



**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"/> \$ 77.00	<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"/> \$ 53.00	<input type="checkbox"/> \$ 105.00	<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"/> \$ 68.00	<input type="checkbox"/> \$ 145.00	<b>Unpackaged</b> Open foods including hot dogs, soft serve ice cream, shaved ice, beer, alcohol, etc.
	<input type="checkbox"/> \$ 27.60	<b>Hawkers</b>
	<input type="checkbox"/> \$ 48.80	<b>Roaming prepackaged food sales within the perimeter of the event</b>
	<input type="checkbox"/> \$ 31.80+ \$ 48.80	<b>Late Submittal Penalty Fee</b> If less than 7 calendar days prior to event add per booth
		<b>Field Licensing Fee</b> 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		
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Permit # _____ Mailed: _____
Permit Restrictions / Reason For Rejection		



# 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)



City Of Long Beach • Department Of Health & Human Services • Bureau Of Environmental Health  
TEMPORARY FOOD FACILITY SELF CHECKLIST

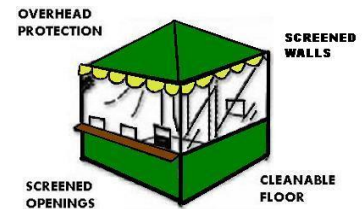
HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH

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 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

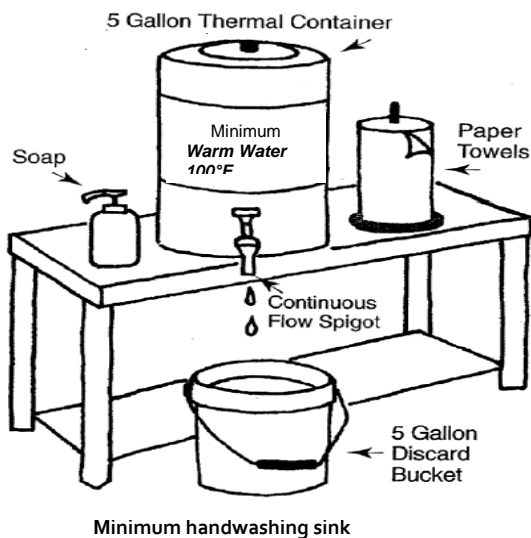
**COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW. THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP**

## 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.

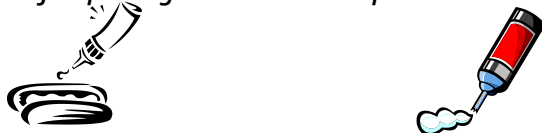
1. A temporary food facility permit from the City of Long Beach is required when selling or giving away food to the public, and/or when food samples are being given to the public. Permit must be displayed at booth for review during inspection.
2. A temporary hand washing station shall consist of at least 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.

