

STATE OF CALIFORNIA  
 DEPARTMENT OF FOOD AND AGRICULTURE  
 INSPECTION & COMPLIANCE BRANCH  
 DIRECT MARKETING PROGRAM  
 51-049M (Rev. 09/2020)

FOR OFFICIAL USE ONLY
Issuing County:
Certificate Number:
Issue Date:
Expiration Date:
Amended Date:
Copies Issued:
County Fee:

## APPLICATION/CERTIFICATE FOR CERTIFIED PRODUCER'S CERTIFICATE

*THIS CERTIFICATE MUST BE CONSPICUOUSLY POSTED AT POINTS OF SALE*

PRODUCER INFORMATION			
Name of Producer			
Farm or Ranch Name		DBA (Doing Business As - If Applicable)	
Producer's Mailing Address		City	State Zip
(____) _____	(____) _____		
Phone Number	Fax Number	Email	

PRODUCTION SITE INFORMATION	
Production Site 1 Address	Site Acreage
Production Site 2 Address	Site Acreage
Production Site 3 Address	Site Acreage
Production Site 4 Address	Site Acreage

For additional production sites, please complete a Certified Producer's Certificate Supplement form.

STORAGE LOCATION
Storage Location (A)
Storage Location (B)





Dear Farmers Market Participants,

Welcome to the Crescent City Certified Farmer's Market, located at the Del Norte County Citizens Dock on HWY 101, in Crescent City, California. We are expanding our Farmer's Market to include certified, non-certified, informational booths and craft vendors. Attached are the following:

**Crescent City Farmer's Market Rules:** Please read carefully and sign the compliance form and return it with your completed application. Attached flyer regarding insurance information should be included with application.

**Vendor's Application Form**

During the event, certified growers must display and have ready for the Market Manager to check the following:

**Farm Name and Location**

**Producer's certificate from County AG Department**

**Resales permit (for non tax exempt items)**

**Nursery License (or exempt license) if applicable**

**State Organic registration if marketing your produce as "organic"**

If you are selling products you did not grow yourself, you must meet all rules and regulations available from the **local DNC Agriculture Department (707) 464-7235.**

If you are selling food items or sampling, you must meet the rules and regulations available from the **DNC Health Department, Environmental Health Specialist, Branden Hendrix (707) 465-0861.**

**Market dates are June 4<sup>th</sup> through October 29<sup>th</sup>, 2022. Our last market will be October 29<sup>th</sup> rain or shine.**

**Food Vendor fees will be \$35.00 per market,** price is subject to change with a 30 day notice. Food Vendors required to review CALCODE:

<http://www.publichealth.lacounty.gov/eh/docs/permit/CaCode.pdf>

*Remember you must have your application approved prior to participating in your first market. If you are paying weekly by check, make the check payable to Rural Human Services or RHS.*

Return Application to: **Attn: Market Manager, Angel Hanson**  
**% Rural Human Services**  
**286 M Street, Crescent City, CA 95531**  
**E-mail [farmersmarket@dnrhs.org](mailto:farmersmarket@dnrhs.org) 707-951-9163**

Crescent City Farmer's Market  
**Application Form**

**Please complete and return this form. If you have any questions or need assistance, please contact the Market Manager (707) 464-7441 Ext 245**

**ALL INFORMATION MUST BE COMPLETED**

**NAME OF APPLICANT:**

**DOING BUSINESS AS:**

**MAILING ADDRESS:**

**CITY / STATE/ ZIP**

**PHONE NUMBER**

**EMAIL**

**OTHER CONTACT PERSON:**

**TYPE OF PRODUCT (S) FOR SALE:**

---

If selling anything other than tax-exempt food/produce product, you must include your California Resale Number: \_\_\_\_\_.

