



# CITY OF LONG BEACH

## Temporary Food Facility Requirements

1. All temporary food facilities and temporary events with food must comply with all applicable requirements of California Health and Safety Code and City Of Long Beach Ordinances.
2. **Failure to comply with all applicable laws and ordinances may result in immediate closure of a booth and/or temporary event and may also lead to legal action.**
3. Contact Business License at (562) 570-6211 and the Fire Department at (562) 570-2560 for additional requirements.
4. For Additional Information contact:

**Claro O. Rufo, REHS**  
**Environmental Health Specialist III**  
Bureau of Environmental Health  
Food Program  
2525 Grand Avenue, Room 220  
Long Beach, CA 90815

Office: (562) 570-4142  
Fax: (562) 570-4038  
Email- [Claro.rufo@longbeach.gov](mailto:Claro.rufo@longbeach.gov)

Requirements are also available on the World Wide Web at  
[www.longbeach.gov/health/organization/eh/food/tff.asp](http://www.longbeach.gov/health/organization/eh/food/tff.asp)

Make check payable to: ***City of Long Beach***

Send Check To: Department of Health and Human Services  
Bureau of Environmental Health  
Food Program  
2525 Grand Avenue, Room 220  
Long Beach, CA 90815



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## DEFINITIONS

### “APPROVED”

### “APPROVED SOURCE”

- a. “Approved means acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, current public health principles, practices, and generally recognized industry standards that protect public health.
- b. “Approved source,” means a producer, manufacturer, distributor, or food establishment that is acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, current public health principles, practices, and generally recognized industry standards that protect public health.



### “BARBECUE”

“Barbecue” means an unenclosed facility for barbecuing food, where the food prepared out of doors by cooking directly over hot coals, heated lava, hot stones, gas flame, or other method approved by the state department, on equipment suitably designed and maintained for use out of doors, that is operated by a food establishment, stationary mobile food preparation unit, or temporary food facility.

### “COMMUNITY EVENT ORGANIZER”

“Community event organizer” means any person, partnership, organization, government entity or corporation, which controls, manages, conducts, organizes or otherwise administers a community event. An event organizer can be either a for-profit or non-profit entity.



### “COLD WATER”

“Cold water” means potable water that is not heated by an auxiliary method or source.

### “FOOD”

“Food” means any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as a food, drink, confection, or condiment for human consumption.

### “FOOD CONDIMENT”

“Food condiment” means non-potentially hazardous relishes, spices, sauces, confections, or seasonings, that require no additional preparation, and that are used on a food item, including, but not limited to, ketchup, mustard, mayonnaise, sauerkraut, salsa, salt, sugar, pepper, or chili peppers.

### “FOOD PREPARATION”

“Food preparation” means packaging, processing, assembling, portioning, or any operation, which changes the form, flavor, or consistency of food, but does not include trimming of produce.

**“NONPROFIT CHARITABLE TEMPORARY FOOD FACILITY”**

“Nonprofit charitable temporary food facility” means a temporary food facility that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div. 2(commencing with Section 5000), Title 1, Corp. C.), that is exempt from taxation pursuant to Section 510(c)(3) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation code.

**“PERMIT”**

“Permit” means a written authorization to operate issued by the local enforcement officer.

**“POTABLE WATER”**

“Potable water” means water that complies with the standards for transient non-community water pursuant to the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116275) of part 12), to the extent permitted by federal law.

**“POTENTIALLY HAZARDOUS FOOD”**

“Potentially hazardous food” means food that is in a form capable of (1) supporting rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxication, or (2) supporting the growth or toxin production of Clostridium botulinum. “Potentially hazardous foods” does not include foods that have a pH level of 4.6 or below, foods that have a water activity value of 0.85 or less under standard conditions, food products in hermetically sealed containers processed to meet the commercial sterility standard, as defined in Section 113.3(e) of Title 21 of the Code of Federal Regulations, or food that has been shown by appropriate microbial challenge studies approved by the enforcement agency not to support the rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxication, or the growth and toxin production of Clostridium botulinum.

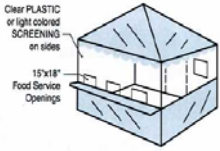
**“PREPACKAGED FOOD”**



“Prepackaged food” means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at a facility approved by the enforcement agency.

**“TEMPORARY FOOD FACILITY”**

- a. “Temporary food facility” means a food facility operating out of temporary food facilities approved by the enforcement officer at a fixed location for a period not to exceed 25 consecutive or nonconsecutive days in any 90-day period in conjunction with a single, weekly, or monthly community event, as defined in subdivision.
- b. “Community Event” means an event that is of a civic, political, public, or educational nature. Indicating state and county fairs, city festivals, circuses, and other similar events as determined by the local enforcement agency. “Community event” shall not include a swap meet, flea market; swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.



