



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION**

2156 Sierra Way STE. B, San Luis Obispo, CA 93401  
PO Box 1489, San Luis Obispo, CA 93406  
Phone: (805) 781-5544 Fax: (805)781-4211  
Email: ehs@co.slo.ca.us

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**COMMUNITY EVENT AND SWAP MEET ORGANIZER**

***The California Retail Food Code, California Health and Safety Code §114381.1 states that in addition to the permit issued to each food facility participating in a Community Event or Swap Meet, a permit shall be obtained by the person or organization responsible for facilities that are shared by two or more food facilities.***

A “Community Event” means an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency.

A “Swap Meet”, including flea markets and open-air markets, means an event at which two or more persons offer merchandise for sale or exchange where either a fee is charged for the privilege of offering or displaying merchandise for sale or exchange, or a fee is charged to prospective buyers for parking or for admission to the area where merchandise is offered or displayed for sale or exchange, or the event is held more than six times in any 12 month period.

**Event Organizer Requirements**

At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility. Each toilet facility shall be provided with approved handwashing facilities.

An adequate potable water supply shall be provided and protected with a backflow or back siphonage protection device. Exposed piping of a non-potable water system shall be identified so that it is readily distinguishable from piping that carries potable water. Any hose used for conveying potable water shall be constructed of nontoxic materials, shall be used for no other purpose, and shall be clearly labeled as to its use. The hose shall be stored and used so as to be kept free of contamination.

A warewashing sink may be shared by no more than four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities. Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system.

Each food facility shall be provided with any facilities and equipment necessary to store or dispose of all waste material. Waste receptacles shall be provided for use by consumers. A receptacle shall be provided in each area of the food facility or premises where refuse is generated or commonly discarded, or where recyclables or returnables are placed.

Receptacles and waste handling units for refuse and recyclables shall be installed so that accumulation of debris and insect and rodent attraction and harborage are minimized and effective cleaning is facilitated around and, if the unit is not installed flush with the base pad, under the unit.

The completed permit application on the back of this page and a site plan must be submitted to Environmental Health Services at least two weeks prior to operation of any food facility. The site plan shall show the proposed locations of the food facilities, restrooms, refuse containers, potable water supply faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities.



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COMMUNITY EVENT ORGANIZER
PERMIT APPLICATION

COMMUNITY EVENT INFORMATION

EVENT NAME
EVENT LOCATION
EVENT DATE(S) EVENT HOURS
DATE AND TIME OF EVENT SETUP
PRE-EVENT MEETING YES NO DATE AND TIME
REPRESENTS A NONPROFIT/ CHARITABLE ORGANIZATION
ORGANIZATION NAME
TAX ID NUMBER PLEASE ATTACH A COPY OF YOUR 501C FORM

CONTACT INFORMATION

RESPONSIBLE PERSON(S) NAME(S)
RESPONSIBLE PERSON(S) TELEPHONE NUMBER(S)
RESPONSIBLE PERSON(S) MAILING ADDRESS
RESPONSIBLE PERSON(S) EMAIL ADDRESS

ON-SITE INFORMATION

ON-SITE COORDINATOR NAME(S)
ON-SITE COORDINATOR CELL PHONE NUMBER
EXPECTED NUMBER OF FOOD VENDERS\*\*

\*\*Attach a list of the Food Vendors and Mobile Food Facilities and their contact information that are expected to be at the event. Food vendors without Multiple Event Temporary or Mobile Food Facility Permits must apply for and obtain a Health Permit prior to operating.

DESCRIBE RESTROOM FACILITIES (NUMBER, LOCATION)
HOT WATER PROVIDED YES NO
RESTROOM MAINTENANCE RESPONSIBLE PARTY
DESCRIBE VENDERS' WASTE WATER DISPOSAL (NOTE: DISPOSAL BY STORM DRAIN IS NOT ALLOWED)
DESCRIBE GARBAGE/ WASTE STORAGE AND DISPOSAL

THIS IS NOT A PERMIT TO OPERATE. YOU MUST OBTAIN WRITTEN APPROVAL FROM ENVIRONMENTAL HEALTH SERVICES BEFORE OPERATING. APPLICATIONS SUBMITTED WITHOUT PAYMENT WILL BE REJECTED.

FOR OFFICE USE ONLY

DATE RECEIVED RECEIVED BY ASSIGNED TO ENTERED BY ENTERED DATE
PE# AMOUNT DUE AMOUNT PAID CHECK OR CC AUTH # CASH
NONPROFIT: TAX ID # VETERAN EXEMPT PAPERWORK ATTACHED YES NO
PR# SR# FA# INVOICE NUMBER
INSPECTOR APPROVED DATE

**COMMUNITY EVENT FOOD FACILITIES LIST**

PLEASE LIST THE FOOD VENDORS AND MOBILE FOOD FACILITIES THAT ARE EXPECTED TO BE AT THE EVENT. FOOD VENDORS WITHOUT A MULTIPLE OR MOBILE FOOD FACILITY PERMIT MUST APPLY FOR AND OBTAIN A HEALTH PERMIT PRIOR TO OPERATING.

<p><b>TEMPORARY FOOD FACILITIES SINGLE EVENT PERMIT</b> (PROVIDE COPY OF COMPLETED PERMIT APPLICATION OR PERMIT)</p>	<p><b>TEMPORARY FOOD FACILITIES MULTIPLE EVENT PERMIT</b> (PROVIDE COPY OF PERMIT)</p>	<p><b>MOBILE FOOD FACILITIES</b>– PERMITTED IN SAN LUIS OBISPO COUNTY (PROVIDE COPY OF PERMIT)</p>