All crafters must submit a photo of their product, with the application, or bring a sample of the product for approval, prior to set up to:

Crescent City Farmer's Market Manager  
Angel Hanson % Rural Human Services  
286 M Street, Crescent City CA 95531  
(707) 951-9163 farmersmarket@dnrhs.org

**FEE: Thirty Five Dollars (\$35.00) per market payable during the market, to the Market Manager. Price is subject to change with a 30 day notice. Limited Power in designated area, 2 outlets per vendor will be \$15.00 extra, must bring extensions cords or bring your own supply.**

Please note that issuance of a booth permit does not in any manner excuse compliance with any applicable state, county or municipal laws or regulations. The purpose of the booth fee is to cover the costs of advertising, permits, and use of harbor space only, this does not cover the liability that each vendor is responsible for.

With my signature, I am certifying that I have received and read all Rules and Regulations.

I hereby certify under penalty of perjury that the above information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rules & Regulations for Crescent City Certified Farmers Markets** **2022**

### **STATEMENT OF INTENT**

**NATURE OF THE MARKET:** The Certified Farmers' Markets (CFM) are diversified markets offering for sale to the general public certifiable agricultural products and non-certifiable agricultural products, as well as nonagricultural products in an area adjacent to the CFM.

The CFM provides producers with the opportunity to sell their fresh, local products directly to the consumers without the intervention of a middleman.

Each CFM is operated in accordance with regulations established in the California Administrative Code (Title 3, Article 6.5) pertaining to Direct Marketing. Each market is certified by the County Agricultural Commissioner as a direct marketing outlet for producers to sell their products directly to consumers without meeting the usual size, standard pack and container requirements for such products. However, all produce must meet minimum quality standards.

The non-certifiable agricultural products and non-agricultural products add variety and enhance the festive ambiance of the Farmers' Market. Although the State Direct Marketing regulations require the producers of fresh fruit, vegetables, flowers, eggs, nursery stock, and plants be certified, producers of non-certifiable agricultural products and non agricultural products are not certified, but the same producer-to-consumer philosophy applies for all items sold at the Market. The resale of products is prohibited.

In order to ensure the successful maintenance of the CFM as an efficient outlet for producers to sell their products directly to consumers, The Crescent City Farmers Market, here after known as (CCFM) has established the following set of Rules & Regulations. CCFM reserves the right to make additions or deletions to these rules when deemed necessary. Written notice of these changes will be provided to the producers.

### **INTENT AND IMPLEMENTATION**

The purpose of this set of rules is to govern the operation, administration and management of the Certified Farmers' Markets under the control of Rural Human Services

## **ADMISSION OF PRODUCTS TO THE MARKET**

Unless otherwise specifically listed as an additional authorized agricultural, processed agricultural or nonagricultural product in this section, only fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock listed on a producer's certificate may be sold at the markets.

Admission of any certifiable agricultural or non-certifiable agricultural product to the market or nonagricultural product to an area adjacent to the market shall be at the reasonable discretion of Crescent City Farmers Market. In making any determination in this regard, the Market Manager shall consider the following:

A. The present competitive availability (number of sellers) of producers product within or adjacent to the market. If practical, monopolies and surfeits (gluts) should be avoided.

B. The type of relative quality of the product intended to be offered for sale by the producer. Field run produce shall be encouraged. Culls or lowest grade only sales shall be discouraged and may be prohibited.

C. Other limitations and market policies affecting product admission. Admission of a product to be sold by a particular producer may be conditioned by period of sale, location of sale, variety, quality and other general or specific limitations. All such products must have been produced by the producer by the practice of the agricultural arts upon land, which the producer farms and owns, rents, leases, or sharecrops.

Additional authorized non-certifiable agricultural products, which may, be admitted by the Market, are:

A. Dried beans, grains, fruits, nuts, and vegetables listed on producer's certificate.

B. Shelled nuts, including those, which have been roasted, salted or flavored, but not candied, coated or covered.

C. Dried herbs and spices.

D. Fresh fruit juices.

E. Flower arrangements and wreaths.

All non-certifiable agricultural products must have and be accompanied by a verifiable listing of the fresh product on producer's certificate of the producer selling.

