Off-Campus / Commercial
Temporary Food Facility Permit Application

Instructions: Print and complete this form. Fax or deliver it to EH&S at (858) 822-3194. EH&S will review and return an approved copy of the form to you. Keep the approved form on site during the time of your event. An approved permit is required by EH&S to operate on campus. Applications must be submitted to EH&S at least seven days prior to the event.

Owner /Operator name __________________________________________________________

Mailing Address________________________________________________________________

Name of Food Booth/Organization__________________________________________________

Type of Booth:
100 % Prepackaged   Unpackaged Foods   Mobile Food Fac. /Vehicle

[ ]  [ ]  [ ]

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business. I agree to comply with the health and safety standards set forth by UCSD. I understand that non-compliance with the requirements can result in immediate closure, loss of future privileges and disciplinary action.

___________________________________________________       ______________________________
Applicant Signature   (Date)

___________________________________________________       ______________________________
UCSD EH&S Department Approval Signature   (Date)

**HOME PREPARED FOODS ARE NOT ALLOWED**

If your organization does not have its own approved commercial food facility or warehouse, you must obtain permission to use a commissary that has been approved by the local Department of Environmental Health to prepare/store foods and sanitize/store equipment.

COMMISSARY:
Name of site: _________________________________________________________________
Address: ___________________________________________________________ Phone: ____________

TO BE COMPLETED BY OPERATOR OFFERING USE OF AN APPROVED COMMISSARY

[ ] Current commissary agreement letter already filed with UCSD EH&S.

I hereby allow _______________________________ to use my approved commissary for the preparation/storage of food, sanitation/storage of equipment.

___________________________________________________       __________________
Signature of Commissary Representative   (Date)
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Event: 

**Event Dates:** ____________________________ **Hours:** ____________________________

**Event Coordinator:** ____________________________ **Phone:** ____________________________

<table>
<thead>
<tr>
<th>Food Item</th>
<th>How Served</th>
<th>Made to Order</th>
<th>Off-site Prep</th>
<th>On-site Prep</th>
<th>Describe Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hot</td>
<td>Cold</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**TEMPERATURE CONTROL**

a) How will you provide temperature control of potentially hazardous foods during transport to the event and during the event?
   Description: ___________________________________________________________________

b) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 45°F or below.

c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 135°F.

d) Metal stem thermometers for checking internal food temperatures are required in all unpackaged food booths.

**HAND WASHING**

a) How or where will hand washing be completed? (If you are preparing/cooking foods at your booth, you are required to have a hand wash station set up in your booth).
   Description: ___________________________________________________________________

**UTENSIL WASHING**

a) Unpackaged food booths are required to have access to a 3-Compartment sink with hot and cold running water either in a nearby restaurant, provided by the event sponsor or provided by you.
   Description: ___________________________________________________________________

**RESTROOM LOCATIONS**

a) Restrooms must be provided within 200 feet of any category of food booth. Where will the employee restrooms be?
   Description: ___________________________________________________________________