



## PACIFIC COAST FARMERS' MARKET ASSOCIATION

5060 Commercial Circle, Ste. A  
Concord, CA 94520

### Non-Agricultural Producer Health Permits Guide

Thanks for your interest in participating in PCFMA's farmers' markets. After you have received confirmation that you are reserved for a market, you'll need to acquire a health permit for the county in which you each market in which you will be selling.

Below are instructions on how to apply for a health permit in Bay Area counties. Please contact us if you have any questions. Thanks for being our partner!

#### Alameda County

- Obtain a Market Status Letter from PCFMA
- Fill out Temporary Food Booth Application for Alameda County. Food Trucks or Trailers will need to fill out an Alameda County Mobile Food Unit Application. Applications are available and can be submitted online by visiting [www.acgov.org/aceh](http://www.acgov.org/aceh).
  - For producers preparing food in a market, they will require a separate Temporary Food Booth Application and permit for each market.
  - Important documentation required includes copies of Food Safety Certificate or Food Handling Card or Food Safety Quiz, Commercial Kitchen Health Permit and/or State Food Processing License.
  - Mobile units will require copies of Commissary Commercial Kitchen Agreement and permit issued by local County Environmental Health Department, current DMV registration, Valid Drivers' license, Seller's Permits from Board of Equalization, Business License(s) from City(s) of operation.
- Contact the manager for the market to set your start date and get final details.
- Free info-session about starting a mobile food business occurs every Monday from 10:00 -11:00am at the Alameda County Department of Environmental Health, 1131 Harbor Bay Parkway, Alameda, Room 106.

#### **Important information for Alameda County Permits**

##### **Alameda County Department of Environmental Health (ACDEH)**

Graham Phuvanatanarubala

Senior REHS

(510) 567-6808

1131 Harbor Bay Parkway, Alameda, CA, 94502-6577

#### **Fee Schedule:**

Prepacked Foods - \$180 (can be paid annually or quarterly)

Non-Prepackaged Foods - \$333 (can be paid annually or quarterly)

Mobile Food Facility fees vary depending on type of mobile cart.

Enclosed Truck or Trailer - \$759

Limited Mobile Food Cart (4-sinks) - \$428

Restricted Mobile Food Cart (1-sink): \$376



## PCFMA Farmers' Markets in Alameda County

- Alameda
- Downtown San Leandro
- Dublin
- Irvington
- Kaiser Fremont
- Kaiser Oakland
- Kaiser San Leandro
- Kaiser Union City
- Livermore
- Pleasanton
- Union City
- Uptown Oakland

## Contra Costa County

- Obtain a Market Status Letter from PCFMA
- Send a \$120\* check payable to PCFMA per market location.
  - In the memo section of your check write which markets we should apply payment. Your permit will be valid for the entire year. Needed documents:
    - Sellers permit if you are selling taxable items
    - State Processed Food Registration, or Canning License

### **Temporary Food Facility (Cooking at the market/Sampling at the Market)**

- Submit a check made out to Pacific Coast Farmers' Market Association for **\$140** per market location. A Temporary Food Permit must be renewed every **90 days** in accordance with the schedule below.
  - Make the check payable to PCFMA. In the memo section of your check write which markets we should apply payment.
- Submit a Temporary Food Facility Permit Application (TFF) to a PCFMA Manager. The application can be found at [http://cchealth.org/eh/retail-food/pdf/temp\\_food\\_event\\_permit\\_app.pdf](http://cchealth.org/eh/retail-food/pdf/temp_food_event_permit_app.pdf)
- With the following TFF application, the following documents need to be included:
  - The point-of-production health permit for the kitchen where you prepare your food. If you rent kitchen space, a current letter of agreement or contract with the kitchen/commissary is also required.
  - Include a Commissary /Approved Facility Agreement (CAF)
  - A full menu of items you intend to sell within the market



Once you have turned in the application with the additional documentation, contact the Market Manager to schedule your start date in the market. There will be a 2 week wait period before you are allowed into the market.

<b>Fee Collection Dates ( Processing at the Market)</b>	<b>Valid Permit Months</b>
May 5 <sup>th</sup>	June, July, August
August 5 <sup>th</sup>	September, October, November
November 5 <sup>th</sup>	December, January, February
February 5 <sup>th</sup>	March, April, May

**\*An additional \$39 late fee charge will be applied to any late payment.**

**Late payments and/or lack of required documentation may affect your reservation status within the market.**

**Important information for Contra Costa Health Permits**

**Contra Costa Environmental Health Division**

2120 Diamond Boulevard, Suite 200

Concord, CA 94520

(925) 692-2500 (925) 692-2502 FAX

[www.cchealth.org/eh/](http://www.cchealth.org/eh/)

**PCFMA Farmers' Markets in Contra Costa County**

- Brentwood
- Clayton
- Concord
- Danville
- Kaiser Antioch
- Kaiser Walnut Creek
- Martinez
- Pinole
- Pittsburg
- Pleasant Hill