Producer must be able to show location and capability of processing or, if processing is done by a second party, the method used to insure that the processed product returned is the original source product submitted by the producer for processing. Receipts, volume data, and letters verifying methodology may be requested or required.

Producer must show that all processing was accomplished under safe and sanitary conditions and, if applicable, obtain, furnish and display any and all health permits necessary.

Producers wishing to sell a product other than those listed immediately above must submit a written application for approval to Farmers Market Manager.

#### **ASSIGNMENT OF SELLING SPACE**

The producer's location, space size and other factors of assignment of selling space within a market shall be at the reasonable discretion of the Market Manager. Sellers must accept the stall space assigned to them by the Market Manager. In making any determination of the assigned space, the Market Manager shall consider the following:

- A. The maintenance of present and past consumer-producer relationships.
- B. Causing or maintaining an unsafe or unsanitary condition at the market.
- C. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the market or the Association.
- D. The following Rules and Regulations apply to stall space assignments:
  - 1) Whenever a producer does not adhere to Market arrival and departure times or fails to notify the manager of his/her intention to sell at the CFM on a specific day, the manager may revoke the producer's stall space reservation for two weeks. The arrival time for each market is no earlier than 1 hour or no later than 30 minutes before the published opening time.

## **OTHER MARKET RULES, POLICIES AND REQUIREMENTS**

These additional rules shall apply to all producers within the Market:

A. Product Limitations. Sales of out-of-season produce are allowable only to the extent of their reasonable and normal storage life or upon proof that such produce was produced by producer in greenhouse facilities operated by such producer.

B. Producer certificates with two or more names listed, as producer must provide acknowledged evidence of partnership or other legitimate business agreement.

C. Prices. All prices must be clearly marked or posted. Collusion and deceptive pricing practices are prohibited.

D. Market Hours: Arrival and Departure. The hours for any market shall be set by CCFM

*Sellers must arrive no earlier than 2 hours prior to and no later than 30 minutes prior to the published opening time of the market and leave within one hour after the published closing time of the market or as published in the market's published Standard Operating Procedures.* Sales prior to the posted opening hours of the market or after the posted closing hours of the market are allowed only at the discretion of the market manager. Sellers may leave the market site prior to the published closing time only upon the approval of the Market Manager who will assess public safety and welfare. Established hours for 2022 are 9:00am – 1:30pm.

E. Setups, Safety and Sanitation:

1) All display table frontage must be behind the setup line designated by the Market Manager. No boxes or produce displays may extend into the common customer traffic aisle way. Producers who display produce on a side table must allow at least 24 inches of side aisle in producer's space for customer ingress and egress. Tables and other display fixtures must be sturdy, stable and not overloaded. All shades and shelters must be tied down and completely secured in windy conditions or be subject to immediate and uncompromised removal.



2) Before any sales transactions are allowed, the producer's area must be cleared and cleaned of any produce trimmings or debris of any type. Absolutely no rubbish of any type will be allowed on the stall grounds, the consumer area directly surrounding the stall, or in any other contiguous area that could constitute a health or safety issue. Any waste water generated during the market for washing of produce or utensils must be collected by the producer, removed from the market area in a container with a lid, and properly disposed of at the producer's farm or business.

3) Before the producer may leave the market, both the stall section and the surrounding area must be totally free of any produce and debris. Producers' trash shall be removed by the producer and disposed of properly.

F. Sampling: Sampling of products is allowed only so long as the sampling procedures are in compliance with state and county regulations concerning the safe distribution of food products.

G. Noise, Disturbance and Intrusion. With few exceptions, no radios are allowed to be played during market sales hours. No loud hawking, barking or shouting to promote product is allowed.

All product promotion must occur within the space assigned to the producer and not in any common area. Disruptive action in the market is prohibited.

#### H. Identification Signs.

1) All producers must display a sign identifying their name or the name of their establishment and the city or town where their production occurs.

2) Signs posted by producers are subject to approval of the Market Manager. Signs that state "No Pesticides" and or "No Sprays" are not permitted.