# Temporary Food Facility Requirements

## 1. PERMITS

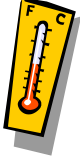
- A. All permits for temporary food facility must be obtained a minimum of two week prior to the start date of the event.
- B. All applications for a temporary food facility must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth.
- C. The Temporary Food Facility permit fees are as follows:
 

1. Temporary Food Stand – Pre-packaged Food	\$ 74.00
2. Temporary Food Stand – Un-packaged Food	\$ 140.00
3. Temporary Food Stand – Pre-pkgd w/ unpkgd samples	\$ 100.00
4. Temporary Food Stand – <b>Late Submittal Penalty</b> <i>(If less than 7 calendar days prior to event add per booth)</i>	<b>\$ 46.00+ Fee</b>
5. Temporary Food Stand – <b>Field Licensing Charge</b> <i>(\$30.65+ \$47.05 late fee + applicable application fee from above)</i>	<b>\$ 77.70+ Fee</b>

## 2. FOOD PREPARATION

- A. All food handling and preparation must take place within the approved temporary food facility unless the food comes from another APPROVED SOURCE (e.g., restaurant, school kitchen, etc...)
- B. No food offered for sale, sold, or given away to the public may be stored or prepared at a private residence. All food shall be obtained from an approved source.
- C. Barbecues may be located outside of the enclosed booth area.
- D. All food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- E. No smoking is allowed in or around the temporary food facility.
- F. Ice used for cooling or refrigeration of product must not be served or used in the preparation of food or beverages. Ice intended for use in food or beverages must be protected from contamination and stored separate from ice used for refrigeration purposes. Ice scoops must be used for dispensing ice. Ice scoops must be stored so they are protected from contamination and are not permitted to be stored on the ice or in the ice bin/container.
- G. Food condiments must be protected from contamination and, where available for customer self service, be pre-packaged or available only from approved dispensing devices.

### 3. FOOD TEMPERATURE CONTROL



- A. All potentially hazardous foods must be maintained at a temperature of 45°F or below for cold foods or 135°F or above for hot foods.
- B. Any hot potentially hazardous foods left over at the end of the event day may not be resold. The food must either be destroyed or donated to a charitable organization. Cold potentially hazardous foods left over at the end of the day shall either be discarded or placed in a refrigeration unit that will hold the product at a minimum temperature of 41°F.  
**Note:** Potentially hazardous food maintained at a temperature of between 41°F may not be stored for more than 12 hours in any 24-hour period. Any potentially hazardous foods stored in this temperature range for more than 12 hours must be destroyed.
- C. Each booth shall provide at least one probe thermometer to check the temperature of the food throughout the event.
- D. Any food in transit to the temporary food facility must be maintained at the proper temperature and protected from contamination.

### 4. FOOD HANDLING



- A. All food handlers must be in good health to operate in or around a temporary food facility.
- B. All food handlers shall wash their hands with soap and water prior to the start of food preparation or serving activities. This should be done at regular intervals and especially after smoking, eating, drinking, and using the restroom, handling raw animal product or any other activity that may contaminate the hands.
- C. Clean outer garments or aprons should be worn at all times and hair must be restrained.
- D. If gloves are worn they should be changed at regular intervals and when gloves are removed for any reason they must be replaced. Hands must be washed prior to putting gloves on and also every time gloves are changed.
- E. All personal items must be stored away from any food, equipment and utensils.

## 5. FOOD STORAGE

- A. All food must be stored in approved container so as to prevent any type of contamination, exposure to the elements or the ingress of rodents or other vermin, and temperature abuse.
- B. All food must be stored at least 6 inches off the ground at all times.
- C. During periods of in-operation all food must be stored in lockable food storage containers that will protect the food from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

## 6. WATER

- A. An adequate supply of potable hot (minimum of 100°F) and cold water, protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes.
- B. In addition to the water needed for food preparation and dispensing, a minimum of 20 gallons of potable water shall be provided each day for each temporary food facility preparing food for purposes of utensil washing and hand-washing.
- C. Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade." ***Garden type hoses are not acceptable.***

## 7. SINKS



- A. Each booth must have access to a 3-compartment sink with hot and cold running water for the purpose of washing utensils. Hot water must be of a minimum temperature of 100°F. The sink must be within 100 feet of the booth and be reasonably protected from outside and overhead contamination.  
**NOTE:** A maximum of 4 booths may share one 3-compartment sink
- B. Each booth must have access to a hand-wash sink with hot and cold running water, liquid soap and single use paper-towels. Hot water must be of a minimum temperature of 100°F. The sink must be within 100 feet of the booth and be reasonably protected from outside or overhead contamination.  
**NOTE:** A maximum of four (4) booths handling open foods may share a single hand-wash station. A maximum of eight (8) booths handling only pre-packaged foods may share a hand-wash station.
- C. In addition to the shared hand-sink requirements, all booths that handle or prepare unpackaged food must have a hand-wash set up inside the booth. If a hand-sink with hot and cold water is not provided inside the booth, a "gravity feed" system

consisting of a water tank, a catch basin for the wastewater, liquid hand soap and single use paper towels will be acceptable.

