

HOW TO APPLY FOR A CERTIFIED FARMERS' MARKET TEMPORARY FOOD FACILITY - ANNUAL PERMIT

This document describes what is required to obtain a Temporary Food Facility (TFF) permit to operate at a Certified Farmers' Market (CFM) in Santa Clara County. All applications, documents and fees may be found on our website.

Submit your CFM TFF Permit Application, supporting documentation and applicable permit fee to the market manager. Submit a separate application packet for each market you wish to attend. Permits issued are specific to each market.

SELLING FOOD (INCLUDING BEVERAGES) WITHOUT THE NECESSARY PERMITS MAY RESULT IN THE IMMEDIATE CLOSURE OF THE FOOD FACILITY, POSSIBLE PENALTIES AND LEGAL ACTION.

REQUIRED DOCUMENTATION FOR PERMIT REQUEST:

- Certified Farmers' Market Temporary Food Facility Permit Application (2 pages)
- Commissary Agreement/Approved Food Facility Form
 - Required from ALL vendors, even if you have a state PFR or Environmental Health permit in this county or another county. This allows the department to review and ensure services/equipment at the facility are available and will support your operation at the CFM.
 - At minimum, all food operations will need a facility with the following:
 - Toilet and handwash facilities
 - Sewage disposal
 - Potable water supply
 - Chemical storage (warewashing and handwashing supplies)
 - Equipment/utensil storage
 - Warewash facility, if you have unpackaged foods
 - Garbage disposal, if you have unpackaged foods
 - Dry food storage and/or refrigerated food storage, if applicable
 - Facility to prepare food, if applicable
- Copies of other permits/registrations to confirm approved source, if applicable. Examples include, but are not limited to:
 - Processed Food Registration (PFR) for manufacturing, repacking, labeling, or warehousing processed food products. (www.cdph.ca.gov)
 - Pre-packaged foods
 - Juice processors
 - Foods prepared or sold outside of Santa Clara County.
 - Food products stored in a location for more than 7 days.
 - Manufacturers and distributors of seafood products, including all fish and fishery products.
 - Molluscan shellfish (oysters, clams, mussels, etc.)
 - Cannery license for low-acid foods/canned products. (www.cdph.ca.gov)
 - May also need PFR.
 - Milk Plant license (www.cdfa.ca.gov)
 - Receiving, manufacturing, freezing, or processing milk, or any product of milk.
 - Manufacturing, freezing, or processing imitation ice cream, imitation ice milk or products resembling milk products
 - Catering permit from local Environmental Health Department
 - Cottage Food Operator registration or permit (www.ehinfo.org for Santa Clara County residences)
 - A CFM TFF permit is required to sell permitted CFO products at the markets.
- Written Standard Operating Procedures (SOP), if you cook and cool food in advance of the market (RC3 operation)
 - Elements to address: how foods will be prepared, cooked, cooled, and/or reheated; food temperatures, food storage (refrigeration, dry storage); handwashing and warewashing procedures; etc.

PERMIT TYPES:

- Permits are based upon the risk category (RC) of the food operation. This is determined by the menu items and the associated food handling risks.
- "FOOD" means a raw, cooked, or processed edible substance, ice, beverage, an ingredient used or intended for use or for sale in whole or in part for human consumption, and chewing gum.

- RC1 (TE11):
 - Pre-packaged, non-potentially hazardous foods (PHF).
 - Preparation of non-PHF foods (e.g., kettle corn, bread, candy, etc.).
 - Reheating commercially manufactured ready-to-eat foods, (e.g., canned nacho cheese, pre-cooked hot dogs), with no additional processing.

- RC2 (TE12):
 - Food prepared or cooked for same day service (e.g., hamburgers, raw sausage, crepes, etc.)
 - Food that is prepared/cooked onsite and served, with hot or cold-holding of PHFs after preparation.
 - No cooling of PHFs is allowed, either in advance or on-site.

- RC3 (TE13):
 - Food prepared in advance at an approved facility (e.g., potato salad, pot pies, tamales, etc).
 - Extensive menus with raw ingredients or preparation that involves cooking, cooling, and/or reheating foods. Submit a written copy of SOPs.
 - If vendor owns a fixed facility (i.e., restaurant) and has a valid Environmental Health permit, the vendor will be allowed to submit for and pay for a TE12 (RC2) permit at the CFM. Vendor must still submit a written SOP plan.

PERMIT PROCESS:

- Submit your complete application packet and permit fee to the market manager. When they are ready to add you to their market, they submit your application packet and permit fee to this department at least 2 weeks prior to your proposed start of operation. Partial applications may be rejected.
- There is a two-week review and processing period.
 - A late fee will be assessed for late submittals.
- Upon approval by this department, the permit will be issued.
 - Vendor and market manager will be notified via email with a copy of the permit attached; the original will be mailed to the vendor.
 - Permit must be posted in public view during operation.
 - Vendor may NOT operate until the permit is issued.
 - Permits are specific to each market and are valid only during the hours of market operation.
 - Permits are valid for one year.

INFORMATION AND REQUIREMENTS:

- Review documents such as the CFM TFF Requirements and Booth Enclosure Requirements documents (see website).
- Must have a person in charge present during operating hours of the market who can demonstrate that they have adequate knowledge in food safety.
 - A Food Safety Managers class and exam, or at least a Food Handler Card, is highly recommended.
 - For more information, visit our website: www.ehinfo.org > Programs and Services > Consumer Protection Division > Food Safety Program

For applications, fees and information on food booth operation requirements at CFMs, visit our office or website: www.EHinfo.org > Programs and Services > Consumer Protection Division > Certified Farmers' Markets.

Note: Business transactions at our office end at 4:45pm. Anything received after 4:45pm will be processed the next day.