



**HOST FACILITY PERMIT APPLICATION**

Facility Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: *(if different than above)* \_\_\_\_\_

Email: \_\_\_\_\_ APN: \_\_\_\_\_

Website: \_\_\_\_\_

Applicant and owner, please note: This permit application is limited to the catering activities allowed by the host facility permit and **is not a permit that allows commercial use of the property**. If your site has a use permit, make sure that the use permit also allows for the host permit activity and none of the requirements will conflict with any conditions of approval for your use permit. Use permit # \_\_\_\_\_

Water Supply:  Public  Private Well *(may require additional review and permitting)*

Water Source \_\_\_\_\_

**DOCUMENTS TO INCLUDE**

√	<b>Check the following items as you attach to the application.</b>
	<b>Operational Procedure</b> – written description of the proposed food service activities at the host facility
	<b>Facility Plan</b> – drawing of the host facility clearly showing the location of the catering operation, restrooms, handwash sink, electrical outlets, sinks, and other permanent facilities
	<b>Equipment/Utensils</b> – list all equipment that will be provided by the host facility for the contracted catering operations <i>(page 2)</i>
	<b>Catering Operations</b> – list all potential catering operations that may operate from this host facility <i>(page 2)</i>
	<b>Self-Agreement Checklist</b> – specific operational and structural requirements the host facility must abide by to support catering operations <i>(page 3)</i>

If the facility does not meet the minimum requirements of a host facility, additional plan review may be required. If your proposal includes construction or remodel, contact Environmental Health Plan Review. You may need to submit plans and contact the appropriate building department.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_ District \_\_\_\_\_

FA # \_\_\_\_\_ PE # \_\_\_\_\_ PR # \_\_\_\_\_

Cash  Check  Credit Card Trans # \_\_\_\_\_ Received By \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

List all equipment this host facility will be responsible for providing for use by the catering operation.  
*Attach additional sheets if necessary.*

Equipment Type	Equipment Make / Model (e.g., refrigerators, hot holding equipment)

List all catering operations that may be contracted to serve food at this host facility.  
*Attach additional sheets if necessary.*

CATERING OPERATIONS			
Name	Address	Permit Number	Distance from Host Facility
Menu:			
Name	Address	Permit Number	Distance from Host Facility
Menu:			
Name	Address	Permit Number	Distance from Host Facility
Menu:			

**Self-Agreement Checklist**

**Initial the following statements indicating that you understand and will abide by the structural and operational requirements of a host facility.**

1. All applicable codes have been met, including but not limited to Zoning and Fire Department.
2. An approved restroom (toilet and handwash) with hot and cold water is available within 200 feet of the area where the catering operation prepares food.
3. A permanently plumbed handwash sink in addition to the restroom is available for use. Water temperature must be between 100°F – 108°F for handwashing.
4. A janitorial sink equipped with hot and cold water and a backflow prevention device at the faucet is available.
5. Potable hot and cold water is available. Host facility must have a hot water heater that consistently supplies hot water at a minimum of 120°F.
6. A catering operation is only allowed to operate at the host facility for up to four (4) hours in any 12-hour time period. **All catering operations must have a valid Environmental Health permit to operate.**
7. All food will be stored at the catering operation’s permitted food facility before and after the time of food service.
8. A contracted trash removal company will remove trash and refuse from the host facility as frequently as necessary to prevent the creation of a nuisance.
9. Only service animals allowed in the host facility when a catering operation is present.
10. Any changes to the equipment or standard operating procedures may require another review and written approval by Environmental Health.

**FOR OFFICE USE ONLY**

**Clerical/REHS Notes:**

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