***If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F.***

## **8. WASTEWATER**

- A. Water and other liquid wastes, including waste from ice bins and beverage dispensing units must be contained in or drained into a leak proof container. Waste tanks must be one and a half times the volume of the total potable water tanks in use. In addition if ice is used the container size must be increased by at least one-third the volume of the ice container.
- B. Liquid waste must be disposed of into an approved sanitary sewage system or holding tank. Liquid waste **SHALL NOT** be discharged to the ground or into the storm drains.

## **9. SOLID WASTE**

- A. All temporary food facilities must have adequate trash receptacles located at a close proximity to the temporary food facility.
- B. All trash receptacles must be made of leak-proof materials and must be adequately protected from flies or other vermin.

## **10. TOILET FACILITIES**

- A. Approved toilet facilities must be provided for employees and be within 200 ft. of the temporary food facility. (a minimum of 1 toilet per 15 employees is required)

## **11. ANIMALS**

- A. Live animals, birds or fowl are not allowed within 20 feet of a temporary food facility.

**NOTE:** The above rule does not exclude a police, service or guide dog from being in the **service** area of a temporary food facility.

## **12. JANITORIAL FACILITIES**

- A. Each booth must have access to a janitorial sink and or janitorial facilities with hot and cold running water for use in cleaning the booth and other areas of the temporary food facility as needed.



### 13. STRUCTURAL REQUIREMENTS

**NOTE:** Each booth must have identification information on the outside of the booth clearly visible to the patrons. The identification shall include the name of the facility, city, state, zip code, and the name of the operator. The name must be in letters that are a minimum of 3 inches high and a brushstroke of 3/8 of an inch. The address (city, state, and zip code) must be a minimum of 1 inch high. All lettering must be of a contrasting cover.

#### *Unpackaged food or beverages*

- A. All booths must be entirely enclosed with four complete sides, a top and cleanable floor (concrete is acceptable). Booths operating on grass or dirt must use plywood, plastic or vinyl tarp or other cleanable material for a floor surface. The top of the booth must be made of a solid material. The sides may be solid or constructed of a 16 mesh screening material.
- B. Doors and food service openings must be equipped with tight fitting closures to minimize the entrance of insects or airborne contaminants. Pass-thru windows (openings) may be a maximum of 432 square inches.
- C. Food operations that have an adjoining barbecue operation should have a pass-thru opening at the rear or side of the booth.
- D. For events that occur at dusk or at night an adequate covered light source shall be supplied for cleaning and safe and sanitary food service.

**NOTE:** In lieu of a booth, operators handling only unpackaged non-potentially hazardous food (i.e., coffee, popcorn, churros, cotton candy, pretzels, snow cones, etc...) may conduct food handling within an approved food compartment with doors which are kept closed except when dispensing the food.

#### *Prepackaged foods*

- A. Packaged food may be displayed and sold from a stand or table that maintains the food a minimum of six (6) inches off the floor.
- B. Overhead protection may be required to protect food from contamination. An umbrella or overhead canopy would be considered acceptable.
- C. For events that occur at dusk or at night an adequate covered light source shall be supplied.

# Community Event Organizer Requirements

## 1. PERMITS

- A. A permit must be obtained by the person(s) or organization that is in control of any community event, at which one or more temporary food facilities operates.
- B. A site plan for the proposed location of the event must accompany all applications for a community event permit.
- C. The permit application, site plan and all applicable Health Department fees must be submitted to the Health Department at least **two weeks prior to the event**.
- D. The Community Event permit fee is \$ 185.00


## 2. SITE PLAN REQUIREMENTS

*The site plan must be drawn to scale and include the following:*

- A. Location and descriptions of all temporary food facilities. Indicate which booths will be preparing unpackaged foods and which will be handling only pr-packaged food.
- B. Location of all toilet facilities and hand-wash stations. There must be one toilet and hand-wash station per 15 temporary food facility workers and it must be within 200 feet of each temporary food facility. In addition, one toilet and hand-wash station per 250 guests is required.
- C. If provided, the location of all shared utensil sinks. **NOTE:** A maximum of four (4) booths may share one utensil sink. Each utensil sink must have three (3) compartments, dual integral drain-boards and be equipped with hot and cold running water. The sink must be located within 100 ft. of the booths.
- D. Location of janitorial facilities.



## 3. ADDITIONAL REQUIREMENTS:

- A. Arrangements must be made for pick-up of solid and liquid waste. **NOTE:** Liquid waste receptacles must be one and a half (1 ½) times the volume of the total volume of water supplied. When ice is utilized in food storage or displayed, an additional volume of one third (1/3) the volume of the ice container must be added to the total volume of the waste receptacle.
-  B. Adequate lighting must be provided for cleaning and safe and sanitary food handling for events scheduled during evening hours.
- C. If booths are provided for the food vendors, they must comply with standards as set forth by this Department on pages 11-12.

