

El Dorado County
Department of Environmental Management - Division of Environmental Health

Placerville Office:
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SPECIAL EVENT APPLICATION
COORDINATOR PERMIT

Name of Event: _____ Date and Time of Event: _____

Location of Event: _____ Total Number of Food Vendors: _____

Contact Person: _____ Phone : _____ Fax : _____

Contact Person's Address: _____

IF THE EVENT WILL HAVE ANY TEMPORARY FOOD FACILITIES IN OPERATION,
PLEASE SUBMIT THE FOLLOWING AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:

... **Site Plan**

Submit a site plan indicating the proposed locations for the temporary food facilities, toilet rooms, and all shared utensil washing, hand washing, and janitorial facilities (required only if there will be five or more booths).

... **Food Vendor List**

Complete and submit the vendor list form (on back of this page).

... **Temporary Food Booth Applications**

Submit completed temporary food booth applications with the health permit fees from the food vendors. Operators with an El Dorado County Annual Health Permit that allows for operation at temporary food events are exempt.

... **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. Hand washing cleanser and single-use sanitary towels shall be provided at each hand washing facility.

Total # of employees (incl. volunteers) _____ Total # of toilet rooms _____ Total # of hand washing facilities _____

... **Janitorial Facilities**

Adequate janitorial facilities shall be provided with hot and cold running water from a mixing valve.

Total number of Janitorial Facilities _____

As **coordinator**, I have read and understand the “**Temporary Food Facility Requirements**”, and I understand that I am responsible for ensuring compliance with the California Retail Food Code by the temporary food facilities operating at this event.

Applicant/Coordinator
Signature _____

Date _____

