CHECKLIST FOR OBTAINING CATERER PERMIT

Definitions:

Caterer: any person/entity who operates from a permitted food facility where food is prepared or stored then delivered and/or served at an off premises caterer function. Per California Retail Food Code, caterers are required to have a valid Environmental Health permit.

Off-Premises Caterer Function: a private caterer function (weddings, birthdays, etc.) or public caterer function (individual business functions, non-profit organization fundraiser, etc.) where a caterer provides food and related services for a person or persons at a location other than their permitted food facility.

Cook-for-Hire: any person hired to prepare and/or serve food at a private home. No catered food is provided by the cook-for-hire, and no equipment is stored, or handled at the clients' private home. All food prepared by a cook-for-hire is handled at the location of the private home where the client provided the food, utensils, equipment, and kitchen. No Environmental Health permit is required since only food preparation services, not food, are offered for sale/service at a private home.

To make the caterer plan review process as easy as possible, use the checklist below to assure that you have all the necessary information required. Once the packet is submitted, you will be contacted by the inspector within 10 business days.

- Completed Permit Application Form
- Completed Santa Clara County Rental Kitchen Agreement Form
- Copy of Rental Kitchen Contract/Lease Agreement
- Completed Written Operational Procedure Statement
- Copy of Food Safety Certificate and Food Handler Cards for employees (if available)

A permit fee will be due at the time of inspection/permit issuance:

- FP18 Caterer/kitchen rental food preparation operation RC1 (non PHFs) $305.00
  (Examples of non-PHFs: cookies, breads, baked goods)
  **OR**
- FP19 Caterer/kitchen rental food preparation operation RC2 (PHFs) $458.00
  (Examples include but are not limited to: cooked meats, sandwiches, pastas, etc.)
PERMIT APPLICATION & CERTIFICATION STATEMENT

Owner Information:
Owner Name:__________________________________________

Address:__________________________________________
Unit #:_________ City:_________ ST:_________ Zip:_________
Phone:________________________ Ext:_________ Email:________________________

Has/Does the owner have a permit to operate a Facility in Santa Clara County? □ No □ Yes (If Yes, please answer the following):
Facility ID#: FA0 Facility Name:__________________________________________

Facility Information:

Facility Name (dba):__________________________________________
Address:__________________________________________
Unit #:_________ City:_________ ST:_________ CA Zip:_________
Phone:________________________ Ext:_________ Email:________________________

Emergency/Alternate Contact:________________________ Phone:________________________

Pool/Spa Access Contact:________________________ Phone:________________________

Please send Official/Billing Correspondence to:
☐ Owner ☐ Other (Please specify below):

OR

☐ Facility

Care of:
Name:__________________________________________
Address:__________________________________________
Unit #:_________ City:_________ ST:_________ Zip:_________
Phone:________________________

This permit is renewable annually. A permit will not be issued or renewed until the application is complete, all fees have been paid in full, and/or all applicable inspections have been passed. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true.

The undersigned hereby applies for a Permit to operate and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes. Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines and permit suspension/revocation proceedings. NOTIFY the Department of Environmental Health of any change in the type of business activity, name, billing address, or ownership by calling the number above within 14 calendar days of a change.

PERMITS AND FEES ARE NOT TRANSFERABLE

NOTE: Any information contained in this application is a matter of public record, and is available to the public under the California Public Records Act.

Signature:__________________________________________ Date:________________________
Print Name:__________________________________________ Phone:________________________

FOR OFFICE USE ONLY:

Facility ID# FA0 (□Add New) New Owner ID# OW0 (□Add New)
Food Safety Certification Required? Yes No
City Code:□ Stanford (19) □ Unincorporated Area (16)
Business Code:____________________

Change of Ownership Date:____________________ General Program ID# PR0 (□Add New) Designated Employee ID:

P/E:________________________ Status:□ 01 (Active Billable) □ 04 (Active Exempt) Current Permit Valid from:____/____/____ to ____/____/____

General Permit ID# PT0 (□Add New) Permit Status: __________ Permit Type:□ P □ PE □ PV

Permit Conditions and Descriptions: [Supervisor Initials _______________________] □ Add □ Modify □ Delete Conditions:

________________________

Approved by:__________________________________________ Date:________________________ □ Bill customer □ Payment Rcv’d Ck#:

Supervisor:__________________________________________ Date:________________________ Date e/Mailed:________________________ $:
Support Staff:__________________________________________ Entered Date:________________________ New AR#:________________________ Invoice #:________________________