## 4. RESPONSIBILITIES:

The community event organizer is responsible for the maintenance and proper operation of all shared facilities. The community event organizer is also responsible for ensuring that all temporary food facilities are in compliance with applicable sections of the California Health and Safety Code as noted in CalCode.

# NONPROFIT CHARITABLE TEMPORARY FOOD FACILITIES

## 1. PERMITS

- A. All permits for temporary food facility must be obtained a minimum of one week prior to the start date of the event.
- B. All applications for a temporary food facility must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth.
- C. **A nonprofit charitable temporary food facility may operate once annually for a period not to exceed 72 hours.**
- D. The Nonprofit Charitable Temporary Food Facility permit fees are as follows:
  - 1. Temporary Food Stand – Pre-packaged Food      \$ 35.00
  - 2. Temporary Food Stand – Un-packaged Food      \$ 66.00
  - 3. Temporary Food Stand – Sampling/Unpkgd      \$ 51.00
  - 4. Temporary Food Stand – Late Submittal Penalty      \$ 47.05+ Fee  
(\$ 47.05 + applicable fee if less than 7 calendar days prior to event add per booth)
  - 5. Temporary Food Stand – Field Licensing Charge \$ 30.65+ Fee  
(\$ 30.65 + \$47.05 + applicable application fee from above)

## 2. FOOD PREPARATION

- A. All potentially hazardous food must be stored or prepared in a licensed food establishment (e.g. restaurant, church, school kitchen etc...) or within the approved non-profit temporary food facility. No potentially hazardous food offered for sale, sold, or given away may be stored or prepared at a private residence.
- B. Barbecues may be located outside of the enclosed booth area.
- C. All food and beverages must be protected from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
- D. All food preparation and food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- E. No smoking is allowed in or around the temporary food facility.
- F. Ice used in food preparation and service shall be protected from contamination and shall be stored separate from ice used for refrigeration purposes.

### 3. FOOD TEMPERATURE CONTROL

- A. All potentially hazardous foods must be maintained at 45°F or below for cold foods or at 135°F or above for hot foods.
- B. Each both shall provide at least one probe thermometer to check the temperature of food throughout the event.
- C. Any food in transit to the temporary food facility must be maintained at the proper temperature and transported in such a way that it is protected from contamination.

### 4. FOOD HANDLERS

- A. All employees preparing or handling food must wear clean clothing and shall keep their hands clean at all times.

### 5. FOOD STORAGE

- A. All foods must be stored so as to prevent any type of contamination, including but not limited to, exposure to the elements or the ingress of rodents or other vermin.
- B. All food must be stored off the floor within the facility. Shelving, pallets or tables are acceptable.

### 6. SINKS

- A. All booths that handle or prepare unpackaged food must have a hand-wash set up inside the booth. A "gravity feed" system consisting of a water tank, a catch basin for the wastewater, liquid hand soap in a dispenser and single use paper towels will be acceptable. ***If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F.***
- B. All nonprofit temporary food facilities must also have access to at least one utensil-washing sink supplied with hot and cold running water.
- C. Additional sinks may be required as determined by the enforcement officer.

### 7. WASTEWATER

- A. Facilities for the sanitary disposal of all liquid waste shall be subject to the approval of the enforcement officer.

### 8. SOLID WASTE

- A. All garbage shall be disposed of in a manner approved by the enforcement officer.

## 9. TOILET FACILITIES

- A. Approved toilet facilities must be provided for employees and be within 200 ft. of the temporary food facility. (A minimum of 1 toilet per 15 employees is required) and approved hand-washing facilities adjacent to a toilet provided.

## 10. ANIMALS

- A. Live animals, birds or fowls are not allowed in a temporary food facility at any time.
- B. The above rule does not exclude a police, service or guide dog from being in the **service** area of a temporary food facility.

## 11. ADDITIONAL REQUIREMENTS

- A. The enforcement officer may establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.



## COMMUNITY EVENT ORGANIZER PERMIT APPLICATION

**\*\*Applications must be submitted two weeks prior to the event\*\***

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online

**ORGANIZER APPLICABLE FEES:** Check the Appropriate Box

\$ 92.00 → Non-Profit\*     \$ 185.00 → Profit    **Organizer Type** \*Proof of Non Profit Status Will Be Required

\$ 64.00    **Late Fee (If Applicable)**

Added to total amount, if the application is submitted less than 2 Weeks prior to the event date. NOTE: Non-profit events are exempt from this fee

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

Date of Application	<input style="width: 90%;" type="text"/>
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EVENT INFORMATION							
Name	<input style="width: 90%;" type="text"/>						
Location	<input style="width: 90%;" type="text"/>						
Date(s):			Number of Days:			Date(s) Open to the Public	
Vendor Set-up Time			Times Open to the Public			Expected Attendance	
Time Stop Serving:			If Event is at night, is adequate lighting provided for the event:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
				<input type="checkbox"/>	N/A		