I. Bags and Litter. Sellers using plastic bags for the convenience of their customers shall insure that such bags do not litter the market under windy conditions. Sellers using T-Shirt style plastic bags shall insure that the connecting tabs are fastened securely or are removed prior to the presentation for customer use.

J. Conduct:

1) Any statement and/or action which is deemed to be offensive, abusive, or otherwise inappropriate to a customer, Market Manager, Market staff person, attending producer, CCFM staff person, sponsor, or any official from a city, county or state agency conducting business within the Market parameters, will be considered a violation to these market rules and will be subject to any or all disciplinary steps indicated in these market rules.

2) All producers shall sell/market their products in a manner satisfactory to the Market Manager and in an honest, conscientious, and business-like manner.

3) Producers must wear shirts and shoes while on the market premises.

K. Sales of Organic Products: The only products that may be promoted, represented or sold as organic are those that meet the requirements of the Organic Foods Production Act of 1990. The promotion, representation or description of products as organic that do not meet the requirements of the Organic Foods Production Act of 1990 is a violation of the law and these Rules and Regulations. Attention:

## STATE REGULATIONS

### CALIFORNIA ADMINISTRATIVE CODE:

(a) Except as provided in subsection (f) below, producers or certified producers may sell or offer to sell only agricultural products which they have produced to consumers at a certified farmers' market. The certified producer's immediate family or employee(s) may also act for and sell the certified producer's agricultural products. No certifiable agricultural products may be sold at a certified farmers' market unless such products are listed on the certified producer's certificate.

(b) All agricultural products, when sold or offered for sale at a certified farmers' market or at or near the point of production, shall comply with all applicable requirements of Article 1 (beginning with Section 113700), 2, 3, 4, 5, 6, 7, 11, 13, and 15 of Chapter 4 (California Uniform Retail Food Facilities Law), Division 104, Part 7, of the California Health and Safety Code, and Chapters 1 (beginning with Section 109875), 2, 4, 5, and 8 (California Sherman Food, Drug, and Cosmetic Law), and Division 104, Part 5, of the California Health and Safety Code.

(c) Only agricultural products may be sold or offered for sale at a certified farmers' market. The sale of nonagricultural products shall not be permitted in the area designated as a certified farmers' market.

(d) The certified producer's embossed photocopy certificate shall accompany the certified agricultural products during transportation and shall be conspicuously posted at the point of sale.

(e) When any agricultural products are sold by weight, the type of scale used shall be approved by the Department of Food and Agriculture, and shall be tested and sealed for use by the county sealer-director of weights and measures.

(f) A certified farmers' market may allow, or prohibit, a certified producer or his/her immediate family member or employee to sell at that market certified agricultural products on behalf of a maximum of two other certified producers including, but not limited to, separate entities, such as partnerships, in which the certified producer has an interest as an individual member. If such a practice is allowed, the following provisions shall be met by the certified producer and shall be specified in the certified farmers' market's rules and regulations:

(1) A certified producer shall not represent, nor be represented by more than two other certified producers in a 12-month period.

(2) Each certified producer's certified agricultural products to be sold or offered for sale shall be separated and identifiable by each certified producer's valid certificate at the point of sale.

(3) The name of the certified producer for whom another certified producer is selling shall appear on the certificate of the certified producer that is conducting sales at a certified farmer's market.

(4) The name of the certified producer who is selling the products of another certified producer shall appear on the certificate of the person or entity for which the certified producer is selling.

(5) The certified producer selling for another certified producer shall be selling or offering for sale, at the same certified farmers' market on the same day, certified agricultural products which the certified producer conducting the sales has produced and which are in greater volume than the volume offered for sale for the other certified producer. For purposes of this section, the volume shall be measured by the weight or dollar value of the products at the time and point of sale. This volume requirement shall apply only at the beginning of each day of sale.

(6) The producer applying for certification shall obtain and submit to the agricultural commissioner, prior to certification, written authority from said other certified producers to sell on their behalf.

