



HOST FACILITY APPLICATION PACKET

CONTACT INFORMATION
Host Facility Name: _____
Host Facility Address: _____
Host Facility Applicant Name: _____
Host Facility Applicant Phone Number: _____
Host Facility Applicant E-mail: _____

SUBMITTAL REQUIREMENTS	This column for office use: <i>Mark items rec'd ✓</i>
Host Facility Review Fee \$340 <small>An additional fee of \$340/hr may be applied depending on the extent of the operation and the time required for the review</small>	<input type="checkbox"/>
Completed Host Facility Application Packet <ul style="list-style-type: none"> Site plan drawn to scale (Structural Requirements) Equipment specification sheets Standard Operating Procedures 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Completed Permit Application and Certification Statement	<input type="checkbox"/>
Annual operating permit \$438 will be required after the submittal packet has been reviewed and approved.	<input type="checkbox"/>

These items have been included in the request submitted at this time. It is understood that **omissions of any required information will result in a delay of the permit being approved.**

For Office Use Only

Request: SR0 _____ Received By: _____ Date Received: _____

Comments: _____

Response Due : _____ Date Responded: _____

Permitted?: Yes, see application No, close request. Resolved by: _____ Date: _____

Supervisor: _____ Date: _____ Support: _____ Date: _____



County of Santa Clara Department of Environmental Health
1555 Berger Drive, Suite 300, San Jose, CA 95112-2716
Phone 408-918-3400 • Fax 408-258-5891
Email: DEHWEB@cep.sccgov.org • Web: www.EHinfo.org/cpd

[This page intentionally left blank]



SITE PLAN / STRUCTURAL REQUIREMENTS Provide a site plan drawn to scale that includes:	✓ or N/A
Location of the food service operation where the caterer will set up for food service	<input type="checkbox"/>
Location of the handwash sink at the food service area <ul style="list-style-type: none"> • All handwashing sinks must be equipped with hot and cold water or a premixing valve. Provide with a minimum of 100°F warm water under pressure for a minimum of 15 seconds. 	<input type="checkbox"/>
Location of the restroom <ul style="list-style-type: none"> • Must be located within 200 feet of the food service area. • Must be accessible to all food handlers. • Must be equipped with handwash facilities to include same requirement mentioned under “Location of the handwash sink...” section. • Provide a signed agreement if a common-use restroom is to be utilized. 	<input type="checkbox"/>
Location of liquid waste disposal facilities. <ul style="list-style-type: none"> • Provide approved method(s) for disposal of liquid waste. <ul style="list-style-type: none"> ○ Janitorial sink equipped with approved backflow device and hot and cold water. 	<input type="checkbox"/>
Location of refuse waste disposal. <ul style="list-style-type: none"> • Provide approved method(s) for disposal of refuse waste. 	<input type="checkbox"/>
Location of all other related food equipment (if applicable) <ul style="list-style-type: none"> • Include all equipment and fixtures in the facility. • Specify the type of electrical connection(s) that will be provided for food-related equipment brought in by the catering operation. • Specify where equipment will be stored when not in use. • Equipment other than handwash sink may require a site assessment (additional fees apply). 	<input type="checkbox"/>
Location of warewashing sink (if applicable) <ul style="list-style-type: none"> • A supply of potable hot and cold water. • Indicate where the hot water heater is located. The hot water heater must be adequate to provide a hot water supply of a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate. 	<input type="checkbox"/>

EQUIPMENT REQUIREMENTS	✓ or N/A
Provide specification sheets for all food service equipment.	<input type="checkbox"/>
Provide specification sheet for water heater.	<input type="checkbox"/>
Provide specification sheets for a handwash and warewash sink(s). A portable handsink and/or warewashing sink may be allowed if a directly plumbed handsink and/or warewashing sink is not available at service area.	<input type="checkbox"/>