Rev. 12/19/2016
<table>
<thead>
<tr>
<th>Business Code:</th>
<th>01-Corporation, 02-Individual, 03-Partnership, 04-Local Agency, 05-County Agency, 06-State Agency, 07-Federal Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Type:</td>
<td>P-Permanent, PE-Permanent Exempt, PV-Permanent Veteran</td>
</tr>
</tbody>
</table>
RENTAL KITCHEN AGREEMENT FORM
For a Caterer

APPLICANT INFORMATION

Owner Name: ____________________________ Name of Business: ____________________________

Owner Address: ____________________________ City: __________ State: __________ Zip: __________

Email Address: ____________________________ Telephone: (_________) __________ Mobile: (_________) __________

Name of the rental kitchen: ____________________________ Address: ____________________________

Provide days and times of facility use: Morning (5am – 12pm); Afternoon (12pm – 7pm); Evening (7pm – 5am)

Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun ☐

☐ Initial All food(s) and equipment(s) essential to the business will be stored at the rental kitchen.

☐ Initial All food will be prepared at the rental kitchen and NOT at home.

☐ Initial I will obtain the food safety manager certificate within 60 days of permit issuance and maintain a copy on site.

☐ Initial I will ensure all food employees obtain their food handler cards within 30 days of hire maintain a copy on site.

☐ Initial I will maintain a copy of a valid Environmental Health Permit on site.

☐ Initial I will notify my inspector prior to purchasing any new equipment that is not provided by the rental kitchen, but essential to my business. Equipment may be subject to Department of Environmental Health (DEH) plan check review.

If the use of the approved facility is discontinued, I will cease my operation and notify DEH at (408) 918-3400. The permit is not transferable to another facility and it is required reapply for a new permit. Operating out of an unapproved facility for any of the operations above may lead to enforcement action and penalties as written in the County Ordinance and the California Retail Food Code.

Print Name: ____________________________ Signature of Applicant: ____________________________ Date: __________

APPROVED RENTAL FACILITY INFORMATION

Type of Facility: ☐ Commercial Kitchen ☐ Restaurant ☐ Bakery

Attach a copy of the rental agreement ☐

I, the owner of this kitchen can accommodate the storage space and equipment use for the business, as indicated by the applicant, at my facility. I acknowledge that I am responsible for the maintenance of the facility equipment(s), vermin control, potable hot and cold water and the sanitation of this facility. If there is an imminent health hazard, I will notify DEH and voluntarily close my facility and cease any food preparation operations occurring at the time of the hazard. If the agreement with the renter is terminated or the renter is no longer using my facility, I will notify DEH.

Print Name of Facility Owner/Agent: ____________________________ Signature of Owner/Agent: ____________________________ Date: __________

FOR OFFICE USE ONLY

Dist. Staff Initials: _______ Emp #: _______ Date: _______

Notes (date/review/comments):

FA# ____________________________ Owner ID#: ____________________________ PR#: ____________________________
Written Operational Procedures Statement

The permit holder of caterer handling unpackaged food shall develop and follow written operational procedures for food handling, cleaning and sanitizing of food-contact surfaces and utensils and how to maintain food safety during all operations that is essential to the catering business. The following must be completed and returned to this office for approval before a permit is issued. NOTE: If you are an existing caterer who moved, you are required to fill out a new form when changing to a new location. Use additional paper if necessary

Name of Business: ____________________________________________________________

Owner Name: ___________________________________________ Phone: ________________

Owner Email: ________________________________________________________________

Rental Kitchen Name: _________________________________________________________

Rental Kitchen Address: _________________________________________________________

City: ___________________________ State: ___________ Zip: _______________________

A. CATERING BUSINESS PLAN (Check all that apply):

1. Who are your target customers?
   - □ Corporate Lunches   □ Individual Order   □ Private Parties (weddings, birthdays, family gatherings, etc.)
   - □ Other: ________________________________________________________________

2. How do you receive orders from customers?
   - □ Phone   □ Internet   □ Walk-in
   - □ Other: ________________________________________________________________

3. Provide days of the week and times of approved rental facility use
   - □ M ________________   □ T ________________   □ W ________________
   - □ Thurs ________________   □ F ________________   □ Sat ________________
   - □ Su ________________   □ Other: ___________________________________________________________________