(7) Commission sales and buying and selling between certified producers is prohibited. Any payment made for the service of one certified producer selling for another certified producer shall not be related to the volume or value of the products sold.

(8) The operator of a certified farmers' market may prohibit or otherwise establish rules regarding sales permitted under this subsection that are more restrictive, provided that such prohibition or restriction is contained in the market's written rules and regulations.

(9) A certified producer who sells certified agricultural products on behalf of another certified producer or whose products are sold by another certified producer at a certified farmers' market shall keep for a period of not less than three years, the following records relating to such products

(i) Date of transfer to seller and accurate amount of products, by weight, dry measure, or count, transferred. Each separate product and amount shall be recorded according to variety.

(ii) Date of sale and accurate amount of products, by weight, dry measure, or count, sold. Each separate product and amount shall be recorded according to variety.

(iii) Names of both certified producers involved.

(10) A certified producer subject to this subdivision shall produce, for inspection, records required by this section upon demand of a representative of the department or county agricultural commissioner.

(g) The provisions of this section, and any amendments thereof, shall apply to all new certified producers' certificates, including renewals, upon filing with the Secretary of State, unless another effective date has been designated by the Office of Administrative Law. Certified producer's certificates already issued shall conform to the requirements of this section, and any amendments, within twelve (12) months of the certificate issue date.

(h) Any person selling organic products or representing products as organic at a certified farmers' market shall conspicuously post at the point of sale a photocopy of his or her current State of California organic registration and, if applicable, documentation of his or her organic certification. Prior to posting organic documents, it is permissible to conceal from public view acreage and dollar amounts pertaining to annual sales. A complete photocopy of the original, unaltered, current organic document(s) shall, upon the request of an enforcement officer, be made available for review at any time during participation in a certified farmers' market.

(i) Any person selling organic products or representing products as organic on behalf of another certified producer at a certified farmers' market shall conspicuously post at the point of sale a photocopy of the represented certified producers' current State of California organic registration and, if applicable, documentation of the represented certified producers' organic certification. Prior to posting organic documents, it is permissible to conceal from public view acreage and dollar amounts pertaining to annual sales. A complete photocopy of the original, unaltered, current organic document(s) shall, upon the request of an enforcement officer, be made available for review at any time during participation in a certified farmers' market.

(j) A certified producer shall not sell or represent sprouts as his or her own production resulting from practicing the agricultural arts if less than 50 percent of the seeds, legumes or nuts in any package or container have sprouts that have emerged from the seed, legume or nut coat, husk, or other type of covering.

#### CALIFORNIA RETAIL FOOD CODE:

When selling at the markets, the producer and the producer's agricultural products shall comply with all applicable requirements of the California Retail Food Code and the California Sherman Food, Drug and Cosmetic Law, specifically:

(1) All food shall be stored at least six inches off the floor or ground or under any conditions that are approved.

(2) Food preparation is prohibited at Certified Farmers' Markets with the exception of food samples.

Distribution of food samples may occur provided that the following sanitary conditions exist:

(a) Samples shall be kept in approved, clean covered containers.

(b) All food samples shall be distributed by the producer in a sanitary manner.

(c) Clean disposable plastic gloves shall be used when cutting food samples.

- (d) Food intended for sampling shall be washed or cleaned in another manner of any soil or other material by potable water in order that it is wholesome and safe for consumption.
- (e) Notwithstanding Section 114205, potable water shall be available for hand washing and sanitizing as approved by the enforcement agency.
- (f) Potentially hazardous food samples shall be maintained at or below 45 degrees F and shall be disposed of within two hours after cutting.
- (g) Wastewater shall be disposed of in a facility connected to the public sewer system or in a manner approved by the enforcement agency.
- (h) Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleanable or single use articles shall be used.
- (3) Processed foods must be processed in an approved facility, properly packaged and labeled under clean and sanitary conditions.
- (4) Dried fruit and shelled nuts sold in an unpackaged bulk form must be displayed with a cover and conform to dispensing methods approved by the local health department.
- (5) No live animals, birds or fowl may be kept or allowed within 20 feet of any area where food is stored or held safe.
- (6) Vendors selling nonagricultural food products are required to have a valid Health Permit from the local jurisdiction and are not considered part of the Certified Farmers' Market.
- (7) All products grown produced or processed as organic must be labeled according to the requirements of the Organic Foods Production Act of 1990. Organic product must be registered with California Department of Food and Agriculture. Registration must be prominently displayed. In addition, product requiring certification by an USDA accredited certification agency must also prominently display the certification seal.
- (8) Smoking is not permitted in produce display and immediate sales area.