EVENT ORGANIZER / PROMOTER INFORMATION							
Name	<input style="width: 90%;" type="text"/>						
Mailing Info	Street # & Name	<input style="width: 90%;" type="text"/>					
	City	State			Zip Code		
Person(s) In Charge / Contact Person(s) Names	<input style="width: 90%;" type="text"/>						
Person(s) In Charge / Contact Person(s) Phone Number(s):	Cell Phone	<input style="width: 90%;" type="text"/>					
	Alt Phone	<input style="width: 90%;" type="text"/>					
Person(s) In Charge / Contact Person(s) e-mail:	<input style="width: 90%;" type="text"/>						
	<input style="width: 90%;" type="text"/>						

All Temporary Food Facilities Must have a Bureau of Environmental Health Permit. Please see attach food vendor list.

TEMPORARY FOOD FACILITY BOOTHS
<ul style="list-style-type: none"> <li>Food preparation booths must be constructed with 4 sides, floor covering and overhead protection.</li> <li>Pre-packaged food booths must have floor covering and overhead protection.</li> <li>Indicate number of Food Facility Booths participating in the event</li> </ul>

<input type="checkbox"/>	Pre-packaged - <i>Prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.</i>
<input type="checkbox"/>	Pre-packaged with unpackaged samples - Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc.
<input type="checkbox"/>	Unpackaged - <i>Open foods including hot dogs, soft serve ice cream, shaved ice, etc.</i>
<input type="checkbox"/>	Hawkers - Roaming prepackaged food sales within the perimeter of the event.

**TEMPORARY FOOD FACILITY WAREWASHING SINKS**

- One ware-washing sink may be shared by up to four TFF's if provided by the Event Organizer.
- Ware-washing sink must be within 50 feet of TFF's, have overhead protection, and be inaccessible to the public.
- **\*\*\*Event Organizer is required to have emergency contact information for liquid waste removal company**

Ware-washing facilities provided by:  Event Organizer  Food Facility Operator

Total number of three-compartment sinks to be provided:   
*(1 three-compartment sink for every eight (8) food preparation booths)*

Method of liquid waste removal:  Plumbed to the sewer line  Drained to a waste holding tank

Waste tank maintenance schedule:  times/day  times/hour

Waste Tank Removal  
 Company  
 Information\*\*\*

Name:	<input type="text"/>
Telephone #:	<input type="text"/>
Address:	<input type="text"/>

**FOOD HANDLER TOILET FACILITIES**

- One toilet is required per 15 food workers and must be located within 200 feet of all food facilities.
- Hand-washing facilities must be adjacent to toilet facilities.

Total Number of TFF, truck, and cart worker:  Number of toilets available:

Distance from TFF/Food Truck(s):  Number of hand-washing sinks:   
 (one hand-washing sink for every toilet)

How are hand-washing facilities supplied with warm & cold running water?  Approved plumbing system  Reservoir Tanks

**PUBLIC TOILET FACILITIES**

Number of attendees anticipated during peak hours of operation:  Number of toilets provided:

Number of hand-washing sinks (at least 1 hand-washing sink for every 10 toilets with 1 ADA toilet):

How are hand-washing facilities supplied with warm & cold running water?  Approved plumbing system  Reservoir Tanks

For multi-day events how often are toilets serviced?  times/day

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY
Permit #: _____ Mailed: _____

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**DEPARTMENT USE ONLY**

Approved    Rejected   Permit #: \_\_\_\_\_   Date Mailed: \_\_\_\_\_

Non Profit Event Organizer Fee \$ 92.00

Event Organizer Fee: \$ 185.00

Late Fee Added: \$ 64.00  
(If Less Than 2 Weeks Prior To Event Add not applied to nonprofit organizer)

Copies of application \$ 3.00

**Total Amount Paid: \$** \_\_\_\_\_

Approved By: \_\_\_\_\_   Date: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
BUREAU OF ENVIRONMENTAL HEALTH  
*Consumer Protection Program*  
2525 Grand Avenue, Room 220, Long Beach, California 90815  
Phone 562-570-4132 Fax 562-570-4038



## Credit Card Authorization Form

Date: \_\_\_\_\_

### Payment for Services Rendered:

- Organizer             Temporary Food Facility             Farmers Market Temporary Food Facility
- Mobile Special Event TFF             Other: \_\_\_\_\_