4. How many employees will be preparing food? ________________

(Note all employees must obtain food handler cards)
B. **FOOD HANDLING PROCEDURES**

1. Provide the proposed menu food items including ingredients for each food item in the table below. 
   (Attach pages as needed)

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Ingredients Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>i.e. Apple Chicken Salad</em></td>
<td><em>Chicken, lettuce, tomatoes, onions, apples, walnuts, vinaigrette dressing</em></td>
</tr>
</tbody>
</table>

2. Based on the proposed food items above, indicate which food items require(s) NO cook step or prepared desserts: 
   (*i.e. salads, sandwiches, diced fruits, cookies, cakes, pastries)*:

3. Food(s) that will be cooked-to-serve (served on the same day): (*i.e. chicken salad, pasta, rice, chicken kabobs)*

4. Food(s) that will be cooked, cooled, reheated and/or served (complex): (*i.e. lasagna, stews, curries, soup stock)*
5. Provide detailed steps/procedures that indicate storing, cooking, cooling, and delivering **temperatures for each food item** proposed (use one page per menu item, attach pages as needed). Reference: Sample step/procedure worksheet.

<table>
<thead>
<tr>
<th>Menu Item:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Step 1- Storage:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Potentially Hazardous Foods (PHF) must be stored at or below 41°F or at or above 135°F. <em>(i.e. PHF- Milk, meat, poultry, cheese, etc.)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 2- Preparation:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Step 3- Cooking</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>See <strong>Minimum Cooking Temperatures</strong> handout for reference.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 4- Cooling (if applicable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Potentially hazardous foods which have been cooked or heated in the approved facility must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 5- Reheating (if applicable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any potentially hazardous food that has been cooked, cooled and subsequently reheated for hot holding <strong>shall be reheated from 41°F to 165°F for at least 15 seconds in 2 hours.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 6- Delivery</strong></th>
</tr>
</thead>
</table>

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Rev. 03/2017 – SOP
<table>
<thead>
<tr>
<th>Menu Item:</th>
</tr>
</thead>
</table>

**Step 1 - Storage:**
Potentially Hazardous Foods (PHF) must be stored at or below 41°F or at or above 135°F. *(i.e. PHF- Milk, meat, poultry, cheese, etc.)*

**Step 2 - Preparation:**

**Step 3 - Cooking**
See Minimum Cooking Temperatures handout for reference.

**Step 4 - Cooling (if applicable)**
Potentially hazardous foods which have been cooked or heated in the approved facility must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours.

**Step 5 - Reheating (if applicable)**
Any potentially hazardous food that has been cooked, cooled and subsequently reheated for hot holding shall be reheated from 41°F to 165°F for at least 15 seconds in 2 hours.

**Step 6 - Delivery**

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6. Indicate where the food(s) or food ingredients will be purchased *(invoices must be available for review for a minimum of 90 days).*

- [ ] Restaurant Depot
- [ ] Costco
- [ ] Cash and Carry
- [ ] Smart and Final
- [ ] Local grocery store (specify) ________________________________
- [ ] On line ingredients (i.e. Amazon)
- [ ] Farmers Markets
- [ ] List any other ________________________________________________________________________________
7. Are specialized processes used to prepare your food? ☐ Cook-chill ☐ Vacuum packaging ☐ Sous Vide ☐
   Acidification ☐ Fermentation ☐ Drying ☐ Smoking ☐ Curing
8. Attach an approved HACCP plan from the California Department of Public Health (CDPH) for any of the following specialized processes (cook-chill, vacuum packaging and sous vide).
9. Explain all special processes: ________________________________________________
    ________________________________________________
10. Indicate where the food and utensils will be stored at the rental kitchen. Submit pictures and/or draw a layout of kitchen, if available.

<table>
<thead>
<tr>
<th>Items:</th>
<th>Location in the kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking equipment</td>
<td></td>
</tr>
<tr>
<td>Dry ingredients (salt, pepper, sugar)</td>
<td></td>
</tr>
<tr>
<td>Dairy, meat, vegetables</td>
<td></td>
</tr>
</tbody>
</table>

C. CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS (Check all that apply):
1. Describe how food utensils and food contact surfaces will be cleaned and sanitized.
   ☐ Manual sanitize (wash, rinse, sanitize, and air-dry) ☐ Chemical dishwasher
   ☐ High-temperature dishwasher
2. What sanitizer or sanitizing method will be used? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. (Note: Appropriate test strips are required.)
   Check the sanitizer that will be used:
   ☐ Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
   ☐ Contact with a solution of 200 parts per million available quaternary ammonium for at least one minute.
   ☐ Contact with a solution of 25 parts per million available iodine for at least one minute

D. FOOD DELIVERY METHOD: Catered food may not be mailed via UPS/FED-EX or USPS.
1. Describe HOW potentially hazard foods (PHF) will be delivered? What equipment will be used to maintain cold (below 41°F) or hot food (above 135°F)?

