



CATERER CHECKLIST

Definitions:

- **Catering Business** means a person, business, or food facility that is permitted and regulated by this division to prepare, transport, and serve food, beverages, and/or related food services to the public. The food is stored and prepared in an approved, permitted, food facility and regulated under the California Retail Food Code (CRFC) through an annual permit.
- **Consumer** means a person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food facility, and does not offer the food for resale.
- **Cook-for-Hire** means a person who is hired to prepare and/or serve food at a private residence. All food prepared by the cook-for-hire is handled at the private residence and not open or advertised to the public. A cook-for-hire is not a food service/catering operation. It is not regulated by this division and does not require a health permit to operate. ***A cook-for-hire must purchase/obtain the food immediately prior to the start of the event. Storage or handling at any location other than the private home requires a retail food or caterer permit.**
- **Retail** means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food for dispensing or sale directly to the consumer or indirectly through a delivery service.

Application Packet Checklist:

1. Prior to receiving a permitting inspection to obtain a Catering Permit, the following items are required:
Initial each box-
 - Catering Business Permit to Operate Application** (with required documents to verify ownership)
 - Health Permit to Operate fee payment (submit with application)
 - Caterer Checklist** (submit with application)
 - Production Kitchen Agreement** form (submit with application)
 - Catering Menu** (submit with application)
 - Valid **Food Safety Certification** and **food handler cards** (receipt of enrollment is acceptable)
 - Proposed production calendar
 - Verification of permit fee exemption (if applicable)

Caterer Checklist – Food Safety Requirements

1. Food, Equipment, and Utensils: Protection from Contamination:

- No home-prepared food may be served (Note: use of cottage food products must be approved with our division before use). All food, utensils and equipment must be stored and cleaned at the designated permitted food facility (production kitchen).
- The caterer must maintain control over the food (including periods of storage, preparation, and transportation). All food must be adequately protected so as to be maintained pure and free of contamination, adulteration, and spoilage.
- Utensils, supplies and equipment must be of adequate construction and design (smooth, non-absorbent, easily cleanable) and protected from contamination.
- Sufficient equipment must be provided to properly store food and utensils during transport, storage, and service (hot holding units, ice chests, shelves, totes with lids, pallets, crates, chafing dishes, etc.).
- Sneeze protection and barbecue protection must be provided during the food service/catering operation.

2. Prevent cross-contamination during periods of transportation, storage, preparation, holding, service and display:

- Keep raw foods of animal origin separate and away from ready-to-eat foods; including raw food of animal origin (sushi), produce, and cooked ready-to-eat food.
- Wrap food and use covers on all containers.
- Use separate equipment, containers, cutting boards, etc; for meats, produce and ready-to-eat foods.
- Separate different types of raw foods of animal origin from each other in the following order from top to bottom. (top) fish/seafood [lowest cooking temperature required], then whole/cut pork/beef, then ground pork/beef; (bottom) poultry [highest cooking temperature required].
- Prepare each type of food at different times or in different areas; always prepare foods requiring a higher cooking temperature after those requiring a lower cooking temperature
- Pre-wash all fruits and vegetables.
- Clean hermetically sealed bags and cans with visible soil prior to opening.
- Store all food 6 inches off of the floor/ground.
- Store all open dry goods inside a tightly sealed container.
- During pauses in food preparation or dispensing, store in-use utensils used for potentially hazardous foods:
 - ✓ In the food with their handles above the top of the food

- ✓ On a clean portion of the food preparation table or cooking equipment, ensuring that the utensils and surfaces are cleaned and sanitized at least every 4 hours
- ✓ In running water with sufficient velocity to flush food particles to the drain
- ✓ In a container of water 135°F/higher or in ice water at 41°F/below
- For utensils used with non-potentially hazardous foods (ice, flour, sugar, etc.):
 - ✓ Keep stored in a clean, covered and protected location when not in use
- Use scoops with handles.
- Keep handles out of the contact with the food being dispensed.
- Transportation vehicles must be maintained in a clean and sanitary condition where food is stored.
- Ice used for refrigeration or cold holding purposes cannot be served for consumption.
- Condiments must be in pump, squeeze type containers, or single-service packets.