**Name on Credit Card:**

\_\_\_\_\_

**Name Of Facility/Booth:**

\_\_\_\_\_

**Name Of Event:**

\_\_\_\_\_

**Type of Card:**  
(Please check one)

- Master Card     Visa

**Account #:**

\_\_\_\_\_

**Expiration Date:**

\_\_\_\_\_

**Security Code:**

\_\_\_\_\_

**Billing Address:**

\_\_\_\_\_

**City, State, Zip**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**Total Amount Charged:**

\$ \_\_\_\_\_

***By signing this form you authorize, Long Beach Health Department, Bureau of Environmental Health, to charge your credit card for the amount listed above***

**Signature:** \_\_\_\_\_

Please email authorization form to [claro.rufo@longbeach.gov](mailto:claro.rufo@longbeach.gov)



# COMMUNITY EVENT ORGANIZER RESPONSIBILITIES



## Event Organizer Responsibilities:

- Complete and Event Organizer Application/Permit, including a master list of all food vendors (temporary food facilities and carts) along with a site plan showing the proposed locations of all of the food vendors, restrooms, and all shared utensil washing, hand-washing, and janitorial facilities.
- **Two weeks prior to the event**, submit to the Bureau of Environmental Health Services office a completed Community Event Organizer Application, all participating TFS applications, and the appropriate fee for the Event organizer Permit. A late fee of **\$63.00** will be assessed for late application.
- Arrange to have potable water available and an approved wastewater disposal site.
- Consider electricity needs of the vendors.
- Ensure that each food vendor is storing and preparing all food in an approved booth/area at the event or in a facility with a current health permit, and that each vendor is complying with all City of Long Beach Temporary Food Facility Operating Requirements.

## Permits Required:

An Event Organizer Application/Permit is required, as well as permits for each Temporary Food Booth prior to opening for business.

Fees: Subject to Change

### For Profit:

<b>Community Event Organizer Permit</b>	<b>\$185.00</b>
<b>Community Event Organizer Permit Late Fee (if less than two weeks prior to the event add)</b>	<b>\$ 64.00</b>
<b>Prepackaged Temporary Food Stand</b>	<b>\$ 74.00</b>
<b>Unpackaged Temporary Food Stand</b>	<b>\$ 140.00</b>
<b>Sampling Temporary Food Stand</b>	<b>\$ 100.00</b>
<b>Temporary Food Stand Late Fee (if less than 7 calendar days prior to the event add per booth)</b>	<b>\$ 47.05</b>
<b>Field Licensing Charge (\$30.00 + \$46.00 + applicable application fee from above)</b>	<b>\$ 77.70</b>
<b>Copies of Application</b>	<b>\$ 1.60</b>

### For Non-Profit:

<b>Community Event Organizer Permit</b>	<b>\$ 92.00</b>
<b>Prepackaged Temporary Food Stand</b>	<b>\$ 35.00</b>
<b>Unpackaged Temporary Food Stand</b>	<b>\$ 66.00</b>
<b>Sampling Temporary Food Stand</b>	<b>\$ 51.00</b>

## Late Fees:

Vendors with multiple booths are subject to a late fee of **\$47.05** per booth if the application is not received on time. Individuals, organizations, or groups, which do not obtain a health permit prior to the event, are subject to closure and a penalty not to exceed **three times** the cost of the permit.

## Food Safety Requirements:

All food booths must comply with the Temporary Food Facility Operating Requirements set for by the City of Long Beach, Bureau of Environmental Health.

*THE COMMUNITY EVENT ORGANIZER IS RESPONSIBLE FOR THE MAINTENANCE AND PROPER OPERATION OF ALL SHARED FACILITIES. THE COMMUNITY EVENT ORGANIZER IS ALSO RESPONSIBLE FOR ENSURING THAT ALL TEMPORARY FOOD FACILITIES ARE IN COMPLIANCE WITH ALL APPLICABLE SECTIONS OF CALIFORNIA HEALTH AND SAFETY CODES (CalCode).*

For additional information contact Claro Rufo at 562-570-4142 or email: [claro.rufo@longbeach.gov](mailto:claro.rufo@longbeach.gov)

Make Check Payable to:

City of Long Beach  
Department of Health and Human Services • Bureau of Environmental Health  
2525 Grand Avenue, Room 220, Long Beach, CA 90815

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

[SUBMIT A SITE PLAN WHICH INCLUDES THE FOLLOWING:](#)

1. Location of all temporary food facilities, restrooms, and wastewater disposal.
2. Location of all toilets

**Note:**

- One toilet facility must be provided for each 15 employees within 200 ft., from the booths.
- An approved hand washing facility with soap and paper towel must be adjacent to toilet provided.
- A minimum of one (1) chemical or portable toilet with hand washing station set-up (including single-use soap and paper towels) is required for every 250 people or portions thereof that attend your event.
- One (1) out of every ten (10) portable restroom must be ADA accessible.

3. Location of all ware-washing sinks (3 compartment sink)

**Note:**

- Food grade hoses are typically white and labeled “food grade.” ***Garden type hoses are not acceptable.***
- A maximum of four (4) booths may share one (1) three (3) compartment utensil sink
- Overhead protection is required for all 3- compartment sink.

