

XXXXXXXXXX

# Catering Operation Application Packet

XXXXXXXXXX

## Application checklist:

- ☒ Complete and submit Application for Permit to Operate.
- ☒ Pay annual permit fees.
- ☒ Understand and comply with the Catering Operation requirements outlined in this packet.
- ☒ Submit a copy of a valid Food Safety Manager Certification. Provide Food Handler cards for all employees.
- ☒ Complete and submit a Commissary Verification form.
- ☒ Complete and submit Catering Standard Operating Procedures.

<b>Definitions</b>	<p>A Catering Operation means a food service that is conducted by a permanent food facility approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location, in either of the following circumstances:</p> <ul style="list-style-type: none"> <li>(1) As part of a contracted offsite food service event.</li> <li>(2) When operating in conjunction with a Host Facility with direct food sales.</li> </ul> <p>(b) A catering operation shall not include either of the following:</p> <ul style="list-style-type: none"> <li>(1) Food ordered as takeout or delivery from a food facility, where the food is provided to the consumer for self-service.</li> <li>(2) A food facility that is participating as part of a community event.</li> </ul>
<b>Administrative requirements</b>	<p>The following requirements must be complied with to operate under a catering operation permit:</p> <ol style="list-style-type: none"> <li>1. A caterer must apply for a Permit to Operate and submit annual payment of permit fee.</li> <li>2. A catering operation may only take place from a commissary kitchen/permitted food facility (private homes cannot be permitted). A completed commissary verification form must be submitted.</li> <li>3. Caterers must fill out a Catering Standard Operating Procedures (SOPs) to be completed once a year, and each time the menu changes. A specialist from environmental health will review and approve the SOPs. The specialist will verify that the food is obtained from approved sources and an approved facility is provided for the following: <ul style="list-style-type: none"> <li>• transportation</li> <li>• food and equipment storage</li> <li>• equipment/multi-use utensil cleaning and sanitizing</li> <li>• refuse disposal</li> <li>• food packaging</li> <li>• food preparation</li> </ul> </li> <li>4. A current food safety certification is required.</li> </ol>

# Catering Operation Requirements

**Please Note:** All caterers, catering employees and volunteers MUST comply with the following requirements during preparation and all hours of operation. All catering operations are subject to inspection by the Environmental Health Division.

## I. Food Handling – Sanitary Requirements:

### A. Food Preparation

1. **Use of food prepared or stored at home is prohibited at a catered function.**
2. All food handling and preparation related to the catering operation shall take place within the approved commissary, unless otherwise approved by the Environmental Management Department. Commissary locations are subject to bi-annual inspection by the Environmental Management Department. Commissary locations and catering operations are subject to and must be in compliance with all pertinent sections of the California Retail Food Code (CalCode). A complete copy of CalCode may be viewed at <https://emd.saccounty.gov/EH/Documents/CALIFORNIA%20RETAIL%20FOOD%20CODE.pdf>.

### B. Temperature Control – Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a metal probe thermometer** to check temperatures during the catered event.

1. **Cold foods** – maintain food temperatures at **41° Fahrenheit(F)** or below.
2. **Hot foods** – maintain food temperatures at **135° F** or above.

**NOTE:** This will require sufficient equipment to maintain required temperatures for all perishable food at a catering site (e.g. steam tables, chafing dishes, refrigerators, coolers). -

3. **Cooking Temperatures** – Minimum internal cooking temperatures of potentially hazardous foods (phf) are as follows:

ground beef	155°F
poultry, stuffed food	165°F
eggs	145°F
pork	145°F

4. Food in transit must be protected from contamination and must meet the temperature requirements noted above. Catering vehicles shall be maintained in a clean, sanitary condition.

### **C. Food Handlers**

1. Food Handlers must be in good health and not experiencing cold or flu symptoms.
2. Food Handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities, after handling raw meats, after using the restroom and as necessary to prevent food contamination. If the catered event is held at a site where no hand wash facilities are available, the caterer is responsible for bringing their own.
3. Clean aprons and outer garments must be worn and hair must be restrained.
4. Sanitary food handling techniques must be practiced at all times. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissue when handling food. Proper glove use must be practiced with handwashing before putting gloves on.

**D. Ice** – Ice used for refrigeration at a catering event cannot be used for consumption.

**E. Condiments** – Condiment containers used at a catering event shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

### **F. Toilet Facilities**

1. At least one toilet facility, with available handwashing, for every 15 employees shall be provided within 200 feet of each catering site.

**G. Smoking** – Smoking is prohibited during the preparation and serving of food at a catered event.

### **H. Storage/Service**

1. All food, beverage, utensils, and related equipment shall be stored displayed and served so as to be protected from contamination.
2. All foods, beverages, utensils and related equipment must be stored at least 6 inches off of the floor.
3. During the catered event, an area separate from food preparation and food storage must be provided for the storage of employee clothing or personal belongings.

**I. Open-Air BBQ Facilities** – An open-air BBQ may be used in conjunction with a catered event. The BBQ may be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming foods or maintaining food temperatures in pots or other containers.

