

HOST FACILITY REQUIREMENTS & APPLICATION

A Host Facility is a facility located at a brewery, winery, commercial building, or another location as approved by Nevada County Department of Environmental Health (NCDEH) and meets all the applicable requirements to support a Catering operation that provide food directly to individual customers for a limited period of time. Caterers must have a valid Catering Permit with NCDEH and can operate at a Host Facility for up to 4 hours within a 12-hour period.

Host Facility Requirements:

- **RESTROOM:** An approved restroom must be provided for use by the catering operation and customer. The restroom shall be located within 200 feet of where the Caterer prepares the food and shall be accessible to all food handlers. The restroom shall meet all local building and plumbing code standards. The handwashing sink shall have hand soap and single use paper towels in dispensers or automatic hand dryer.
- **HANDWASHING SINK:** A permanently plumbed handwashing sink, in addition to the restroom handwashing sink, for the catering operation use may be required. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Handwashing sinks shall have hand soap and single use paper towels in dispensers.
- **REFUSE AND LIQUID WASTE:** The Host Facility shall have approved methods for disposal of refuse and liquid waste. A janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.
- **POTABLE HOT AND COLD WATER:** A supply of potable hot and cold water is required. The hot water heater shall be adequate to provide hot water at a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate.
- **ELECTRICAL POWER SOURCE:** Host facility shall provide access to an adequate source of electrical power that is located where the Caterer can easily use for their mechanical refrigeration equipment if needed.
- **LOCATION FOR CATERING OPERATION:** The Host Facility shall provide a location for the catering operation. Food service operations of the catering operation are contingent upon the location of their equipment. Ensure all applicable codes are complied with including but not limited to Zoning and Fire.
- **WRITTEN STANDARD OPERATING PROCEDURES:** Host Facilities shall maintain operating procedures that describe the food service operation, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

If your facility meets all the requirements listed above, please proceed to page 2 and complete the Host Facility Permit Application. If your facility DOES NOT meet all the requirements listed above, and you are still interested in becoming a Host Facility, please contact NCDEH for assistance.

HOST FACILITY PERMIT APPLICATION

Please select one:

Facility with existing NCDEH Health Permit (ie. Bar, Market, Restaurant, etc.) seeking to add Host Facility Permit.

- Initial application review fee - \$238.20; Annual Permit – Exempt from fee

Facility WITHOUT existing NCDEH Health Permit seeking to obtain Host Facility Permit

- Annual Permit Fee - \$357.30; initial application review included in permit fee

OWNER DETAILS	Name: Mailing Address: City: State: Zip: Email: Phone Number: Emergency Phone Number:
FACILITY DETAILS	Business Name: Physical Address: City: State: Zip: Email: Business Phone Number: Alternate Phone Number:

Select primary mailing address for permit and future invoicing: Owner Facility

Facility Site Map

Attach a site map of the facility with your application that clearly shows the location of the following:

- Area where caterer will set up the food service operation
- Permanently plumbed handwashing sink with hot and cold water
- Restrooms with handwashing for food handlers and customers (must be within 200 ft. of the food service area)
- Electrical Power Source
- Potable water supply
- Trash receptacles
- Liquid waste disposal/janitorial sink

Note: the site map may be hand drawn or an aerial map view as long as the image is to scale and all the required items are clearly indicated on the map.

Written Operational Procedures

The following are *standard* written operational procedures for a host facility and catering operation. You may use the procedures described below and/or attach your own written operational procedures with your application. Written operational procedures must be maintained on site and fully implemented.

- All food vendors that operate at the host facility must have a valid Catering Permit or Mobile Food Facility Permit issued by Nevada County Environmental Health (Note: Temporary Food Facilities are NOT permitted to operate at host facilities). Vendors must provide a copy of their health permit to the Host Facility Operator.
- Host Facility Operator will maintain a list of Caterers/Mobile Food Facilities that operate at the host facility along the menu of food served and the dates and times of operation.
- Host Facility will allow only ONE catering operation/mobile food facility to operate at any given time. A caterer can operate for up to 4 hours in a 12 hour period.
- Host Facility is responsible for maintaining the restrooms and handwashing facilities clean, supplied and in fully operational condition.
- Host Facility is responsible for providing an electrical power source for the food vendor, potable hot and cold water, liquid waste and refuse disposal.
- All food service equipment shall be provided and maintained by the catering operation. Any food service or storage equipment provided by the host facility must be reviewed and approved by Nevada County Environmental Health.
- All food preparation, storage and service shall be provided by the catering operation. Catering operation is responsible for maintaining potentially hazardous foods at proper temperature and protecting food from contamination.. All washwashing shall be conducted at the caterer’s approved commissary kitchen.
- Host Facility is responsible for maintaining the facility premises in clean and good repair, and for obeying all state, local, and federal laws and regulations including but not limited to building, planning, and fire.
- Other:

- Other:

Host Facility Owner/Operator Agreement

I certify that I am familiar with the requirements to operate a Host Facility (CAL CODE section 114328.1) and agree to operate in a manner consistent with those requirements.

Owner/Operator Name (print):

Owner/Operator Signature:

Date:

<u>Official Use Only</u>			
Approved	Denied, Reason:		FA
By:	, REHS	Date:	PR



AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This Agreement To Pay form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at http://www.mynevadacounty.com

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

Table with 2 columns: Site Information and Invoices and/or notices to be mailed to. Rows include APN, Property Owner/Business Name, Address, Telephone, and Email.

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project:

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Printed Name: _____ Dated: _____ CDL# _____
Signature: _____

THIS SECTION FOR OFFICE USE ONLY

Form with two rows for office use only. Each row includes fields for Service, Amount, Check #, Program, Receipt #, Job No, and Date of Receipt.