3. Equipment and Utensil Sanitation:

- All utensils and equipment must be pre-rinsed, washed, rinsed, sanitized, and air-dried.
- Manual warewashing must be completed as follows:
 - ✓ Pre-scrape utensils and equipment; clean and sanitize warewash areas
 - ✓ First compartment wash using hot soapy water (above 100°F)
 - ✓ Second compartment, rinse in clear water
 - ✓ Third compartment, sanitize; manual sanitation may be performed by immersion in a 100-ppm chlorine solution for at least 30 seconds (1 tbl spoon bleach/1 gal water) or immersion in a 200-ppm quaternary ammonium solution for at least 60 seconds (follow instructions on label)
 - ✓ Final step is air dry
- A mechanical dish machine must be capable of providing both of the following:
 - ✓ 120°F wash water
 - ✓ A minimum chlorine residual of 50 ppm, or 160°F utensil surface temperature water for effective sanitizing
- Equipment, food-contact surfaces and utensils shall be cleaned and sanitized:
 - ✓ Before use and between uses when working with different types of raw food of animal origin
 - ✓ Each time there is a change from working with raw foods to working with ready-to-eat foods

- ✓ Between uses with raw produce and with potentially hazardous food
- ✓ Before using or storing a food temperature measuring device
- ✓ At any time during the operation when contamination may have occurred
- ✓ At least every four hours when in use

4. Temperature Control

- Cold holding of potentially hazardous food must be held at or below 41°F.
- Hot holding of potentially hazardous food must be held at or above 135°F.
- All foods remaining unserved at the end of an event must be discarded.
- Sufficient equipment must be provided to maintain required temperatures or all perishable food during transport, storage and service (refrigerators, ice chests, steam tables, chafing dishes, etc.).
- All potentially hazardous food must be cooked to the required minimum cooking temperatures:
 - ✓ Cooked Vegetables for hot holding – 135°F
 - ✓ Seafood, beef or pork steaks, eggs – 145°F
 - ✓ Ground beef or pork -155°F
 - ✓ Poultry, stuffed foods, reheated/microwaved foods – 165°F
- When preparation includes cooling of cooked foods, foods must be quickly cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F within 4 hours. The cooling process can be accomplished by:
 - ✓ Placing foods in shallow metal pans, such as stainless steel, with product 2 inches deep
 - ✓ Separate the food into smaller or thinner portions
 - ✓ Use rapid cooling equipment, such as an ice paddle
 - ✓ Insert appropriately designed containers in an ice bath, stirring frequently
- Reheat foods quickly, within 2 hours to a minimum temperature of 165°F.
- A probe thermometer must be provided during preparation and event operation for measuring the internal temperature of food products during cold and hot holding, cooking, cooling, and reheating.

5. Food Handlers:

- All food handlers must be in good health.
- Hands and arms must be washed with soap and warm water before commencing work, after using toilet facilities, after eating or drinking, after coughing or sneezing, after touching face or hair, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks, or when contamination may have occurred. NOTE: Glove use does not substitute hand washing; hand sanitizer may be used in conjunction with, but not in place of, hand washing.

- Hair must be restrained at all times when working with unpackaged food.
- Outer garments and aprons must be clean.

6. Remote Facilities/Event Locations:

- One toilet for every 15 employees with adequate handwashing facilities must be available within 200 feet of the catering operation event site.
- Garbage and wastewater receptacles sufficient to contain all waste pending disposal must be provided during each operation. Wastewater must be discarded in an approved sewer system only.
- To ensure food safety and protection from cross-contamination at remote locations where no indoor kitchen facility or indoor fully enclosed structure is available, it is strongly recommended to operate within a temporary food facility booth, supplied with all necessary washing facilities and operational equipment.
 - ✓ The Temporary Food Facility booth should be fully enclosed consisting of overhead protection, walls of mesh or tarp, and washable flooring
 - ✓ Portable handwashing facilities consisting of water container with a hands-free spigot, warm water (100°F), a catch basin, pump soap, paper towels, and a trash receptacle should be conveniently located.
- Portable warewashing facilities should be provided through one of the following methods:
 - ✓ Three compartment sink with two integral metal drain boards
 - ✓ Utensil washing station consisting of three tubs; one with hot soapy water, one with hot rinse water, and one with sanitizer

The undersigned has read and understands the information provided in the Caterer Checklist and agrees to operate and function in accordance with all applicable state and local regulations, laws, and such inspection procedures needed to ensure compliance.

The Caterer Permit to Operate is valid until the end of February each year. Submittal of a complete application packet and current fee, including outstanding balances, if any, are required on a yearly basis to secure a valid permit before continuing operations in Contra Costa County.

Applicant Name: (Please print) _____

Applicant Signature: _____ Date _____



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CATERING BUSINESS
PERMIT TO OPERATE APPLICATION

SECTION 1: Description of Business (Types of events/business activities, types of foods prepared, and menu)

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SECTION 2: Contact Information

(Facility Address and Owner Address must be different addresses.)

A. Production Kitchen Address:

PRODUCTION KITCHEN NAME / DBA:		
FACILITY ADDRESS:		
CITY/STATE/ZIP CODE:	PHONE #:	FAX #:
CONTACT PERSON:	EMAIL ADDRESS:	

B. Catering Business Name and (Mailing) Address:

CATERING BUSINESS NAME:		
ADDRESS:		
CITY/STATE/ZIP CODE:	PHONE #:	FAX #:
WEBSITE ADDRESS:	EMAIL ADDRESS:	

C. Catering Business Owner Address:

(Facility Address and Owner Address must be different addresses.)