## San Francisco County (Pre-packaged Foods)

- Obtain a Market Status Letter from PCFMA
- Register your business with the **city tax collector** at city hall. For this, you will need the address of each market you will be participating in. You need to register each market individually with the address provided in the list included with this guide.
- Contact Michelle Del Cruz ((415)252.3963) to make an appointment with San Francisco Department of Public Health (**SFDPH**).
- Submit an application with (**SFDPH**). You will need to bring the following with you when applying for your permit:
  - SFDPH application filled out.
  - A check for \$341 made out to "San Francisco Department of Public Health".
  - Copy of your valid Food Facility Permit or CA State Processed Food Registration Certificate. (This refers to the use of a commercial kitchen or commissary. If you are using the kitchen in a restaurant that you own, you just need to provide a copy of your certificate (Food Facility Permit). If you are renting a commercial kitchen, you need to provide a copy of the agreement and a CA State Food Facility Permit Registration Certificate.
  - Workers' Compensation Certificate of Liability declarations form. This is only if you have employees. This does not need to be provided if the owners are the only ones operating the business.
  - Copy of your Business Registration Certificate. (This is what you obtained at the city hall)
  - Written sampling procedures. This is a short explanation of how you plan to sample your product.
- Once you have completed the application process at SFDPH, you will receive a bill from the city tax collector's office for \$442. This amount is prorated meaning that it renews every calendar year. In other words, if you register in June, the amount will be less than in the beginning of the year.

When SFDPH approves your application, you will receive a temporary document allowing you to participate in the market. While at the market, you will be required to post in plain sight, your Business Registration and your certificate from SFDPH.

Note: You do not need to acquire a fire or health permit to participate in the at the VA San Francisco Farmers' Market. Instead simply submit your product list with prices to the appropriate Regional Manager within PCFMA.

## San Francisco County (Foods Prepared On-site)

- Food prepared on-site are not permitted at VA San Francisco
- Obtain a **participation letter** from the Regional Manager.

Register your business with the **city tax collector** at city hall room 140. For this, you will need the address of each market you will be participating in. You need to register each market individually with the address provided in the list included with this guide.



- Submit a Temporary Food Facility Permit Application (TFF) to PCFMA Regional Manager. You will also need to include the following:
  - TFF application filled out.
    - Also include a site plan showing the set up inside your tent showing any and all cooking devices and food storage, propane tanks, grills, and LPG hoses.
  - A check for \$360 made out to PCFMA. (\$110 yearly SFDPH application fee, \$250 quarterly fee).
  - Every quarter, the Market Manager will collect the \$250 quarterly fee that PCFMA pays directly to SFDPH at no extra cost to the producer.
  - Copy of your Business Registration Certificate. (This is what you obtained at the city hall room 140)
  - Copy of your Commissary agreement.
    - This is not needed if you own the kitchen you are operating out of
- Once you have completed the application process at SFDPH through PCFMA, you will receive a bill from the city tax collector's office for \$442. This amount is prorated meaning that it renews every calendar year. In other words, if you register in June, the amount will be less than in the beginning of the year.
- When SFDPH approves your application, they will notify the PCFMA Regional Manager and you will be notified accordingly.
- Visit San Francisco Fire Prevention Office to get your fire permit. They will need to fill out an application and pay \$330 for a permit that will cover you for the year. The fire inspector will make an appointment to visit the market before it opens and inspect your set up. You should plan on having the following with you:
  - A site plan showing your set up inside the tent, and where your propane, grill, and hoses are located. The propane tanks need to be 10 feet away from the tent at all times.
  - A check to pay the permit fee.
  - A copy of your business registration (this is what you got at city hall)
  - A map of the market showing your location in the market. (You get this from the Market Manager)

Note: If you discontinue any market for any reason, you need to reach out to SFDPH to let them know you will no longer be active in that market. They will have you fill out a form called a **"Business Closure Form"** so they can remove your permit from this location. This is very important to keep from accumulating fees.

### **Important information for San Francisco County Health Permits**

#### **Office of the Treasurer and City Tax Collector**

City Hall Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4638

#### **San Francisco Department of Public Health (SFDPH)**

1390 Market St. Suite 210  
San Francisco, CA 94102



PACIFIC COAST FARMERS' MARKET ASSOCIATION

Contact: Lisa O'Malley  
Lisa.omalley@sfdph.org  
(415)252-3834

## PCFMA Farmers' Markets in San Francisco County

- Castro
- Divisadero
- Fillmore
- Inner Sunset
- Kaiser San Francisco
- UC Mission Bay
- V.A. San Francisco

Submit product list with prices to Regional Manager [jorgevega@pcfma.org](mailto:jorgevega@pcfma.org)

