



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION**

2156 Sierra Way STE. B, San Luis Obispo, CA 93401  
PO Box 1489, San Luis Obispo, CA 93406  
Phone: (805) 781-5544 Fax: (805)781-4211  
Email: ehs@co.slo.ca.us

**MID-STATE FAIR**

**TEMPORARY FOOD FACILITY**

**MID-STATE FAIR**

**CHECKLIST**

**ITEMS NECESSARY TO OPERATE AN APPROVED TEMPORARY FOOD FACILITY:**

(keep this page as your event preparation checklist)

**Health permit** (obtain from office)

**Application complete, submitted to health department TWO WEEKS PRIOR**

**Health Permit Fees paid, submitted with application** (fee exemption for nonprofit organizations and veterans, proof of nonprofit and/or VE form required)

**Approval by the Event Organizer**

**Demonstration of knowledge** (knowledge of food safety principles, see the "Temporary Food Facility Guidelines" handout on the web at: <http://www.slocounty.ca.gov/TemporaryFoodFacilityOperationalRequirements>)

**Food from an approved source** (shellfish tags provided)

**Proper booth enclosure, floor covering; identification** (full/partial enclosure dependent on operation)

**Food, equipment, utensils: Approved; Protected from contamination**

sneeze guards

customer self service (condiments, single service utensils)

foods covered and off floor

BBQ equipment barricaded from public access (risk and contamination prevention)

**Appropriate cold and hot holding temperatures** (cold food below 45° F, hot food above 135° F)

**Foods cooked to the minimum required temperatures**

**A probe thermometer provided to verify proper holding and cooking temperatures**

**Hand washing facilities** (water supplied under pressure, soap, paper towels, trash receptacle)

**Utensil washing facilities** (3 compartment sink to wash, rinse, and sanitize)

**A container(s) of sanitizing solution with wiping cloths** (100 ppm bleach or 200 ppm quat)

**Trash and waste water disposal** (waste water disposed of into sewer only)

**Toilet facilities** (available within 200 ft.)

**PLEASE FILL OUT AND SUBMIT THE MID-STATE FAIR APPLICATION ON THE NEXT PAGE:**

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MID-STATE FAIR

TEMPORARY FOOD FACILITY
APPLICATION

MID-STATE FAIR

MID-STATE FAIR TEMPORARY FOOD FACILITY INFORMATION

BUSINESS NAME/ BOOTH NAME

BUSINESS MAILING ADDRESS

BUSINESS TELEPHONE NUMBER

BUSINESS EMAIL ADDRESS

CONTACT DURING BOOTH OPERATION

RESPONSIBLE PERSON(S) NAME(S)

RESPONSIBLE PERSON(S) TELEPHONE NUMBER(S)

RESPONSIBLE PERSON(S) EMAIL ADDRESS

PERMIT INFORMATION

PLEASE CHECK ANY OF THE FOLLOWING THAT PERTAIN TO YOUR BUSINESS:

- SERVING PREPACKAGED FOOD/ PREPACKAGED SAMPLES (NO OPEN FOOD/ NO OPEN FOOD SAMPLES)
HAS A CURRENT SAN LUIS OBISPO COUNTY ISSUED TEMPORARY FOOD FACILITY MULTIPLE EVENT PERMIT
PERMIT NUMBER EXPIRATION DATE
HAS A CURRENT SAN LUIS OBISPO COUNTY ISSUED MOBILE FOOD FACILITY PERMIT
PERMIT NUMBER EXPIRATION DATE
REPRESENTS A NONPROFIT/ CHARITABLE ORGANIZATION:
TAX ID NUMBER PLEASE ATTACH A COPY OF YOUR 501C FORM
QUALIFIES FOR VETERAN'S EXEMPTION: PLEASE PROVIDE ENVIRONMENTAL HEALTH AFFIDAVIT AND SUPPORTING DOCUMENTS.
NONE OF THE ABOVE (FEE REQUIRED)

PLEASE FILL OUT THE FOLLOWING PAGES TO COMPLETE YOUR APPLICATION
FOR THE MID-STATE FAIR

REQUIREMENTS ARE BASED ON THE CALIFORNIA RETAIL FOOD CODE, CALIFORNIA HEALTH AND SAFETY CODE §113700-114437.
§114381.2 STATES THAT A PERMIT APPLICATION MUST BE SUBMITTED TO THE ENFORCEMENT AGENCY BY EACH TEMPORARY
FOOD FACILITY OPERATOR.

FOR OFFICE USE ONLY

DATE RECEIVED RECEIVED BY ASSIGNED TO ENTERED BY ENTERED DATE

PE# AMOUNT DUE AMOUNT PAID CHECK OR CC AUTH # CASH

NONPROFIT: 501C FORM ATTACHED YES NO VETERAN EXEMPT PAPERWORK ATTACHED YES NO

PR# SR# FA# INVOICE NUMBER

INSPECTOR APPROVED DATE

1. Describe the proposed menu/food items to be sold or given away to the public: \_\_\_\_\_

2. All foods must be prepared on-site or in an approved commercial food facility (facility must possess a valid health department permit or registration). Check all that apply:

I am preparing my food on-site

I am preparing some or all of my food off-site. **Name of off-site food facility:** \_\_\_\_\_

Indicate where food will be purchased/obtained (market/wholesaler name): \_\_\_\_\_

3. **REQUIRED:** Facility enclosures are required to protect food, utensils, plates, cups, napkins etc. from flies, dust, public contamination, bird droppings, etc.