OWNER NAME (As it appears on Driver's License or Federal Tax I.D.):		
OWNER ADDRESS:		
CITY/STATE/ZIP CODE:	PHONE #:	FAX #:

D. Email Address: To receive electronic copies of the Official Inspection Reports. Email address that is provided needs to be able to **accept email from external email addresses.**

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E. Email Address (if different than Part D): For any newsletters involving changes in state law. Email address that is provided needs to be able to **accept email from external email address.**

SECTION 3: Verification of Ownership

- Sole Proprietorship
- Certificate of Registration with Secretary of State
- Articles of Incorporation
- Documents from escrow companies
- Articles of Organization

SECTION 4: Attachments with Application

- Signed Production Kitchen Agreement
- Catering Checklist
- Menu
- Proposed production use calendar (not required at time of submittal)
- Current Food safety manager certificate(s) and food handler cards (not required at time of submittal)

SECTION 5: Verification of Permit Fee Exemption (if applicable)

- Veterans:** provide DD214 honorable discharge papers (review exemption requirements)
- Charitable or Tax Supported Institutions:** provide IRS letter of confirmation as a charitable 501c3 organization
- Blind:** provide certificate signed by a licensed physician or by the State Bureau of Vocational Rehabilitation that person is blind (having not more than ten percent visual acuity in the better eye without correction)

SECTION 6: Terms/Signature

The undersigned hereby certifies all of the information provided on this application is true and accurate and agrees to notify Environmental Health Services of any changes that occur including the type of business activity, name, business location, menu, equipment, billing address, ownership and/or closure.

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures needed to ensure compliance. The Caterer Permit to Operate is valid until the end of February each year. Submittal of a complete application packet and current fee, including outstanding balances, if any, are required on a yearly basis to secure a valid permit before continuing operations in Contra Costa County. Failure to do so may result in a misdemeanor citation, infractions, permit suspension/revocation proceedings, and/or closure.

PERMITS ARE NOT TRANSFERABLE

Signature(s) must be an Owner, Partner or Corporate Officer (Corporation and Limited Liability Companies). A manually signed copy of this application delivered by facsimile, email, or other electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this application.

APPLICANT NAME: (Please print) _____

Signature of Applicant: _____ Date _____

FOR OFFICE USE ONLY

FA#:	AR#:	PR#:	PIE: 0622	REHS:	SUPERVISOR:	RECEIVED BY:	DATE RECEIVED:
AMOUNT DUE for Inspection Fees: \$		AMOUNT DUE for Permit (Prorated, if needed): \$		TOTAL Amount Due:		AMOUNT PAID: \$	
CASH CREDIT CARD: <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> D/C				CHECK #:		RECEIPT #: XR	



PRODUCTION KITCHEN AGREEMENT

FOR CATERERS

1. TO BE COMPLETED BY OWNER OF CATERING BUSINESS

Owner Name:		Name of Catering Business:		
Owner Address:		City:	State:	ZIP:
Cell Phone:	Alternate Phone:		Email:	

- I will notify Contra Costa County Environmental Health, by written document, of any change in the status of my operation or when the Production Kitchen contract is terminated.
- I hereby state that the above information is current, true and correct to the best of my knowledge and agree to use the Production Kitchen in accordance with the California Health and Safety Code. This agreement will expire at the end of each permit year and must be submitted annually, along with the Caterer Business Permit to Operate Application.

Signature: _____ **Print Name:** _____ **Date:** _____

2. TO BE COMPLETED BY PRODUCTION KITCHEN OWNER OR OPERATOR

Type of Facility:	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Production Kitchen
Name of Production Kitchen:		
Facility Address:	City:	State: ZIP:
Owner Name:	Phone:	Email:

- I agree to provide to the above mentioned applicant access to the following:
- | | |
|--|---|
| ◇ Hand washing facilities | ◇ Ice machine or cooling equipment |
| ◇ Food preparation area | ◇ Potable water |
| ◇ Food preparation sink | ◇ Garbage and refuse disposal |
| ◇ 3-Compartment warewash sink | ◇ Dry food/equipment storage |
| ◇ Refrigeration/Freezer storage | ◇ Chemical storage |
| ◇ Cooking equipment and ventilation hood | ◇ Restroom with hand washing facilities |

I hereby declare that I hold a valid Environmental Health Permit to operate a Production Kitchen. (Include a copy of a valid health permit). I certify that the business named in section 1 is operating out of the above Production Kitchen.

