



Contra Costa Environmental Health Mobile Food Facility Health Permit – Annual Permit Renewal Checklist

Submit this checklist to Environmental Health via the US Mail, in person, or by attaching a signed copy to an email addressed to RetailFood@cchealth.org. Be sure to include **Forms A & B** as well as any updated information by submitting the appropriate other forms indicated below OR mark “No changes” if any of this information is unchanged from documents currently on file with Environmental Health.

Additionally, you will need to pay your annual permit fee either in person, by telephone at (925) 608-5500, or online via <https://hsdmobile.cchealth.org/PaymentAuthorizationEx/Welcome.aspx> prior to scheduling an inspection appointment.

A. Ownership / Applicant Info (Form A)

- This form is required for renewal.
Form A submitted with checklist.

B. Commissary Agreement (Form B)

- This form is required for renewal.
Form B submitted with checklist.

C. Operating Schedule (Form C)

- No changes.
- Changes made. Include Form C.

D. Operating Information (Form D)

- No changes.
- Changes made. Include Form D.

E. Restroom Agreement (Form E)

- No changes.
- Changes made. Include Form E.

F. Electrical Connection Agreement (Form F)

- No changes.
- Changes made. Include Form F.

G. Food Facility Storage (Form G)

- No changes.
- Changes made. Include Form G.

H. Planned Non-Operation

- I do not intend to operate a MFF in calendar year 2022.

Pursuant to the California Health and Safety Code Sections 113715, 114381(a), and 114387, and Contra Costa County Ordinance Sections 413-3.602 and 413-3.604, a valid health permit is required to operate a mobile food facility. Operating without a valid Health Permit, is subject to penalty charges of three times the permit fee and/or closure of your mobile food facility, in addition to other enforcement actions.

Signature of Operator

Date

Name of Business

PR Number

