



COUNTY OF COLUSA
COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
1213 Market Street, Colusa, CA 95932
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REQUIREMENTS FOR TEMPORARY FOOD FACILITIES (TFF) and EVENT COORDINATORS AT COMMUNITY EVENTS

If you represent a Temporary Food Facility and wish to participate in a Community Event in Colusa County, your initial step is to engage with the designated Event Coordinator. The Event Coordinator serves as the primary point of contact, providing a comprehensive overview of all Community Event requirements, including those related to Environmental Health permitting.

To further streamline the process for Temporary Food Facilities, Environmental Health has transitioned to an online portal. Now, applicants can conveniently fill out the application from anywhere with a computer and internet connection. For those preferring in-person assistance, a dedicated computer is available at our office, with an Inspector ready to guide and assist in the seamless submission of your permit application.

All Temporary Food Facilities and Community Event Coordinators are required to adhere to the standards outlined in the California Retail Food Code, an excerpt from the California Health and Safety Code. To ensure clarity on pertinent terms, we have provided definitions for your reference below;

COMMUNITY EVENT:

An event held for no more than 25 consecutive or nonconsecutive days within a 90-day period. These events, of civic, political, public, or educational nature, encompass gatherings such as state and county fairs, city festivals, circuses, and other public events. It is crucial that these events are approved by the local ENFORCEMENT AGENCY to ensure compliance (Sec 113755).

TEMPORARY FOOD FACILITY (TFF):

A FOOD FACILITY approved by the ENFORCEMENT OFFICER, operating at a fixed location for the duration of an APPROVED COMMUNITY EVENT or as part of a SWAP MEET within the same context. This definition ensures a controlled and authorized presence to uphold food safety standards (Sec 113930).

EVENT COORDINATOR:

In addition to the individual PERMIT issued to each FOOD FACILITY participating in a COMMUNITY EVENT or SWAP MEET, a separate PERMIT must be obtained by the person or organization responsible for facilities shared by two or more FOOD FACILITIES. The application and site plan for this PERMIT must be submitted to the ENFORCEMENT AGENCY at least two weeks prior to the operation of any FOOD FACILITY. The site plan should delineate proposed locations of FOOD FACILITIES, restrooms, REFUSE containers, POTABLE WATER supply faucets, waste water disposal facilities, and all shared WAREWASHING and handwashing facilities, ensuring an organized and hygienic environment (Sec 114381.1).

NONPROFIT CHARITABLE TFF:

This refers to either:

- (a) A TEMPORARY FOOD FACILITY, as defined in Section 113930, conducted by a NONPROFIT CHARITABLE ORGANIZATION, as defined in Section 113841.
- (b) An established club or organization of students operating under the authorization of a school or other educational facility (Sec 113842).

ALL APPLICATIONS, FORMS AND DOCUMENTS CAN BE FOUND AT:

<https://countyofcolusa.org/1063/Community-Events-Temporary-Food-Facility>

The online application process has been thoughtfully organized to ensure an efficient user experience for both Temporary Food Facilities (TFFs) and Event Coordinators. When submitting your application, please carefully adhere to the specified requirements, including:

For Event Coordinators: (Only required if there are 2 or more TFF's)

- ✓ The application must include a list of all Temporary Food Facility vendors attending the event and a detailed map indicating the location of each TFF vendor.
- ✓ Timely submission is essential – the information must reach the department no later than 14 business days before the event.
- ✓ Access the online permit application.
- ✓ Event Coordinators are responsible for distributing the "Temporary Food Facility Operators Packet" to each TFF vendor.
- ✓ Event Coordinators are responsible for submitting the "Event Coordinator Inspection Form" at the end of the event.

For TFF and Mobile Food Facility Vendors:

- ✓ Each Temporary Food Facility (TFF) and Mobile Food Facility attending the community event must individually complete their online permit application.
- ✓ Submission of information is required no later than 7 business days before the event.
- ✓ Access the online permit application.

Exemption for Mobile Food Facilities:

- ✓ Mobile Food Facilities holding a valid permit with Colusa County Environmental Health (CCEH) are exempt from paying a Temporary Food Facility (TFF) permit fee.

Submission Policy:

- ✓ Submitting a late application does not guarantee the issuance of an operating permit.

Recognizing the unique nature of each Temporary Food Facility, we adopt a tiered approach to our fee structures and offer potential waivers. This customized approach ensures fairness and flexibility in accommodating diverse needs.

- Event Coordinator: \$84.00
- TFF Pre-Packaged: \$28.00
For Non-Potentially Hazardous Food not requiring hot or cold temperature control.
- TFF Minimal Food Preparation: \$56.00
Involving pre-packaged, Non-Potentially Hazardous Food with sampling and no hot or cold temperature control
- TFF Food Preparation: \$84.00
For Cooking/Serving Potentially Hazardous Food.
- TFF Annual Fee: \$84.00
A one-time payment valid from January to December of the year paid. Menu items cannot change once application is approved.

Fee Waivers:

Fee waivers must be uploaded as an attachment when submitting the online application. Waivers are applicable for the following:

- ✓ A Valid Non-Profit (501c3) Organization Form
- ✓ A Veterans DD 214 Form
- ✓ Nonprofit Charitable Temporary Food Facility (TFF)