



County of Santa Cruz

Health Services Agency ♦ Environmental Health Division

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HOST FACILITY STRUCTURAL REVIEW AND HEALTH PERMITTING

Effective January 1, 2019, Chapter 10.1 Catering Operations and Host Facilities were added to California Retail Food Code (CRFC). This new code allows for “pop-up” type food service under proper permitting. The new code created two new food facility categories called the “Host Facility” and “Catering Operation”. This document describes the permitting process for Host Facilities. Host facilities are defined as follows according to Section 113806.1 of CRFC:

*“host facility” means a facility located in a brewery, winery, commercial building, or another location as approved by the local enforcement agency, that meets the applicable requirements to support a catering operation that provides food directly to individual consumers for a limited period of time, **up to four hours, in any 12-hour period** and that has a permit pursuant to Section 114328.1...*

See “Catering Operation: Requirements and Permitting” for vendor requirements.

Host Facility permitting is a two-step process. The first step is to apply for a plan review through Environmental Health. A plan review of the facility is to ensure it has the required facilities and equipment to support catering operations on site. Second, you must apply for a health permit to operate a Host Facility. Under a health permit, the facility will undergo routine unannounced food sanitation inspections to ensure ongoing compliance with retail food safety regulations.

STEP 1: PLAN REVIEW

The requirements noted below are for basic Host Facilities. Additional requirements apply to permanent food preparation, ware washing and cooking (beyond BBQ and wood burning oven) facilities. Plans must be reviewed and approved prior to conducting work. The facility will undergo structural inspection to ensure compliance with the approved plans.

Individuals proposing to serve or manufacture alcohol must first obtain approvals from the California Department of Alcohol and Beverage Control (ABC) and the local planning department. The local ABC branch office can be reached at (831) 755-1990; Salinas@abc.ca.gov. A Planning Department Zoning Clearance Form must be provided with a plan review packet to the Environmental Health Division. The form can be found at this link: http://scceh.com/Portals/6/Env_Health/consumer_protection/food/zoning_clearance_form.pdf

A Building Permit is required to construct a new facility or make significant modifications to an existing facility. Food facilities located in the unincorporated area must first submit plans with the Santa Cruz County Building Department. The Santa Cruz County Building Department is located at 701 Ocean St., 4th Floor, Santa Cruz, CA.

THE BUILDING DEPARTMENT WILL NOT SUBMIT OR COLLECT FEES FOR YOUR PLAN REVIEW APPLICATION WITH THE ENVIRONMENTAL HEALTH DIVISION

Facilities not connected to municipal sewer and/ or water may require an evaluation of the septic system and/or water system permit. Testing and permitting may be required to verify water sources are potable.

PLAN REVIEW PACKET CHECKLIST

This construction checklist is to be used as a reference. It is not all inclusive. Provide a plan page number on the line to the left of each entry showing where the condition is being addressed on the plans.

GENERAL REQUIREMENTS

- ___ Provide a site plan that indicates the location of the food service catering operation, equipment, restrooms, associated handwash sinks, storage, refuse, protected water source and wastewater disposal facilities. a minimum scale of 1/4" per foot must be used.
- ___ Equipment specifications must be included with the submittal.
- ___ The Host Facility must be enclosed by floors, walls and ceiling.

FOOD STORAGE AND DISPENSING

- ___ Adequate and suitable floor space and shelving shall be provided for the storage of food, utensils, and ingredients.
- ___ Food preparation must occur in an enclosed area and over a cleanable floor to be protected from vermin and soil. Indoor buffet lines shall be shielded to intercept a direct line between the customer's average mouth zone of 54" - 60" and the food being displayed or shall be dispensed from approved self-service containers. Whole uncut produce and prepackaged foods can be stored in an unenclosed area with overhead protection during vending.
- ___ Bulk food, equipment, tableware, linen and paper products must be stored protected from contamination. These items cannot be stored in areas where contamination can occur, such as under stairwells, under plumbing, in refuse areas, in restrooms, in mechanical rooms, where chemicals or personal belongings are stored, where they can be contaminated by birds or other vermin, with tools or other forms of contamination.
- ___ Shelving shall be constructed of a material that is easily cleanable like stainless steel. Shelves installed on a wall shall have at least one inch of open space between the back edge of the shelf and the wall surface. Otherwise, the back edge of the shelf shall be sealed to the wall with caulking type sealant. The lowest shelf shall be at least six inches above the floor, with a clear unobstructed area below or the upper surface shall be completely sealed with a continuously coved base, having a minimum height of four inches.
- ___ A separate ENCLOSURE for chemicals, insecticides, poisons and all other cleaning agents must be provided and ENTIRELY SEPARATED from food or utensil storage areas.
- ___ Provide a separate locker for the storage of personal belongings.

