



## 2019 EVENT NOTIFICATION FORM

**This is NOT A PERMIT APPLICATION. It is for informational purposes only.**

To plan for this year, please complete and return by January 16, 2019 by mail, fax, or email to:

County of Santa Clara

Fax: 408-258-5891

Department of Environmental Health

Email: TempEvents@cep.sccgov.org

1555 Berger Dr, Suite 300, San Jose, CA 95112

Event Name			
Event Location			
Event Address, City			
Event Date(s)			
Food service time(s):			
Approximate # of food/beverage booths:		# of Out of County Mobile Food Trucks, Trailers, Carts:	
Event Coordinator/DBA			
Mailing Address			
Contact Person's Name			
Phone Number / Cell Phone			
Email Address			

### IMPORTANT INFORMATION:

- ❑ **All applications and fees must be submitted to this Department, by the Event Coordinator, at least 2 weeks before the event to avoid late fees.** Current applications can be found on the Temporary Events website.
- ❑ **For indoor events.** Include an overview of how the food and drinks will be served/distributed (i.e. buffet table for food, bar in one corner, coffee/tea at another area). A simple hand-written drawing will be acceptable.
- ❑ **Vendors claiming Veteran's Permit Fee Exemption.** Submit the Affidavit for Veteran's Exemption form annually (available on our website) with two of the following current documents to prove sole proprietorship: Business License or Lease, CA State Board of Equalization Sellers Permit, and/or Certificate of Insurance, along with a copy of his/her *honorable discharge form* (applicant name must match the name on the form or provide proof of name change). The Department may require additional information to support the exemption request. Note that only the permit fee is exempted. Examples of fees not exempted include, but not limited to: application late fee, penalty fee for operating without a permit, or re-inspection fee of the food operation due to non-compliance, etc.
- ❑ **Food Vendors selling food that is prepared in advance - manufactured or processed:** Submit a valid copy of your CDPH *Processed Food Registration* (PFR) or the company's PFR that processes your food (typically called a "co-packer") with the application. If your food is sold outside of your manufacturing facility and requires a label, you must obtain a PFR before a permit can be issued for the event. Information on CDPH's PFR program can be found at <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx>
- ❑ **Advanced Food Preparation:** If you are conducting advanced food preparation prior to the event and possess any of the following: 1) a valid CFO Class A registration or Class B permit, 2) an annual environmental health permit for your fixed food facility or catering operation, or 3) CDPH PFR, the Department reserves the right to conduct an inspection during that activity which must occur at an approved food facility. Inspection fee charged at \$219 per hour.
- ❑ **Additional Fee:** \$219 will be charged if the inspector returns to the event - includes, but not limited to, food service starting later than indicated on application, vendor starting later than the other vendors on/or another day, to conduct a reinspection, etc.
- ❑ **For more information:** Contact the Department at 408-918-3400 or visit our website at: [www.EHinfo.org/cpd](http://www.EHinfo.org/cpd), click on Programs and Services, followed by Temporary Events.