Events*

- Adequate lighting for cleaning and handling food
- Lockable food containers for overnight storage
- Refrigeration

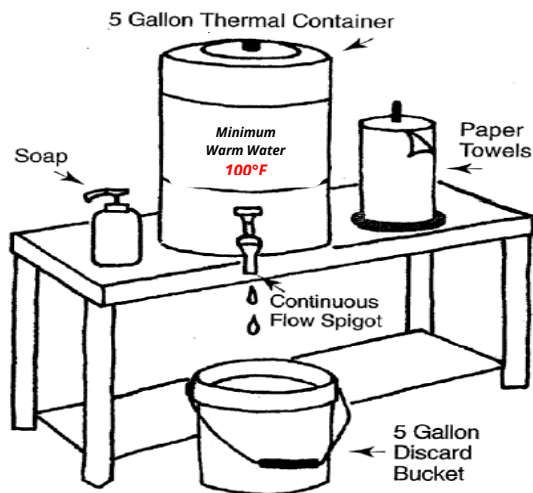
***COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW.  
THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP***

## FOOD SAMPLING REQUIREMENTS

In an effort to increase sales of a food product or a piece of cooking equipment, samples of a food are sometimes given to the consumer. Food is defined as any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as food, drink, confection or condiment for human.

1. A temporary food facility permit from the City of Long Beach is required when selling or giving away food to the public, and/or when food samples are being given to the public. Permit must be displayed at booth for review during inspection.
2. A temporary hand washing station shall consist of at least 5-gallon insulated container with hands free spigot that provides a continuous flow of warm potable water minimum of (100 F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

***This hand-wash station must be setup prior to preparing and handling food/food samples.***



3. Food samples must be protected from contamination, and where available for customer self-service, must be pre-packaged, or available only from dispensing devices, or handed out individually by a booth employee to each customer. If toothpicks are used in food samples, the toothpicks must already be inserted into food sample by booth operator to avoid contamination of supply of toothpicks by customers.

***Examples of dispensing devices include squeeze bottles and shaker bottles.***



4. Food preparation (cutting, slicing, peeling, portioning, cooking, etc) of samples must be done at least 3 feet away from customers to protect foods from contamination. Sneeze guards can be used to protect food from customer contamination (i.e., sneezing, touching, hair, etc.).



5. Food Samples that are potentially hazardous foods (i.e., dairy products, meats, cooked foods, cut melons) must be kept cold at or below 41° F or hot at or above 135° F.



6. All sampling utensil (i.e., cutting boards, knives, serving spoons, etc.) must be washed, rinsed and sanitized in a 3-compartment sink every 4 hours. All food equipment and preparation surfaces must be smooth, easily cleanable, and nonabsorbent.