I will notify Contra Costa County Environmental Health Division by written document of any change in the status of my operation, my environmental health permit, or when this Production Kitchen/Approved Facility agreement is terminated.

Signature of Owner/Manager: _____ **Print Name:** _____ **Date:** _____

3. OUT OF COUNTY PRODUCTION KITCHEN (SIGNED BY AGENCY WITH JURISDICTION)

Food Establishment is permitted in _____ County.

Enclose a copy of valid Environmental Health (EH) Permit and obtain a signature from an authorized EH inspector from that county. The above checked (see section 2) requirements are available at the proposed Production Kitchen/approved facility.

REHS Signature: _____ **Print Name:** _____ **Phone:** _____ **Date:** _____

FOR OFFICE USE ONLY

FA#:	PR#:	PE: 0622	Received By:	Date Received:
REHS:			Date:	



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CATERER SELF-INSPECTION CHECKLIST

This checklist is designed to assist you in reviewing the condition of the production kitchen before it is inspected by this department. The items listed below represent the major areas evaluated during a permitting inspection; however it does not include **all** items that are evaluated during a routine inspection. Please call your Environmental Health Inspector if you have any questions.

FOOD SAFETY

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sneeze guards to protect exposed foods available for self-service or buffet style display. |
| <input type="checkbox"/> | <input type="checkbox"/> | All Food and cooking equipment 12 stored a minimum of 6" off the floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Restrooms are not used for the storage of food, equipment, utensils, or food-related supplies. |
| <input type="checkbox"/> | <input type="checkbox"/> | All food storage containers are clean, have tight-fitting lids, labeled, made from food grade materials, and did not previously hold toxic substances. |

TEMPERATURE CONTROL

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A thermometer accurate to +/-2°F is provided as either an integral part of the refrigerator (ex. dial outside). |
| <input type="checkbox"/> | <input type="checkbox"/> | An accurate metal probe thermometer (0-220°F) (ex. Thermocouple); suitable for measuring food temperatures and to be readily available and regularly used to check food temperatures. |
| <input type="checkbox"/> | <input type="checkbox"/> | All refrigerators and cold holding units maintaining food at 41°F or below. |
| <input type="checkbox"/> | <input type="checkbox"/> | All hot holding units maintaining food at 135°F or above. |

PERSONNEL

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Food Safety manager certificate and food handler cards are current and available. |
| <input type="checkbox"/> | <input type="checkbox"/> | Person in charge has food allergen knowledge and has trained all food employees. |

WATER AND SEWAGE

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All sinks are fully operable with hot and cold running water. Hot water is at a minimum of 120°F. |
| <input type="checkbox"/> | <input type="checkbox"/> | All sinks drain properly. Floor drains and floor sinks are in good working order and clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing is in good repair and not leaking. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross connection control devices are properly installed and in good repair. Air gaps are provided at all indirect liquid waste lines. |

EQUIPMENT

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) are clean and well-maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Inoperable equipment has been repaired, replaced, or removed from facility. |

- Only ANSI approved equipment (e.g. NSF) shall be installed or used within the facility.
- Pressurized cylinders (i.e. CO2 tanks) are securely attached to a rigid structure.

UTENSILS

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sanitizer for manual or mechanical ware washing is available. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sanitizer test strips are available and used regularly to measure sanitizer concentration. |

TOILET/DRESSINGROOM/HANDWASHING SINKS

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet facilities are clean, well-maintained, and in good working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | Self-closing devices on doors to restrooms and dressing rooms are working properly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Single service soap and paper towel dispensers at all handwashing sinks are operable and stocked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet tissue is provided and dispensed permanently-mounted dispensers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legible handwashing signs are properly posted at all handwashing sinks (including kitchen area). |
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation is provided in each restroom and is functioning properly. |

LIGHTING AND VENTILATION

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate lighting and ventilation is provided throughout the facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | Lights must be equipped with shatterproof protection. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hood exhaust ventilation grease filters are cleaned and well maintained (no gaps between filters). |
| <input type="checkbox"/> | <input type="checkbox"/> | All heat and grease related cooking equipment is stored under approved hood. |

PEST CONTROL

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Facility is free from insect (e.g. flies, cockroaches) and rodent infestations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Live animals, birds, or fowl are not allowed in food preparation areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside doors or screen doors are kept closed and self-closing devices are in proper working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | Air curtains are operating properly (if available). |

REFUSE

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Outside trash bins are clean, in good repair, and lids are kept closed at all times. |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside premises and refuse areas are clean and well-maintained. |

OPERATION

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Floors, walls, and ceilings are clean, well-maintained, and in good repair. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cleaning equipment and soiled linens are properly stored. |
| <input type="checkbox"/> | <input type="checkbox"/> | Facility has sufficient amount of storage space for food, utensils and equipment. |