4. Location of janitorial facilities.

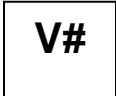
**Note: The site plan must be drawn to scale and according to the guidelines listed in the Community Event Organizer section of the City Of Long Beach Temporary Food Facilities guidelines.**

Refer to the Temporary Food Facility (TFF) Guidelines for more information available online at  
[www.longbeach.gov/health/eh/food/tff.asp](http://www.longbeach.gov/health/eh/food/tff.asp)

COMMUNITY EVENT MAP



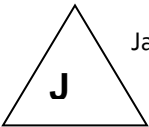
Please provide the distances between the vendors and the restroom, janitorial, and had wash facilities, as well as the distance to any three-compartment sinks provided.



Food Vendor # is to correspond with the numerated Food Vendor List Attached



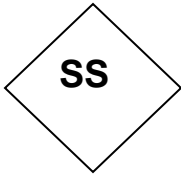
Restroom Facilities



Janitorial Facilities



Hand-washing Station



Three Compartment Sink(s) Provided

**FOOD VENDOR LIST**

**CODES:**

- V #:** Identification Number For Mapping Purposes
- Name Of Food Vendor:** Food Vending Business
- Contact Person:** Person Responsible For Booth
- Address:** Mailing Address of Contact Person
- Phone #:** Phone Number of Contact Person
- Type:** Pre-Pkg. TFS (prepackaged food booth)  
Un-Pkg. TFS (unpacked food booth) (ex. Catering truck, cart, etc.)

<b>V#</b>	<b>Name of Food Vendor</b>	<b>Contact Person</b>	<b>Address</b>	<b>Phone #</b>	<b>Type</b>



CITY OF LONG BEACH  
 DEPARTMENT OF HEALTH & HUMAN SERVICES  
 BUREAU OF ENVIRONMENTAL HEALTH  
 2525 Grand Avenue, Room 220, Long Beach CA 90815  
 562-570-4132



**ATTENTION NON-PROFIT EVENT OPERATORS**

NEW POLICY REGARDING SPECIAL EVENTS FOR NON-PROFITS

***DID YOU KNOW...***

- Non –profit organizations get discounted special event food permits
- Non-profit organizers get three free temporary food booth permits for each event.
- Late fees and field licensing fees are waived for non-profit organizations.
- ***Free training is provided for all organizers and food booth operators on the first Thursday of every month at 3:00-5:00 p.m. at 3820 Cherry Avenue, Long Beach, CA 90807. Contact: Claro Rufo at 562-570-4142.***
- When attending our free training, you are eligible for a discount on your special event food permit fee.
- A special event facilitator is available to assist you in completing and obtaining your special event food permits.
- Food safety materials are available online at [www.longbeach.gov/health/eh/food/tff/asp](http://www.longbeach.gov/health/eh/food/tff/asp)
- Special Event Organizer and Temporary Food Stand Permit applications are available online at [www.longbeach.gov/health/eh/food/tff/asp](http://www.longbeach.gov/health/eh/food/tff/asp)
- If your event is less than 4 hours in duration, including setup, and you are serving certain foods, you may not need a special event food permit. For more information contact Claro Rufo at 562-570-4142 or Jackie Hampton at 562-570-4132.



*If you are a for profit organization donating 100% of your food proceeds to a non-profit organization, and you complete certain health department forms, you do not need a special event food permit.*

**Documentation Acceptable as Proof Of Non-Profit Status**

Document

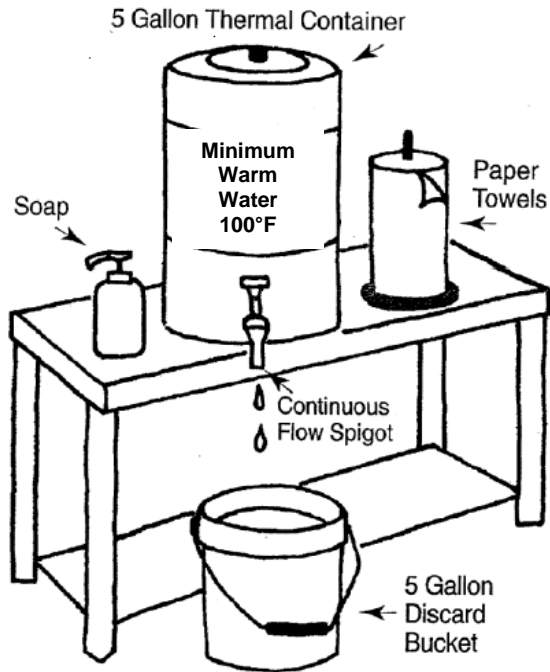
Source

- |   |   |
|---|---|
| 1. Article of Incorporation as a nonprofit organization                     | Secretary of State  |
| 2. IRS letter showing organization to be Tax Exempt                         | Internal Revenue Service  |
| 3. State Franchise Tax Board letter showing organization Tax Exempt         | Franchise Tax Board   |
| 4. Certificate of Registration with the State Registry of Charitable Trusts | State Registry of Charitable Funds  |
| 5. Statement of Accountability  | A statement from the nonprofit organization stating how the funds are disbursed and amount of overhead expenses |