## FOOD PRODUCTION

1. Location where you will store food and equipment at the end of the day.

Commissary Name: \_\_\_\_\_ Commissary Facility ID#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

MENU DESCRIPTION <i>(USE ADDITIONAL SHEET ON PAGE 5, IF NECESSARY)</i>		
Indicate all the food and beverage items for sale.	WHERE WILL THE FOOD BE PREPARED?	
FOOD ITEM	COMMISSARY	ON-SITE
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

2. List equipment that will be used. Please be specific on equipment use and function.

Equipment	Intended use during food preparation or catering event

3. **Transport and Storage**- Describe the procedures for transportation (if more than 30 minutes) and storage of food and equipment. Include methods of hot and cold holding of potentially hazardous foods and the methods to hold food until service (e.g., covered chafing dishes, etc.). Include information about the proposed catering enclosure and handwash station. Please note that all potentially hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

<b>Transport Vehicle</b>	<input type="checkbox"/>	Interior is constructed of smooth, washable, non-absorbent material.
	<input type="checkbox"/>	Does not drain liquid to street, sidewalk, or premises.

<b>Hot Holding Method (135°F and above)</b>	During Transport-
	At Event-
<b>Cold Holding Method (41°F and below)</b>	During Transport-
	At Event-
<b>Other Food Storage</b>	During Transport-
	At Event-
<b>Equipment</b>	During Transport-
	At Event-
<b>Enclosure and Handwash station</b>	Enclosure-
	Hand wash station-
<b>Closing Procedures</b>	Food Disposal-
	Equipment/Utensil Cleaning-

**4. Cleaning- Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils at the commissary.**

Indicate the specific sanitizing method that you will use by checking the box below:

- ☐ Contact with a solution of 100 ppm available chlorine for at least 30 seconds.  
☐ Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.

**STATEMENTS**

**Initial next to the below statements indicating that you understand and will abide by them.**

	1	A catering permit may be used to prepare and serve food at private events and Host Facilities only. Operating at a Community Event or Certified Farmer's Market requires a separate health permit.
	2	All food must be stored and prepared at the approved facility. Home preparation of food is prohibited. Only limited food preparation, as defined in CalCode Section 113818, is allowed at an off- site food service event unless otherwise approved by EMD.
	3	When operating at an off-site food service event, a sign or business cards must be posted/ provided at the event premises stating the Caterer's business name, city, state, zip code and name of the operator.
	4	A catering permit must be applied and paid for prior to operating.
	5	Operating at a permitted Host Facility is limited to a four (4) hour duration in any one twelve (12) hour period unless otherwise approved by EMD. Upon request, you must provide your operation schedule to EMD for review.
	6	At the end of the operating day, all multi-use utensils will be washed and sanitized at the approved commissary/permitted food facility.
	7	Have access to potable water.
	8	All garbage, refuse and liquid waste will be disposed of in an approved manner as approved by EMD.
	9	All equipment, utensils and food related items shall not be stored in a private home when not conducting catering activities.
	10	Any food that has become contaminated, suspected of becoming contaminated or presumed unsafe must be discarded.

**Acknowledgment**

I understand and agree that if I make changes to my operating procedures, I must notify Environmental Health within 7 days. Revised operating procedures may be provided by fax, E-mail: [EMDinfo@saccounty.gov](mailto:EMDinfo@saccounty.gov) or mailed to our office listed on this form. Failure to notify Environmental Health of any changes may result in a Notice of Violation, suspension, or revocation of the Health Permit issued to me to operate as a caterer. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_







**COMMISSARY or MSU VERIFICATION**  
**MOBILE FOOD FACILITY (MFF)/ MULTI EVENT VENDORS (MEV)/ CATERER**

FA #	
PR#	

**MFF/MEV/CATERER BUSINESS INFORMATION:**

Type of Facility: ☐ MEV ☐ MFF – Cat. A (Food prep. at commissary) ☐ MFF – Cat. B (MFF Cat B, C & D must fill out back page) ☐ MFF –Cat. C ☐ MFF- Cat. D ☐ CATERER

MFF/MEV/Caterer Business Name: \_\_\_\_\_

License Plate Number (if applicable): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (Work) \_\_\_\_\_ Mobile: \_\_\_\_\_

*I, the above-mentioned MFF/MEV/Caterer Owner will operate out of the below mentioned commissary and report to the commissary at least once each operating day for cleaning and servicing (As noted below) (Calcode Sec. 114297). I will store the vehicle (if applicable) at the approved commissary or another approved location. If the use of the commissary is discontinued, I will notify the Environmental Health Division at (916)875-8440 to make the necessary changes.*

\_\_\_\_\_  
Signature of MFF/MEV/Caterer Owner

\_\_\_\_\_  
Date

**COMMISSARY INFORMATION:**

Type of Facility: ☐ Commissary ☐ MSU ☐ Restaurant ☐ Market ☐ Other

Commissary Business Name: \_\_\_\_\_

Commissary Owner's Name: \_\_\_\_\_

Commissary Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Commissary Contact Phone: \_\_\_\_\_ MFF Access Hours: \_\_\_\_\_

Y / N Preparation or packaging of food Y / N Sewage disposal Y / N Overnight parking Y / N Toilet & handwashing

Y / N Potable water supply ( ☐ hot ☐ cold ) Y / N Warewashing Y / N Electrical hook-up

Y / N Refrigerated/ frozen food storage Y / N Garbage Y / N Supplies storage

Y / N Cleaning Areas drained to wastewater/sewer system Y / N Dry food storage Y / N Supply food products

*I, the Commissary Owner/Representative, can and will provide the necessary facilities as checked for the above-mentioned MFF/MEV/Caterer at my permitted facility:*

\_\_\_\_\_  
Signature of Commissary Owner/Representative

\_\_\_\_\_  
Date

**NOTE:** The signature of Commissary Owner must be a wet/original within 30 days of applying for permit. NO COPIES.

**NOTE:** Use of an unapproved facility for any of above purposes can lead to revocation of your permit to operate.

Commissary Approval: ☐ Pending ☐ Approved ☐ Disapproved

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_