Thank you for expressing interest in selling at a Certified Farmers' Market! California farmers' markets are split into two sections, certified and uncertified. Within the certified section, you will find only those selling agricultural products of their own production. Vendors in the uncertified section may sell most everything else, save for fresh whole fruits, nuts, vegetables, cultivated mushrooms, herbs, and cut flowers. Selling within the certified section requires that you obtain a certified producer's certificate.

The Del Norte Department of Agriculture plays a number of roles in ensuring consumer transactions are fair and transparent. The Certified Farmers' Market program exists so that the public can have confidence that growers are selling only produce that they themselves grow. Scales used at the market must meet certain requirements and be register, tested, and sealed as accurate by a licensed California county sealer yearly. Please call our department to learn more. If you plan on selling nursery stock, you will need to obtain a California Nursery License and you may qualify for a fee exempt nursery license. Call our office for details on Nursery License requirements.

To begin the process of becoming a certified producer, please fill out the application for the Certified Producer's Certificate which can be found by visiting <https://www.cdfa.ca.gov/egov/farmersmarket/>. You may also request a paper copy from our office or by contacting Rural Human Services. Please provide us with a list of authorized representatives, including family members and employees, that may sell or conduct business on your behalf at the market. If you wish to sell on behalf of another certificate holder or have another producer sell for you, you will need a written agreement in place.

When filling out the application, please list each commodity variety on its own line, e.g., Red Russian Kale. The Amount/Unit Grown can be in terms of approximate square footage, acreage, or number of plants. Estimated Production units should be chosen to most accurately reflect the commodity. For example, apples might be in terms of pounds harvested, whereas heads of lettuce could be in terms of number of plants or pounds. Please be sure to indicate units. Harvest Season should either be a range of months or specific seasons. If grown in a greenhouse or similar, indicate this in the Season Altering Devices field.

Once we've received your application, one of our staff will contact you to setup an appointment to inspect your growing area which allows us to verify that all items on your application are of your own production. We will begin conducting these inspections in May. The fee for the certificate is \$5.00 and certificates are valid for one year from the date of issue.

NRCS offers technical and financial assistance programs to small farms. If you're interested in learning more, visit their website at [nrcs.usda.gov](http://nrcs.usda.gov).

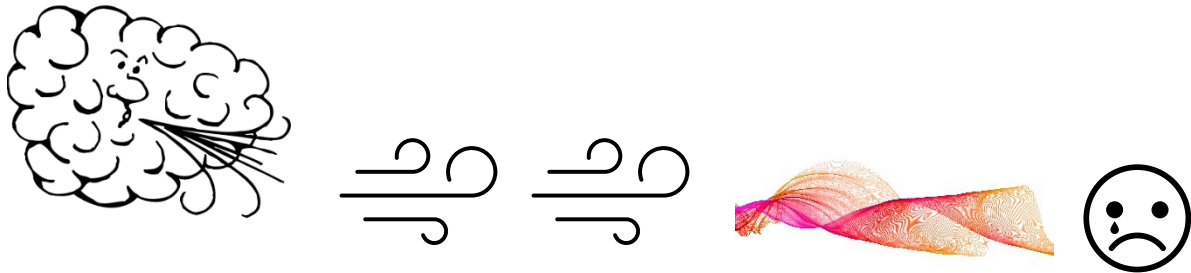
Sincerely,

Chelsea Grochowski  
Agricultural/Weights and Measures Inspector  
Del Norte County Department of Agriculture  
2650 Washington Blvd, Crescent City, CA 95531  
(707) 464-7235

## Please Note:

Make sure to have adequate weights for your tent at the harbor.

