

CATERER APPLICATION

For Office Use Only:

Date

Nexus Number

Tag

Work Area

Inspector

Fee

The California Retail Food Code (CalCode) requires a catering business to obtain an Alameda County Environmental Health Department (ACEHD) permit to operate within Alameda County. To begin the permit process, complete this application and return by mail to Alameda County Environmental Health Department, 1131 Harbor Bay Parkway Alameda, CA 94502 along with a check for the caterer application fee of \$207 payable to Alameda County Environmental Health Department.

Your inspector will contact you to schedule an appointment either at our office or on site at the proposed commercial kitchen or host facility to complete the application review process. Once the caterer application is approved, a facility permit application must be completed, and payment of the permit fee will be due. If you plan to construct or remodel a facility rather than rent kitchen space, plan submittal is required.

Incomplete applications will expire six (6) months from the initial submission date.

Instruction: Complete all information.

CATERER NAME

BUSINESS PHONE

CELL PHONE

CATERER EMAIL ADDRESS

ALTERNATE PHONE

MAILING ADDRESS

CITY

ZIP CODE

CATERER BUSINESS NAME

WEBSITE

BUSINESS ADDRESS

CITY

ZIP CODE

PERSON IN CHARGE NAME AND PHONE NUMBER

Please include the following with your completed application:

- Standard Operating Procedures (SOPs) and Records Template
- Food Safety Certificate and Food Handler Cards
- Menu, Business Card and other Marketing Tools
- Specification sheets of equipment used to store, prepare, transport and keep food at required temperatures.
- California Driver's License and DMV Vehicle Registration

Instruction: Complete if applicable

A permitted caterer may operate with a host facility such as a winery, brewery or commercial building and perform on site sales for up to 4 hours in a 12-hour period. Please list the name and address of any host facility where you will conduct retail sales. If you are not working with a host facility, indicate "no host facility" below.

Host Facility Name**Host Phone Number****Host Location Address****Host Facility Name****Host Phone Number****Host Location Address****Host Facility Name****Host Phone Number****Host Location Address****Host Facility Name****Host Phone Number****Host Location Address**

I certify that the information provided in this application is correct, complete, and in compliance with all applicable requirements. I agree to be bound by the terms of this application.

Print Name:**Date****Applicant Signature:**

Standard Operating Procedures (SOPs)

Instruction: Please develop your SOPs in this section. You may add additional pages if needed.

1. Describe the manner in which food will be transported to and from the permanent food facility and the offsite food service location or host facility. Describe the procedures that will prevent contamination of the food. Transportation must be done in a vehicle that meets the requirements of CalCode Section 113982.

2. Describe the equipment used for limited food preparation, as defined in Section 113818 (see definitions page 5), that is to be conducted at an offsite food service event. Overhead protection is required for all food preparation except for open air BBQ and deep fat frying.

3. Describe how temperatures of potentially hazardous food will be maintained.

4. Describe schedules and procedures for cleaning utensils, equipment and for the proper disposal of wastewater and refuse. Describe cleaning of any materials used for floors, walls and overhead protection.

5. Describe your hand wash set up that will ensure compliance.

CalCode Requirements Agreement

Please read and sign to confirm agreement with the following CalCode requirements:

1. All food and equipment shall be stored and prepared only at the permitted permanent food facility/Commercial Kitchen. A Caterer Operation may not store or prepare any food or equipment at home. Provide a completed Commercial Kitchen Agreement located in this application.
2. Food preparation and dispensing utensils shall be stored in the food with their handles above the top of the food and the container.
3. Equipment food-contact surfaces and utensils shall be cleaned and sanitized throughout the day at least every four hours and again at the commercial kitchen.
4. While operating offsite, the Catering Operation shall be identified by the name of the business, city, state, ZIP Code and the name of the permitted operator to any consumer or enforcement agency upon request.
5. A Catering Operation shall maintain records for 90 days after each event. The catering operation shall provide those records to the enforcement agency upon request with all the following information:
 - Menu items
 - Location, date, and time of the food service activity
 - Customer name, address, email address, and phone number
 - Indicate whether food was delivered to a customer or served to a guest at a catered function or host facility
 - Departure and arrival food temperatures and if needed, corrective action taken
6. The caterer shall bring an adequate supply of potable water to the offsite event in the absence of a plumbed potable water supply.
7. The Person-in-Charge (PIC) on behalf of the Catering Operation shall be onsite during operating hours and ensure each of the following:
 - Protection of the food from contamination during service
 - Food preparation areas have overhead protection
 - Provide utensils for single use as to eliminate reuse of a soiled/contaminated utensil
 - Ensure consumers obtain clean plates or utensils when returning to the self-service display
 - Replace utensils that become contaminated with clean and sanitized utensils
 - Discards any Potentially Hazardous Foods not consumed or sold that were subject to temperature abuse
 - Discards any food that has become contaminated or is suspected of being contaminated
 - Have adequate knowledge of major food allergens, foods identified as major food allergens, and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction
 - Ensure that all food handlers are in good health and free of any gastrointestinal symptoms or illness
 - Understand that an inspection by an enforcement officer may be performed during normal business hours
 - During inspection any violations resulting in imminent health hazards may result in closure of the operation

See excerpts of CalCode Sections on the next page.

