



CERTIFIED FARMERS' MARKET (CFM)

Application for a **CERTIFIED FARMERS' MARKET Permit (for Certified Producers)** & a **CERTIFIED FARMERS' MARKET COORDINATOR Permit (for Food Vendors)**

- Market manager must submit all applications and fees, including those for the Temporary Food Facilities, to this department at least two (2) weeks before the start date.
- For applications and information, go to www.ehinfo.org > Consumer Protection Division > Certified Farmers' Markets or visit our office.

MARKET MANAGER INFORMATION	CERTIFIED FARMERS' MARKET INFORMATION	
Market Manager DBA	Market Name	
Mailing Address	Location	
City / Zip Code	Address	
Contact Person	City	Market Manager Permit Requested: <input type="checkbox"/> FP02: 1-20 producers <input type="checkbox"/> FP03: >20 producers
Email address	Market Dates: <input type="checkbox"/> Seasonal: _____ to _____ <input type="checkbox"/> Year-round	CFM Coordinator Permit Requested: <input type="checkbox"/> TE03: 1-10 food booths <input type="checkbox"/> TE04: 11-20 food booths <input type="checkbox"/> TE05: >20 food booths
Phone #	Day(s): <input type="checkbox"/> Sun <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat	
Cell Phone #	Hours of Operation: _____ to _____	

THE MARKET MANAGER WILL PROVIDE THE FOLLOWING FOR PRODUCERS/FOOD VENDORS: check all that apply

<p>Employee Restrooms: MARKET MANAGER MUST PROVIDE <i>Provide at least 1 toilet facility per 15 food employees within 200 feet of every food booth. Each toilet facility/structure shall be provided with hand washing facilities.</i></p> <p><input type="checkbox"/> Provide portable toilet facilities and hand washing facilities (adjacent to toilet facilities)</p> <p><input type="checkbox"/> Existing restroom structures available Number of toilets provided for employees: _____</p>	<p><input type="checkbox"/> Food Booths: Booth Rental Company: _____</p> <p>* At minimum, a cleanable floor surface and overhead protection is required for all food/beverage operations. If open foods are handled, the booth must be fully enclosed with side walls.</p> <p>* Check with local Fire Dept. regarding approved food booth materials.</p>
<p>Waste Disposal: MARKET MANAGER MUST PROVIDE receptacles for garbage and liquid waste disposal</p> <p><input type="checkbox"/> Provide garbage and trash dumpsters</p> <p><input type="checkbox"/> Provide liquid waste containers</p> <p><input type="checkbox"/> Use existing janitorial sink available for liquid waste disposal</p> <p><input type="checkbox"/> Provide grease waste containers</p> <p><input type="checkbox"/> Provide metal waste containers for spent charcoal</p>	<p>Potable Water:</p> <p><input type="checkbox"/> City Municipal Water (no Reclaimed water). * Water hose shall be of food grade material - no garden hoses</p> <p><input type="checkbox"/> Commercially purchased bottled water</p> <p><input type="checkbox"/> Well water - submit bacteriological water test for E. Coli, dated within 3 months of the event.</p> <p><input type="checkbox"/> Commercial ice</p>

- The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. The undersigned is aware that non-compliance may result in closure of food operations.
- Any inspection time of individual operations/vendors more than twenty (20) minutes may be assessed, in fifteen (15) minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections are subject to additional fees.
- The undersigned agrees that the Market Manager as noted above is responsible for all fees (including permit investigations for unpermitted operations) applied to the market's invoice.

Payment of applicable fees to secure valid permits is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, permit suspension/revocation proceeding, and/or closure.