The wind gusts can literally take your tent away if you do not have enough weights to secure it.



- No staking in the asphalt.
- Have at least 30-40 pound weight bags or more.
- You can use water, sand, or rocks for weight bags.
- Rural Human Services (RHS) is not responsible for your loss of equipment.

# Temporary Food Facility Food Booth Best Practices Checklist

## 🕒 **At the time that the booth is set up:**

- The booth is completely enclosed with four walls, a ceiling, and a floor.  
*All food must be prepared and processed inside of the approved booth.*
- The front of the booth has pass-through openings for food service.
- The back wall has a door or flap that can be closed.
- Food stored outside of the booth is elevated off the ground and covered with tarps or other barriers under product.
- Food stored outside of the booth is either in ice chests or in the original manufacturers' sealed packaging.

## 🕒 **Each day before you begin operations:**

- Handwash facilities set up and ready for use?
- The booth is clean--floors are swept, surfaces are wiped--the booth is clean.
- Everyone handling food has washed their hands in the booth as they enter, before they work?
- Everyone working in the booth has restrained their hair so they don't have to touch it while they work.
- A stem-type food temperature thermometer is in the booth, cleaned, sanitized, and ready for use.
- The temperature of all of the stored refrigerated food items are below 41°F.
- All utensils are cleaned, sanitized, and ready for use.
- All countertops, tables, and other work surfaces are cleaned and sanitized.
- No food items cooked the previous day are to be served this day.
- Everyone working in the booth is familiar with food safety and sanitation procedures.



# Temporary Food Facility Food Booth Best Practices Checklist

## **Every two hours during operation:**

- Handwash facilities are complete and operational.
- All booth workers are washing their hands as necessary.
- Check refrigerated food items to ensure that they are holding below 41°F.
- Check temperatures of hot food to ensure that items are held above 135°F.
- All utensils, food contact surfaces, and work surfaces are clean and sanitary.

## **At the end of each day's operations:**

- All food items that have been cooked that day are either consumed or discarded--**No cooked food may be cooled and held for re-service the next day!**
- All perishable food is stored under refrigeration to keep food below 41°F.
- All utensils are cleaned and sanitized.
- Wastewater and refuse are removed from the booth and disposed of properly.
- Food stored outside the booth is up off the ground and covered by tarps.

---

---

**Every food booth must have a permit to operate issued by the Del Norte  
County Department of Environmental Health.**

CalCode Reference: <http://www.publichealth.lacounty.gov/eh/docs/permit/CaCode.pdf>

For permit information: Call 707-465-0426 or email at: [environmental-health@co.del-norte.ca.us](mailto:environmental-health@co.del-norte.ca.us)



**DEL NORTE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
TEMPORARY FOOD FACILITY (TFF) PERMIT APPLICATION**  
*Deadline for permit application is **two weeks** prior to the event.  
Postmarks are acceptable.*

**APPLICANT INFORMATION**

Business Name:	Phone:
Applicant Name:	Cell:
Mailing Address:	
Email:	<input type="checkbox"/> Check this box if you are the Coordinator of the event.

**TEMPORARY FOOD FACILITY PERMIT – All TFF food booths shall have their own TFF permit.**

- Non-Profit: One Community Event - \$35.00**
- For-Profit: One Community Event - \$40.00**
- Farmers Market - \$40.00**

\*Only one permit is needed for operating a temporary food facility at the Downtown Farmers Market, Crescent City Farmers Market and any other Farmers Market in Del Norte County.

- Annual - \$75.00 (January 1 - December 31)**

\*Does not include Farmer's Market.

- Other:

**COMMUNITY EVENTS: Check boxes below as to the events you plan to attend.**

- July 4<sup>th</sup>
- Sea Cruise
- Del Norte County Fair
- Holiday fair
- Salmon Festival (If festival not held on Bureau of Indian Affairs land)

Others Community Events\*:

\*Subject to approval by EH Division staff.

