

Shasta County Department of Resource Management

Environmental Health Division

1855 Placer Street, Suite 201, Redding CA 96001

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**SPECIAL EVENT COORDINATOR PERMIT APPLICATION**

Name of Event: \_\_\_\_\_ Date(s) & Time(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Total Number of Food Vendors: \_\_\_\_\_

Coordinator's Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

PLEASE SUBMIT THE FOLLOWING AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:

1. **\$80.48 Permit Fee** - (Please note: Failure to submit a complete application and fee at least two weeks prior to the event will result in an additional fee of \$160.95 per hour for all staff time required for inspections, preparation and issuance of notices or letters to complete the application).
2. **Site Plan** - A site plan indicating the proposed locations for the temporary food facilities, restrooms, and all shared utensil washing, hand washing, trash/garbage, and janitorial facilities. This will allow this office to determine if restrooms are close enough to facilities and whether surrounding activities will have an impact on food safety (dust, flies, etc...).
3. **Food Vendor List and Temporary Food Both Applications** - Please complete and submit the attached vendor list form.
4. **Toilet Room Facilities** - At least one toilet facility for each 15 employees within 200 feet of each temporary food facility shall be provided. Each toilet shall be provided with hand washing facilities equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently attached dispensers at each hand washing facility. Temporary food facilities that handle only prepackaged food may provide cold water with germicidal soap in lieu of hot and cold running water at the hand washing facilities.  
Total # of employees\* \_\_\_\_\_ Total # of toilet rooms \_\_\_\_\_ Total # of hand washing facilities  
(\*including volunteers)
5. **Janitorial Facilities** - Adequate janitorial facilities shall be provided with hot and cold running water from a mixing valve.

Total # of Janitorial Facilities \_\_\_\_\_

AS COORDINATOR, I HAVE READ AND UNDERSTAND THE "SPECIAL EVENT HANDOUT" AND I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE CALIFORNIA UNIFORM RETAIL FOOD FACILITY LAW BY THE TEMPORARY FOOD FACILITIES OPERATING AT THIS EVENT.

Applicant/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