Documents may be faxed to 562-570-4038 or email [Claro.Rufo@longbeach.gov](mailto:Claro.Rufo@longbeach.gov)

# Food Preparation

## Temporary Hand Washing Station



**REQUIRED AT EACH  
FOOD PREPARATION, OPEN FOOD  
SAMPLING & BEER/SPIRITS BOOTH**

The temporary hand washing station shall consist of at least a 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.



**CITY OF LONG BEACH**  
 DEPARTMENT OF HEALTH & HUMAN SERVICES \* BUREAU OF ENVIRONMENTAL HEALTH  
**FOOD PROGRAM**  
 2525 Grand Avenue, Room 220, Long Beach CA 90815  
 562-570-4132 Fax 562-570-4038  
 Email: [Claro.rufo@longbeach.gov](mailto:Claro.rufo@longbeach.gov)



**TEMPORARY FOOD FACILITY PERMIT APPLICATION**  
*Refer to the Temporary Food Facility (TFF) 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:			
Telephone #:		Message #:	
Email:		# of Food Employees:	

**TFS APPLICABLE FEES:** Check the Appropriate Box

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Non- Profit with 501-C   | <input type="checkbox"/> Profit  | Temporary Food Facility Type   |
| <input type="checkbox"/> \$ 35.00                 | <input type="checkbox"/> \$ 74.00  | <b>Pre-packaged or Prepackaged samples</b><br>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"/> \$ 51.00                 | <input type="checkbox"/> \$ 100.00                                       | <b>Pre-packaged w/unpackaged samples</b><br>Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc  |
| <input type="checkbox"/> \$ 66.00                 | <input type="checkbox"/> \$ 140.00                                       | <b>Unpackaged</b><br>Open foods including hot dogs, soft serve ice cream, shaved ice, etc.   |
|   | <input type="checkbox"/> \$ 26.60  | <b>Hawkers</b><br>Roaming prepackaged food sales within the perimeter of the event   |
|   | <input type="checkbox"/> \$ 47.05  | <b>Late Submittal Penalty Fee</b><br>If less than 7 calendar days prior to event add per booth   |
|   | <input type="checkbox"/> \$ 30.65 +<br><input type="checkbox"/> \$ 47.05 | <b>Field Licensing Fee</b><br>Applicable application 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 a noted on the City Of Long Beach Health Department, Bureau of Environmental Health, Food Program Temporary Food Facility (TFF) Guidelines. I understand that it is my responsibility to meet al 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**

Approved       Rejected      Permit # \_\_\_\_\_      Mailed: \_\_\_\_\_

Permit Restrictions / Reason For Rejection



**FOOD PREPARATION AT OTHER LOCATION**

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify and facility where advanced preparation will take place. 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 booth:  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:

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

**FOOD TO BE SOLD/SERVED**

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

<b>List food items to be sold/served:</b> (teriyaki chicken, tacos, salsa, condiments etc.,)	<b>Check if commercially pre-packaged:</b> (un-opened, original containers)	<b>Identify types of preparation at other location:</b> (cutting, washing, cooking, etc.,)	<b>Identify types of preparation at booth:</b> (assembly, portioning, cooking, etc.)	<b>Identify means of temperature control at booth:</b> (steam table, refrigerator, ice chests, etc.,)
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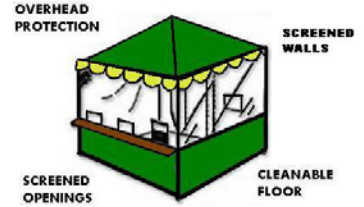
**HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH**

**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

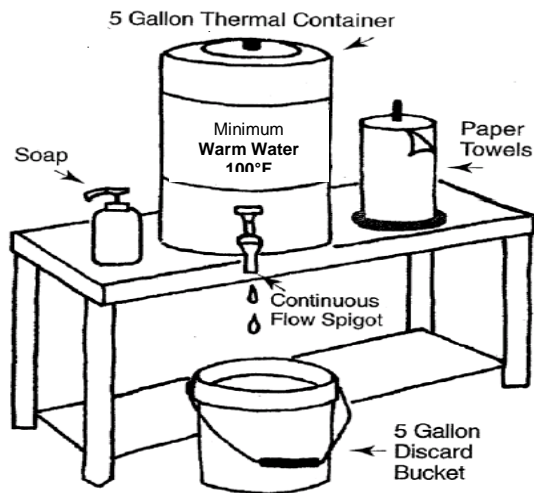
**COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW. THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP**

## 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.*



Minimum handwashing sink

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.