   ________________________________________________
2. How are the catered foods delivered? ☐ Pick up only ☐ Delivery only ☐ Served on site by company staff
   Additional comments: ____________________________________________

Initial each statement to show you understand the requirements:
    _____ All food, prior to the caterer function, shall be stored and prepared at the caterer’s permitted food facility or rental kitchen (California Retail Food Code CRFC section 113789, 114021).
    _____ All utensils and equipment shall be washed and stored at the caterer’s permitted food facility or rental kitchen. Prior to use, all utensils shall be washed and sanitized. Utensils and equipment shall be protected from contamination (CRFC sections 114095, 114099, 114175)
    _____ At all times that the caterer has control over the food, including periods of storage, preparation, transportation and service, all food shall be adequately protected so as to be maintained pure and free from adulteration, spoilage and contamination (CRFC sections 113980, 113982).
The caterer shall not prepare food from home to be used at a catered function, except foods that are approved from permitted Cottage Food Operation (CFO) (CRFC section 114021).

Caterer must ensure potable water is available and toilet facilities shall be available within 200 feet of the off-premise catered function.

Catering vehicle shall be maintained in a clean, sanitary condition (CRFC section 114257)

All Potentially Hazardous Foods (PHFs) shall be prepared, transported, and maintained at the appropriate temperature (i.e. cold foods @ ≤41°F and hot foods @ ≥135 °F).

Hands will be washed with warm water, hand soap, and clean paper towels, prior to food handling, after hands are contaminated, after handling raw meats, and before donning gloves. (CRFC section 113953.3).

Employees will not handle food when diagnosed with communicable disease(s), or have symptoms of vomiting and diarrhea. (CRFC section 113949.2)

By signing below you are certifying that you meet the requirements of the California Retail Food Code (CRFC), as it pertains to a catering operation. Prior to making any changes, I acknowledge that I shall notify the Department of Environmental Health if I change rental kitchen or would like to inactivate my permit.

NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act (CPRA).

Owner/Authorized Agent Signature  Print Name  Date

**OFFICE USE ONLY**

First review date:  _________________ Comments: ______________________________________________________

Revision date: _________________ Comments: ______________________________________________________

Inspection date:  __________________ Time: ____________am/pm

Written Operation Procedure Reviewed By: ___________________________ Date Approved: ________________

SR #:  ___________________________ Permit issued □
**EXAMPLE: STEPS/PROCEDURES FOR COMPLEX FOOD ITEM**

**Beef Stew:**

<table>
<thead>
<tr>
<th>Step 1- Storage</th>
<th>Raw beef is cold held and stored in the walk-in cooler at a temperature of 41F or below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2- Preparation/ Step 3- Cooking</td>
<td>Add beef, garlic clove, and sliced onion to pot with water. Add salt bring to a boil. Wash vegetables and cut into small pieces.</td>
</tr>
<tr>
<td>Step 3- Cooking</td>
<td>Add vegetables to pot and cook for 30 minutes. Check beef internal temperature. Cook until beef internal temperature is 155F (check with probe thermometer)</td>
</tr>
<tr>
<td>Step 4- Cooling</td>
<td>Remove beef stew from burner. Cool beef stew from 135F-70F within 2hrs by using shallow pans and ice baths to promote rapid cooling. When temperature reaches 70F finish cooling by placing beef stew on the top shelf in the walk-in cooler. Stew must be cooled from 70F-41F within 4hrs. Cooked stew is cold held at 41F or below in the walk-in cooler.</td>
</tr>
<tr>
<td>Step 5- Reheating</td>
<td>Place beef stew in pot and reheat on the burner until internal temperature of beef in stew reaches 165F</td>
</tr>
<tr>
<td>Step 6- Delivery</td>
<td>Maintain beef stew at a minimum temperature of 135F or above during delivery and/or service by using insulated containers or steam tables.</td>
</tr>
</tbody>
</table>