



# COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP  
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

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## SPECIAL EVENT COORDINATOR PERMIT APPLICATION

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

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

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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**

A site plan indicating the proposed locations for the temporary food facilities, toilet rooms, and all shared utensil washing, hand washing, and janitorial facilities.

- **Food Vendor List**

Complete and submit the attached vendor list form.

- **Temporary Food Booth Applications**

Submit completed temporary food booth applications with the health permit fees from the food vendors.

- **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 \_\_\_\_\_

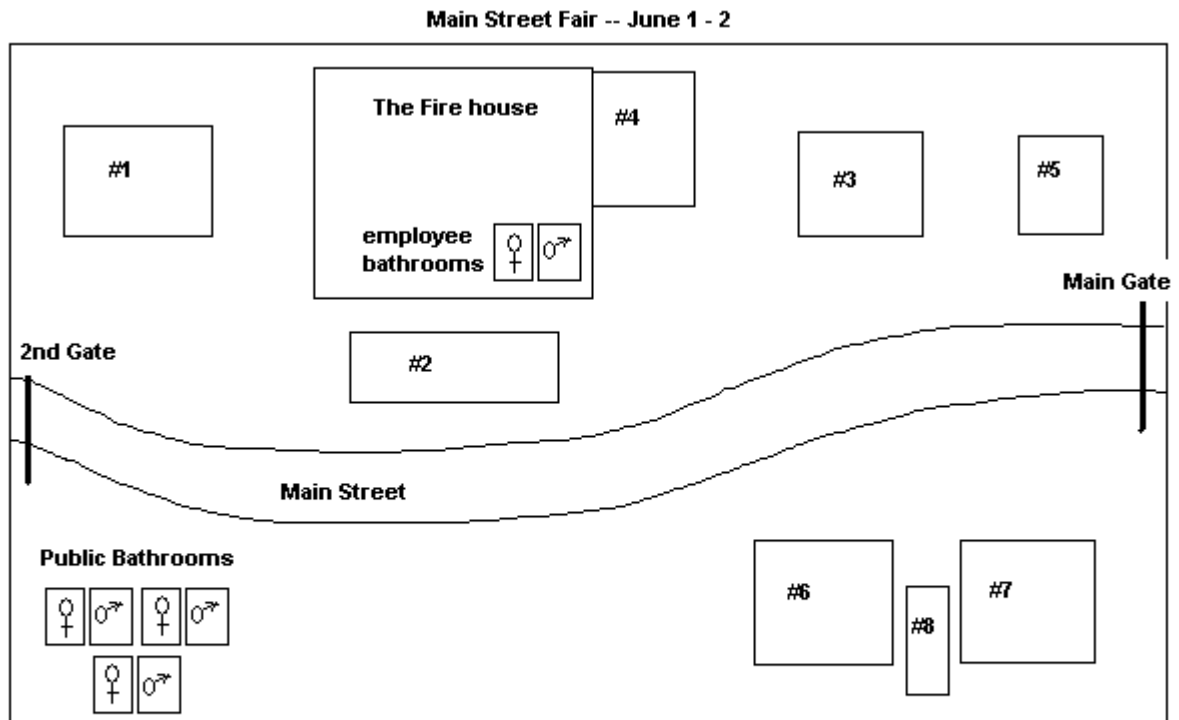
- **Janitorial Facilities**

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

**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 UNIFORM RETAIL FOOD FACILITY LAW BY THE TEMPORARY FOOD FACILITIES OPERATING AT THIS EVENT.**

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

# EXAMPLE: SITE PLAN OF SPECIAL EVENT



- |  |   |
|--|---|
| #1: Joe's Burger Shack                                     | #5: Bill's hot dog cart                   |
| #2: The firehouse sausage booth                            | #6: M&J's Kettle Korn                     |
| #3: Tracy's Tri-tip booth                                  | #7: Jane's Sno-cone booth                 |
| #4: Janitor's Room - with mop sink for all booths to share | #8: Utensil washing station for #6 and #7 |

## FOR OFFICE USE ONLY:

Received By: \_\_\_\_\_ Date #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Comments:

Approved for Temporary Special Event Health Permit By: \_\_\_\_\_ Date: \_\_\_\_\_