EQUIPMENT

- ___ All food service equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. Approved and recognized programs are NSF International, Intertek Sanitation, UL EPH and CSA Sanitation.

POTABLE WATER

- ___ An approved potable water source must be provided. Water quality and quantity testing and/or water system permit may be required. Note the water source: _____

TOILET FACILITIES

- ___ All Host Facilities must provide restroom(s) within 200 feet of the food preparation area for employee use
- ___ Hand sink(s) with a hot and cold water through a mixing faucet must be in the restrooms
- ___ Commercial wall mounted soap and paper towel dispensers must be provided at restroom handwash stations
- ___ Provide wall mounted toilet paper dispenser(s) and toilet paper in the restrooms

WASTEWATER FACILITIES

- ___ Provide approved wastewater disposal /treatment. Note the wastewater service: _____

REFUSE

- ___ Provide refuse storage and disposal

STEP 2: HEALTH PERMITTING REQUIREMENTS

After the Host Facility is reviewed and cleared under plan review, the Host will be eligible to apply for a Food Facility Health Permit to operate the facility. This is a separate application with fee and includes routine unannounced inspection. The health permit application can be located at the link below:

<https://scceh.com/Portals/6/EHD%20100CP%20Food%20Facility%20Health%20Permit%20Application-PDF%20Fillable.pdf>

Contact this Agency to obtain the most current Host Facility Permit Fees.

The following must be provided with your Host Facility health permit application. attach additional pages as needed:

Business Name:
Address:

Procedures, methods and schedules for cleaning of equipment and structures

Procedure:
Method:
Schedule:

Procedures, methods and schedules for the disposal of refuse

Procedure:
Method:
Schedule:

Procedure and equipment to keep potentially hazardous foods at or below 41°F or 135°F and above during storage and operation

Cold:
Hot:

List of Catering Operations and their proposed menus (Attach menus)

Catering Operation Business Name	Contact	Phone
1.		
2.		
3.		
4.		
5.		
6.		
7.		

HOST FACILITY PERMITTING ACKNOWLEDGEMENTS

Please review the following conditions for Host Facility food service permitting. Initial each line to acknowledge receipt of the information and sign below.

_____ **A HOST FACILITY MAY ONLY SUPPORT ONE CATERING OPERATION FOR UP TO 4 HOURS IN ANY 12-HOUR PERIOD.**

_____ Health permits are site, operator and service specific and **non-transferrable**. I will need to submit plans and/ or apply for another permit prior to expanding my service.

_____ I must pay the annual Host Facility permit fee before my permit expires to continue food service. I will be subject to late fees and facility closure if my account is delinquent.

_____ I will verify that the Catering Operation I am hosting has a current and valid Health Permit.

_____ I will obtain a copy of their current Catering Operation Health permit, keep it on file and produce it upon request by inspection staff.

_____ I will be subject to unannounced inspection by the Santa Cruz County Environmental Health Division. Inspection staff will provide identification (badge or business card) upon request.

_____ I am aware that inspection staff may request documentation related to an inspection/ investigation, take pictures, collect samples, discard product or impound food/ equipment.

_____ I may be issued violation notices, charged re-inspection fees, referred to another agency, and/or subject to closure if I am found to be out of compliance with food safety regulations.

_____ I shall ensure there is always at least one person in charge during food service.

_____ I will not allow individuals to prepare food when with an illness transmissible through food. I will notify the Santa Cruz County Environmental Health Division at (831) 454-2022 when a food employee has been diagnosed with Salmonella typhi, Salmonella spp., Shigella spp., Entamoeba histolytica, Enterohemorrhagic or shiga toxin producing Escherichia coli; Hepatitis A virus, Norovirus, or other communicable disease transmissible through food or when two of more food service employees are concurrently experiencing acute gastrointestinal illness. I will have an illness policy and train my staff regarding illness restrictions and exclusions.

_____ I will voluntarily close and discontinue food service work when there is no potable water, hot water, electricity, wastewater services or other vital food service equipment.

_____ All food, soiled utensils, equipment, tableware, and linen shall be returned to the Catering Operation base kitchen for cleaning, sanitizing, and storage unless I am equipped and permitted to do otherwise.

_____ All garbage and refuse shall be stored in leak proof and vermin proof containers and disposed of at least every 7 days. This Agency may require the frequency be increased if merited.

_____ Additional structural and operational requirements may apply depending on the proposed service to ensure sanitary operation.

Signature: _____ Date: _____

Print Name: _____

For more information please contact the Santa Cruz County Division of Environmental Health at (831) 454-2022 or visit our web site at scceh.com

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Reviewed and Approved by: _____, EHS	Date: _____