Dependent Operator Guide to Permitting

The Environmental Health Services Division (EHS) recognizes that there is a growing demand by caterers, food entrepreneurs, and other dependent food operators to have access to the County’s local permanent food facilities to prepare their food products. EHS’s goal is to make the sharing of food facilities by multiple businesses work smoothly, while ensuring that safe food handling practices are in place to protect the public’s health.

The following is a step-by-step guide to help a potential Dependent food facility operator who would like to use a food facility; and the permit holder of a permanent food facility (shared Permanent food facility operator), such as a commissary, restaurant, or other EHS approved food facility.

EHS has identified two general types of permanent food facilities that may be approved to share their facilities whereby a Dependent food facility operator may obtain a health permit:

1. **Commissaries** are intentionally designed to be used by mobile food facilities such that the operational requirements of the mobile food facility can be accomplished. This Permanent food facility operator will possess our commissary permit.

2. **Existing Retail Permanent Food Facilities** can be used by caterers, food entrepreneurs, small-scale food producers, and temporary food facility (food booth) operators who prepare foods in advance of a community event (as opposed to within their temporary food facility during the community event). Existing retail permanent food facility permit holders may lease food facilities to Dependent food service operators. The Permanent food facility must possess the adequate space and equipment necessary for the safe operation of the Dependent food service operator. This Permanent food facility operator will possess our Restaurant or other approved permanent food facility permit.

Steps in the permit review and approval process for Dependent food facility operators:

**Step 1: Apply for a Health Permit**

The Dependent food facility operator must submit copies of the following documents along with payment of their health permit to EHS to begin the permit review process:

- Health Permit Application for a Dependent Food Service Operator Permit
- Shared Permanent Food Facility Review Form
- Shared Permanent Food Facility Use Agreement must be signed by both the Permanent food facility operator who holds the facility’s health permit and the prospective Dependent food facility operator.
- Written Operational Procedures for Catering Operation (only if operation includes catering off-site events)
- Sample menu of food items to be prepared or served.
- Prepackaged food label sample(s) of food items prepackaged prior to service (only if operation includes food packaging prior to service).
- State of California Processed Food Registration, as required by the CDPH-FDB. (If applicable)
- State of California Cannery License, as required by the CDPH-FDB. (If applicable)
- State of California Milk Product Plant License, as required by the CDFA-MDFS. (If applicable)
- State of California Meat Processing Establishment License, as required by the CDFA-MPES. (If applicable)
- Food Manager Certificate & Food Handler Cards (if unpackaged foods will be stored, handled, and served.)
**Step 2:** Review the Health Permit Application Package
EH staff will review the Permit Application Packet and all applicable documents. EH staff will contact the Dependent and Permanent food facility operators as needed to complete the evaluation of the Dependent operator permit. If a site inspection is required, EH staff will contact the interested parties to arrange a site visit.

**Step 3:** Post the Permit at the Facility
Once issued by EHS, the approved health permit must be posted in a conspicuous location at the Permanent food facility. Dependent food operators will be subject to at least one annual inspection.

**Prepackaged Food Label Guidance**
If food will be prepackaged prior to sale or distribution, visit: [https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/GeneralFoodLabelingRequirements.pdf](https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/GeneralFoodLabelingRequirements.pdf) for information on labeling requirements.

**State of California Processed Food Registration**
The California Department of Public Health’s Food and Drug Branch (CDPH-FDB) regulates the manufacture, processing, storage, and distribution of food products in California. California law requires that businesses obtain a Processed Food Registration (PFR) if food is manufactured, packaged, labeled, or warehoused in California. The foods covered include:

*General foods such as; bakery products, noodles, seafood (except molluscan shellfish), fruit juices, snacks, nuts, oils, processed or packaged vegetables, candy, etc. The PFR allows firms to manufacture products not specifically covered by another CDPH-FDB or CDFA license.*

For information on what food production may require a PFR and how to obtain one, visit: [https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx](https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx) For more information, you may call: (916) 650-6500.

**Cannery License**
Retail food operators that are interested in low-acid or acidified canned, jarred, or hermetically sealed foods are to contact the CDPH-FDB to determine if their food item requires a PFR or Cannery License. For information regarding whether the food you process requires a PFR or Cannery License, you may call: (916) 650-6500. It is the responsibility of the food facility operator to obtain the required registration or license from the CDPH-FDB.

**Food Manager Certificate & Food Handler Cards**
Each Dependent food facility that prepares, handles, or serves nonprepackaged potentially hazardous food must have at an owner or employee who has successfully passed an approved and accredited food safety certification examination within 60 days of commencing operation. Food facilities that prepare, handle, or serve only food other than nonprepackaged potentially hazardous food must demonstrate adequate knowledge of food safety principles as they relate to the specific food facility operation. All other individuals involved in the preparation, storage, or service of any food in the food facility must obtain a valid food handler card from an accredited provider within 30 days after the date of hire. For more information on accredited food certification and food handler programs, visit the following website: [https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4](https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4)