**Fully enclosed** temporary food booth with facility identification: Required for all facilities handling and serving **non-prepackaged foods.**

Overhead protection, 4 walls of mesh or tarp, 12" X 18" pass through windows, washable flooring (washable flooring is not required when operating on concrete or asphalt)

**OR**

**Open-air** temporary food booth with facility identification: **Prepackaged foods only.**

Overhead protection, 0-3 walls of mesh or tarp, and washable flooring (flooring is not required over concrete or asphalt).

4. Describe the materials used to construct the temporary food facility: \_\_\_\_\_

5. **REQUIRED\*:** I will be providing handwashing facilities equipped to provide **warm water** (100°F) **under pressure** for a minimum of 15 seconds through a mixing valve or combination **faucet**, with pump dispensed liquid **soap**, paper **towels**, and a trash receptacle. **NOTE: Glove use does not substitute hand washing; Hand Sanitizer may be used in conjunction with handwashing, but not in place of.**

Describe the materials and equipment used to provide the required handwashing facilities: \_\_\_\_\_

6. Describe how food temperatures will be maintained during transport from an approved food facility to the event: \_\_\_\_\_

Indicate where food will be purchased/obtained: \_\_\_\_\_

7. Describe the proposed procedures and methods of food preparation and handling for all menu items: \_\_\_\_\_

A barbeque will be used as part or all of the cooking process. The barbeque will be sufficiently separated from public access to prevent contamination of the food and injury to the public. (5 feet of separation is recommended.)

A sneeze guard, cover, compartment or other approved method will be provided to protect my food, utensils and equipment from public contamination for customer self-service items and for food cooked or held on equipment positioned near the front of a temporary food facility, within range of the customers.

Food samples will be provided. (Describe method of sample distribution below. Indicate what utensils will be used: \_\_\_\_\_)

8. The following cold temperature control will be provided for the cold holding of potentially hazardous food to ensure storage below 45° F:

Ice chests (food fully submerged in ice)

Freezer

Ice bath and tubs

Refrigerator

Refrigerated truck

Other (specify): \_\_\_\_\_

9. The following hot temperature control will be provided for the hot holding of potentially hazardous foods to ensure storage above 135°F (unserved food must be thrown away at the end of each operating day):

Camp stove

Electric stove top

Steamtable and lids

Double steamer

Sterno and hotel trays

Other (specify): \_\_\_\_\_

10.  I am aware of the required hot and cold holding temperatures and minimum cooking temperatures for the menu items I am providing.

An accurate probe thermometer will be provided and I will ensure that the proper temperatures of potentially hazardous foods are met and maintained.

All unserved hot held potentially hazardous foods will be discarded at the end of each operating day.

11.  Food will be stored 6 inches off the floor and inside or adjacent to my temporary food facility.

During periods of non-operation, food will be stored inside my fully enclosed temporary food facility or other approved location. Food may not be stored inside a private home.

12. REQUIRED\*: Utensil washing station (**\*Required only for facilities serving unpackaged foods**). Warewashing facilities will be provided by one of the following method(s):

Three compartment sink with two integral metal drain boards

A centrally located warewashing sink shared by no more than four facilities.

Please provide name of nearby temporary food facility providing the warewashing sink:

Facility Name: \_\_\_\_\_ Location/Space Number: \_\_\_\_\_

13. The following sanitizing solution(s) (with corresponding test strips to verify concentration) will be used for surface wiping cloths and utensil sanitization. Separate containers of sanitizer and wiping cloths are required for use with raw meat products:

100 ppm chlorine solution (bleach-water)

25 ppm iodine solution

200 ppm solution of quaternary ammonium

Other (specify): \_\_\_\_\_

14. Describe the procedures, methods, and schedules for cleaning utensils, equipment, and structures: \_\_\_\_\_

15. Describe the procedures, methods, and schedules for removal of trash and waste water (**dumping into a storm drain is prohibited**): \_\_\_\_\_

16. Electricity is provided for my booth's use: Yes  No

17.  A site plan is drawn on the next page that indicates the proposed layout of equipment, food preparation tables, food storage, ware washing, and handwashing equipment.

18.  I have read, understand and will comply with the "Temporary Food Facility Guidelines" handout.

**IMPORTANT:** All food vendor booths are subject to inspection. Violation of any of the above may result in closure of your temporary food facility. **Please make a copy of this checklist for review in preparation for this event and for your records.** A valid health permit or copy of this application showing the permit fee has been paid must be present in the booth at all hours of preparation and operation. Return the application **with fee payment** for a permit **TWO WEEKS PRIOR** to the event to Environmental Health Services, P.O. Box 1489, San Luis Obispo, CA, 93406. Checks may be made **payable to SLO County Environmental Health**. The approved permit will be mailed to you or provided following the booth inspection.

**THIS IS NOT A PERMIT TO OPERATE. YOU MUST OBTAIN WRITTEN APPROVAL FROM ENVIRONMENTAL HEALTH SERVICES BEFORE OPERATING.**  
**APPLICATIONS SUBMITTED WITHOUT PAYMENT WILL BE REJECTED.**

# FOOD FACILITY DIAGRAM

Indicate the proposed layout of equipment, food preparation tables, food storage, warewashing and handwashing equipment.