## Santa Clara County

- Obtain a Market Status Letter from the PCFMA.
- Submit a Temporary Food Facility Permit Application (TFF) to a PCFMA Manager. The application can be found at [www.sccgov.org/sites/cpd/programs/CFM/Pages/home.aspx](http://www.sccgov.org/sites/cpd/programs/CFM/Pages/home.aspx)
- You will also need to include the following:
  - TFF application filled out, with the following documents included:
    - A include a Commissary /Approved Facility Agreement (CAF)
    - A Permitted Food Facility Agreement of your own, for a fixed facility such as a restaurant
    - A full menu of items you intend to sell at market
    - An SOP (Standard Operating Procedures) for operations involving cooling and/or reheating
    - State Processed Food Registration or Canning License, if you are selling pre-packaged food
  - A check made out to Pacific Coast Farmers' Market Association for one of the following amounts
    - TE11 RC1 – Low-risk; pre-packaged foods - \$99.00 or \$123.75 if you submit less than 2 weeks before first event date
      - Examples: Kettle corn, candies, cupcakes, bottled beverages, bottled BBQ sauce
    - TE12-RC2 – Moderate-risk food, prepared for same-day service - \$202.00 or \$252.50 if you submit less than 2 weeks before first event date
      - Examples: Hamburgers, crepes, tacos, cook-to-order onion rings
    - TE13 – High-risk food, prepared in advance, cooked, cooled, and/or reheated - \$241.00 or 301.25 if you submit less than 2 weeks before first event date
      - Examples: Potato salad, pot pies, tamales, soup



Every year, you will receive a renewal notice from the Environmental Health Dept. to renew your permit. Once you have completed and turned in the application, the Environmental Health Dept. will process your application, and mail an Environmental Health Permit.

### **Important information for Santa Clara Health Permits**

#### **County of Santa Clara Department of Environmental Health**

1555 Berger Dr. Suite 300

San Jose Ca. 95112-2716

Phone: 408-918-3400, Fax: 408-258-5891

[www.ehinfo.org](http://www.ehinfo.org)

Contact: Christy Kaufman

Phone: 408-918-3478

Email: [Christy.kaufman@deh.sccgov.org](mailto:Christy.kaufman@deh.sccgov.org)

### **PCFMA Markets in Santa Clara County**

- Alum Rock Village
- Berryessa
- E. Santa Clara St.
- Evergreen
- Kaiser San Jose
- Kaiser Santa Clara
- Milpitas
- San Jose Downtown
- Santa Clara Valley Medical Center
- Santa Teresa
- VA Palo Alto
- Vallco

### **San Mateo County (Prepackaged Foods)**

- Obtain a Market Status Letter from the PCFMA
- Obtain PFR (Processed Food Registration) from state
  - Application and instructions can be found here
    - <https://www.cdph.ca.gov/pubsforms/forms/CtrlldForms/CDPH8611.pdf>
- Contact San Mateo Health Department at:
  - 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403
  - Phone (650) 372-6200
  - Fax (650) 627-8244
  - [www.smchealth.org/foodforms](http://www.smchealth.org/foodforms)



## San Mateo County (Foods Prepared Onsite)

- Obtain a market status letter from the Market Manager
- Fill out TFF application and submit to PCFMA with payment of \$376 for the annual permit.
- Application can be found here
  - [http://www.smchealth.org/sites/main/files/file-attachments/tff\\_vendor\\_application.pdf](http://www.smchealth.org/sites/main/files/file-attachments/tff_vendor_application.pdf)
- Please include with your application
  - A site plan showing your set up inside the tent, and where your propane, grill, and hoses are located. The propane tanks need to be 10 feet away from the tent at all times.
  - A check to pay the permit fee.
  - A map of the market showing your location in the market. (You get this from the Market Manager)

## Mobile Food Facility (Trucks)

- Contact San Mateo Health Department at:
  - 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403
  - Phone (650) 372-6200
  - Fax (650) 627-8244
  - [www.smchealth.org/foodforms](http://www.smchealth.org/foodforms)

## PCFMA Farmers' Markets in San Mateo County

- College San Mateo
- 25th Avenue
- Kaiser Redwood City
- Belmont
- South San Francisco

## Solano County

- Obtain a Market Status Letter from the PCFMA
- Submit a Temporary Food Facility Permit Application (TFF) to Solano County Health The application can be found at <https://www.solanocounty.com/civica/filebank/blobdload.asp?BlobID=13005>
- For prepackaged <https://admin.solanocounty.com:4433/civicax/filebank/blobdload.aspx?blobid=19474>

### Important information for Solano County Health Permits





PACIFIC COAST FARMERS' MARKET ASSOCIATION

Solano County Department of Resource Management  
675 Texas Street Suite 5500,  
Fairfield, CA 94553

The general contact telephone number for the Environmental Health Services Division is 707-784-6765

You will also need to include the following items in your packet for the health department:

- Completed Health Permit Application
- Commissary /Approved Facility Agreement (CAF)
- Permitted Food Facility Agreement of your own, for a fixed facility such as a restaurant
- Full menu of items you intend to sell at market
- SOP (Standard Operating Procedures) for operations involving cooling and/or reheating
- State Processed Food Registration or Canning License, if you are selling pre-packaged food

Once you have completed and turned in the application, the Environmental Health Dept. they will process your application, and mail you an Environmental Health Permit.

### **PCFMA Farmers' Markets in Solano County**

- Kaiser Vallejo
- Vacaville
- Vallejo