Excerpts from CalCode

113982. Food transportation

(a) Except as specified in subdivision (b), FOOD shall be transported in a manner that meets the following requirements:

1. The interior floor, sides, and top of the FOOD holding area shall be constructed of a SMOOTH, washable, impervious material capable of withstanding frequent cleaning.
2. The FOOD holding area shall be constructed and operated so that no liquid wastes can drain onto any street, sidewalk, or PREMISES.
3. Except as provided in subdivision (a) of Section 113996, POTENTIALLY HAZARDOUS FOOD shall be maintained at the required holding temperatures.

113818. Limited food preparation

(a) "LIMITED FOOD PREPARATION" means FOOD PREPARATION that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of HOT DOGS, or assembly of nonPREPACKAGED FOOD.
2. Dispensing and portioning of nonPOTENTIALLY HAZARDOUS FOOD or dispensing and portioning for immediate service to a customer of FOOD that has been temperature controlled until immediately prior to portioning or dispensing.
3. Holding, portioning, and dispensing of any FOODs that are prepared for SATELLITE FOOD SERVICE by the onsite PERMANENT FOOD FACILITY or prepackaged by another APPROVED SOURCE.
4. Holding, portioning, and dispensing of any FOODs that are prepared by a CATERING OPERATION.
5. Slicing and chopping of nonPOTENTIALLY HAZARDOUS FOOD or produce that has been washed at an approved facility or slicing and chopping of FOOD on a heated cooking surface during the cooking process.
6. Cooking and seasoning to order.
7. Juicing or preparing BEVERAGES that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.
8. Hot and cold holding of FOOD that has been prepared at an APPROVED permanent FOOD FACILITY.
9. Reheating of FOOD that has been previously prepared at an APPROVED permanent FOOD FACILITY and held at temperatures required by this chapter.

(b) "LIMITED FOOD PREPARATION" does not include any of the following:

1. Slicing and chopping POTENTIALLY HAZARDOUS FOOD, other than PRODUCE, unless it is on the heated cooking surface.
2. Thawing.
3. Cooling of cooked, POTENTIALLY HAZARDOUS FOOD.
4. Grinding raw ingredients or POTENTIALLY HAZARDOUS FOOD.
5. Washing of FOODs.
6. Cooking of POTENTIALLY HAZARDOUS FOODs for later use.
7. Handling, manufacturing, freezing, processing, or packaging of milk, milk products, or products resembling milk products subject to licensing under Division 15 (commencing with Section 32501) of the Food and Agricultural Code.

113806.1. Host facility

“HOST FACILITY” means a facility located in a brewery, winery, commercial building, or another location as approved by the local ENFORCEMENT AGENCY, that meets 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 one 12-hour period and that has a permit pursuant to Section 114328.1. “HOST FACILITY” does not include the premises described in paragraph (5) of subdivision (c) of Section 113789.

113739.1. Catering operation

(a) “CATERING OPERATION” means a FOOD service that is conducted by a permanent FOOD FACILITY approved for FOOD PREPARATION where FOOD is served, or limited FOOD PREPARATION is conducted, at a location other than its permitted location, in either of the following circumstances:

1. As part of a contracted offsite FOOD service event.
2. When operating in conjunction with a HOST FACILITY with direct FOOD sales.

(b) “CATERING OPERATION” shall not include either of the following:

1. FOOD ordered as takeout or delivery from a FOOD FACILITY, where the FOOD is provided to the consumer for self-service.
2. A FOOD FACILITY that is participating as part of a COMMUNITY EVENT.

I/We will comply with the requirements of a Catering Operation. If there are any changes to my Standard Operating Procedures or other information, I will contact the Alameda County Environmental Health Department for approval prior to the change.

Print Name**Date****Applicant Signature:**

COMMERCIAL KITCHEN AGREEMENT

Pursuant to California Retail Food Code, I will notify Alameda County Environmental Health Department upon termination of this agreement or if the operator voluntarily ceases using this facility.

Commercial Kitchen Name

Permitted Owner Name

Permitted Owner Phone Number

Kitchen Address

City and Zip Code

Please indicate "Yes" or "No" for the services provided by this Commercial Kitchen.

Facilities to Prepare or Package Food

☐ Yes ☐ No

Toilet and Handwashing Facilities

☐ Yes ☐ No

Potable (drinking) Water Supply

☐ Yes ☐ No

Warewashing Facility (3-Compartment Sink

☐ Yes ☐ No

Dry Food Storage

☐ Yes ☐ No

Refrigeration and Frozen Food Storage

☐ Yes ☐ No

Chemical Storage

☐ Yes ☐ NoGarbage Disposal; Waste and Grease
Removal☐ Yes ☐ No

Any "NO" answers must be explained below.

Catering Business Owner Signature:

Print Name:

Date

Commercial Kitchen Owner Signature:

Print Name:

Date