



Ventura County Environmental Health Division  
 800 S. Victoria Ave., Ventura CA 93009-1730  
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
 Web Site: [www.vcrma.org/envhealth](http://www.vcrma.org/envhealth)

## TFF OPERATOR APPLICATION INSTRUCTIONS AND FEE SCHEDULE

**Use this guideline to determine fees and requirements.  
 THIS IS A REFERENCE DOCUMENT. DO NOT SUBMIT.**

1. **The Operator of each Temporary Food Facility (TFF) must complete and submit the application and fee to the COMMUNITY EVENT ORGANIZER.** The Community Event Organizer must submit all applications to the Environmental Health Division (EHD) at least 30 days before the event.
2. **The applications are available on our website or at the EHD public services counter.**
3. Refer to the Temporary Food Facility Requirements and Procedures for a complete list of requirements.
4. **Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. *(See example)*
5. If you have questions, contact the Program Specialist:

Holly Sinclair    Phone: 805/654-2431    Email: [Holly.Sinclair@ventura.org](mailto:Holly.Sinclair@ventura.org)

### FOOD FACILITY FEES AND WAIVERS

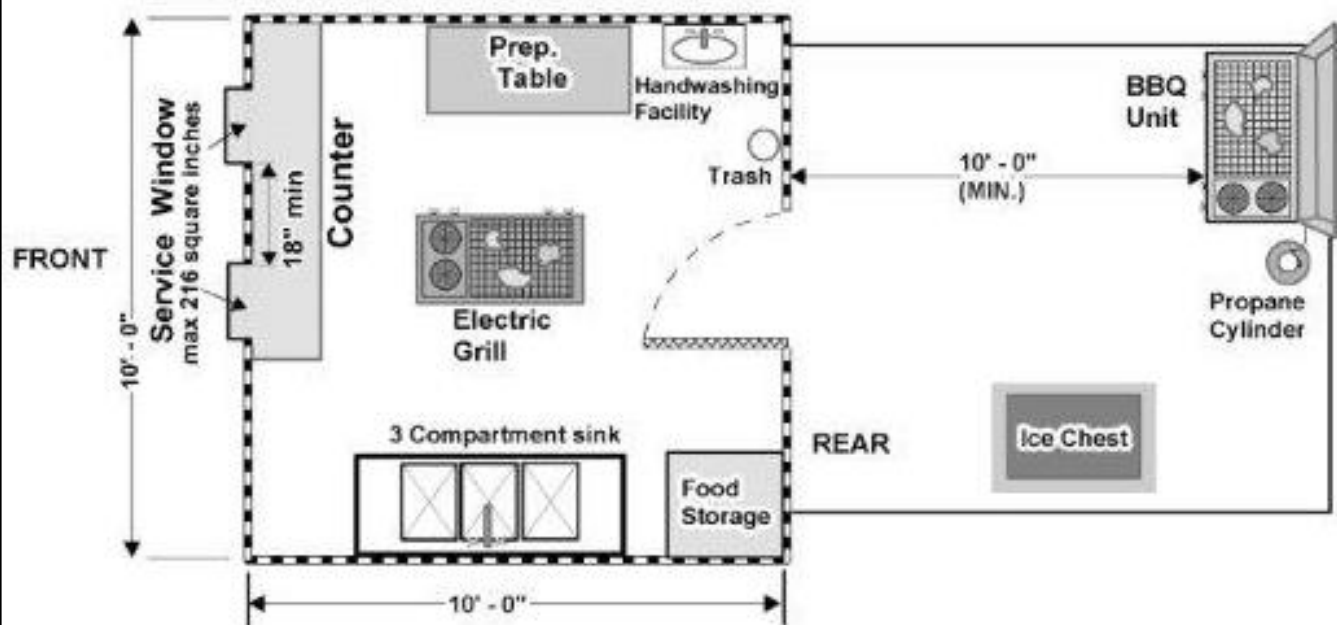
**The fees shown on this page are effective for events occurring through June 30, 2017.**

Type of TFF	Fee Due
<b>1. TFF-1: Handling open foods or potentially hazardous foods</b>	
a. Single Event	<b>\$121.00</b>
b. Annual (required at a Certified Farmers' Market)	<b>\$409.00</b>
<b>2. TFF-2 Handling only prepackaged, non-potentially hazardous foods</b>	
a. Single Event	<b>\$64.00</b>
b. Annual (required at a Certified Farmers' Market)	<b>\$217.00</b>
<b>3. Fee Waiver</b> <b>Requirements to qualify for a full fee waiver:</b> <ol style="list-style-type: none"> <li>a. The TFF is operated by a non-profit charitable organization.</li> <li>b. Member of the non-profit charitable organization, providing food safety oversight, must possess a valid Temporary Food Facility / Community Event Certificate of Training issued by EHD and this member must be available at the event.</li> <li>c. Provide a copy of the TFF training certificate, documentation of non-profit charitable status, and complete the certification, Part E on the Operator Application (last page).</li> <li>d. The TFF application must be included with the Community Event Organizer Application and submitted at least 30 days prior to operation.</li> </ol>	
<b>4. Veteran Fee Exemption</b> <b>Requirements for Veteran Full Fee Exemption:</b> <ol style="list-style-type: none"> <li>a. Owner/Operator is sole proprietor AND a veteran honorably discharged.  <i>Provide a copy of the DD214 form or other proof of honorable discharge.</i></li> </ol>	

**Please take a moment to provide feedback. An opinion form can be completed at <http://www.vcrma.org/envhealth/hawd.html>.  
 You may also scan this code with your mobile device:**



## Example of Enclosed Booth:



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame Proof Canvas

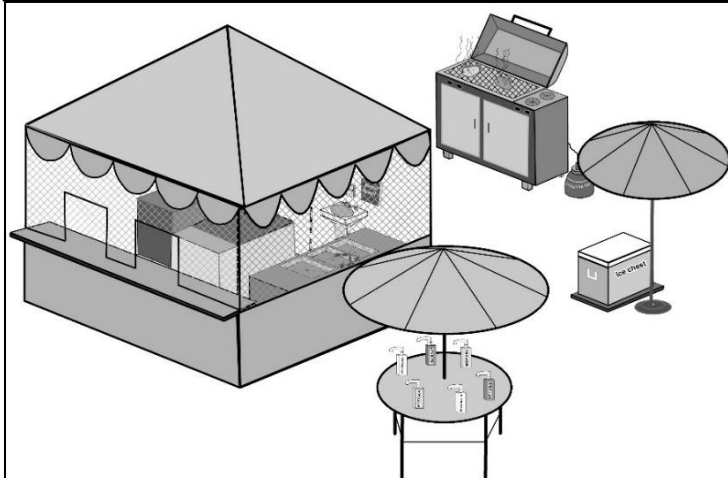


Illustration of a gravity hand-wash setup