Applicant Signature _____ Print Name _____ Date _____

Office Use Only	OW#	AR#	FA#	City Code	Bus. Code	Bus. Type 01	Permit Type: P PE PV
PR#	P/E:	Status	Assigned Specialist:	Valid: / / to / /			PT#
Facility Name: <u>CFARM MKT-</u>						Approved by (Specialist): _____	
Permit Conditions: _____						Employee #: _____ Date: _____	
						Supervisor: _____ Date: _____	
						Support Staff: _____ Date: _____	



TO ALL CERTIFIED FARMERS' MARKET (CFM) MANAGERS/ EVENT COORDINATORS

NEW FOR 2015: EVENT COORDINATOR PERMIT

CalCode 114371. Certified farmers' markets shall meet all of the following requirements:

(g) Temporary food facilities may be operated as a separate community event adjacent to and in conjunction with certified farmers' markets that are operated as a community event. The organization in control of the event at which one or more temporary food facilities operate shall comply with Section 114381.1.

CalCode 114381.1. In addition to the permit issued to each food facility participating in a community event or swap meet, a permit shall be obtained by the person or organization responsible for facilities that are shared by two or more food facilities.

(a) The permit application and site plan shall be submitted to the enforcement agency at least two weeks prior to operation of any food facility.

(b) The site plan shall show the proposed locations of the food facilities, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities.

MARKET MANAGER / COORDINATOR RESPONSIBILITIES

1. PERMITS REQUIRED

a. **Certified Farmers' Market Permit:**

i. Market manager must obtain a permit to operate for the CFM for the certified producers.

b. **NEW: CFM Coordinator Permit:**

i. Market manager must obtain a CFM Coordinator permit for food operations adjacent to the CFM.

c. Food vendors require their own permit.

i. **Market Manager must collect application packets and applicable fees from food facility vendors and submit them to the department at least 2 weeks prior to the vendor's start date.**

ii. Mobile Food Vendors must have a current Santa Clara County Permit to Operate for their vehicle.

2. APPLICATIONS AND DOCUMENTATION TO SUBMIT AT LEAST 2 WEEKS BEFORE THE MARKET START DATE:

a. Application for a Certified Farmers' Market Permit and a CFM Coordinator Permit. This is a single application that may be used for both the CFM permit and the Coordinator permit.

b. All applications for food facility vendors at least 2 weeks prior to their start date.

c. Include a site plan showing locations of producer booths, food booths, mobile food vendors (catering trucks, food carts), toilet facilities, all solid and liquid waste disposal locations, etc.

d. List of all certified producers. *Provide updated lists every year.*

e. List of any mobile food vendors at your market, including their business name and Santa Clara County Environmental Health permit number. *Provide updated lists every year.*

3. FEES

a. For current fee information, go to: www.ehinfo.org > Consumer Protection Division > [Certified Farmers' Markets](#).

4. SUBMIT ALL PERMIT APPLICATIONS, DOCUMENTATION AND FEES AT LEAST 2 WEEKS BEFORE YOUR MARKET to:

Department of Environmental Health
Attn: Certified Farmers' Markets
1555 Berger Drive, Suite 300
San Jose, CA. 95112-2716

5. PERMITS AND FOOD SAFETY REQUIREMENTS

a. Ensure food vendors and certified producers have the required permits and/or certifications and follow all food safety requirements. Information and documents regarding requirements may be found on the CFM website.

b. Staff time spent investigating unpermitted vendors may be charged to the market manager at the current Board of Supervisor-approved hourly rate. If the vendor is approved to continue and will obtain their own permit with applicable permit fees and penalty fees, the market manager may not be charged for department staff time.

6. **GARBAGE AND WASTE WATER DISPOSAL RECEPTACLES**

a. Provide garbage receptacles and grey water disposal systems on-site for vendors and certified producers.

b. The department will not allow markets to require vendors to take their waste water and garbage off-site for disposal.

7. TOILETS

a. Provide toilet facilities for food vendors and their employees. One toilet per 15 food handlers is required within 200 feet of food operations. This includes the certified producers and food booth operators that touch unpackaged food or samples.

Certified Farmers' Market Program Staff:

Program Senior: Christy Kaufman (408) 918-3478 or Christy.Kaufman@deh.sccgov.org.

Administrative Support: (408) 918-3400 or dehweb@deh.sccgov.org

Note: Business transactions at our front counter end at 4:45pm. Any submittals received after 4:45pm will be processed the next day.