**FOOD PREPARATION** – No potentially hazardous food prepared or stored in a private home shall be offered for sale, sold, or given away at any time. All Potentially Hazardous Food shall be prepared at the temporary food facility, unless it is prepared at a permitted commercial kitchen facility.

- Mobile Food Truck/Trailer
- Cottage Food Operation
- Onsite (at event)
- Commissary\*

**\*Food prepared or made at a Commissary shall attach a completed Commissary Verification Form with the Temporary Food Facility Application.**

<b>FOOD</b> - Food(s) and/or beverage(s) to be sold:	PREP LOCATION – Where is the food being prepared?	HOLDING TEMPERATURE <b>Not</b> between 41-135°F

FOOD - Food(s) and/or beverage(s) to be sold:	PREP LOCATION – Where is the food being prepared?	HOLDING TEMPERATURE <b>Not</b> between 41-135°F

Commissary Name & Address:
Commissary Permit Attached: <input type="checkbox"/>

**\*\*\*PLEASE ATTACH A LAYOUT OF YOUR PROPOSED BOOTH.\*\*\***

### Temporary Food Facility Equipment Plan

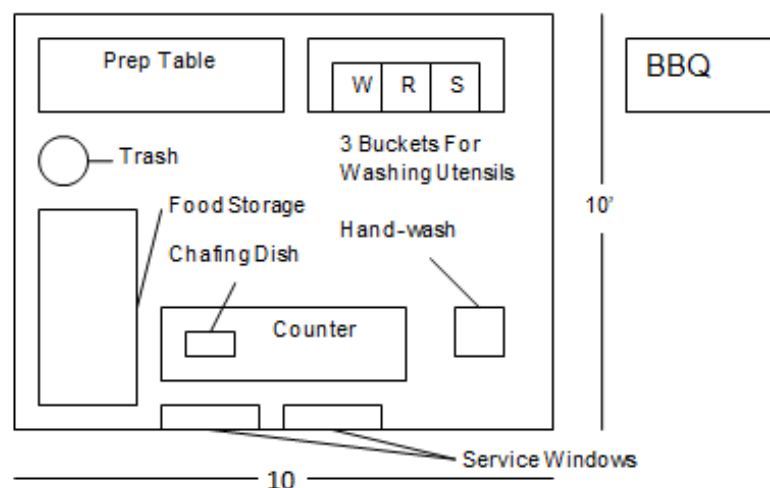
All booth vendors shall complete this section including those selling or serving prepackaged food

**NOTE:** The only operations not required to have a fully enclosed booth are those that sell beverages and ice from an approved bulk dispenser or food items prepackaged at an approved facility. These items must be sold in the original packaging with proper labels. Any vendors that are distributing samples may be required to have a fully enclosed booth. Contact this Department if you have any questions.

**BOOTH DRAWING:**

In the space below provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below). The only items that are allowed outside the booth are an open air BBQ and a cooler for storage of raw meat at the grill. All other cooking equipment and washing facilities shall be inside the booth.

**EXAMPLE:**



**Note:** If cooking equipment will be used inside of booth, contact the local Fire Department for booth

**PLEASE DRAW OUT YOUR BOOTH LAYOUT BELOW**

**EVENT INFORMATION:**

Name of Event:
Event Location:
Dates and Hours of Operation:
Event Coordinator:
Coordinator email:
Coordinator Phone:

Name of Event:
Event Location:
Dates and Hours of Operation:
Event Coordinator:
Coordinator email:
Coordinator Phone:

Name of Event:
Event Location:
Dates and Hours of Operation:
Event Coordinator:
Coordinator email:
Coordinator Phone:

Name of Event:
Event Location:
Dates and Hours of Operation:
Event Coordinator:
Coordinator email:
Coordinator Phone:

Name of Event:
Event Location:
Dates and Hours of Operation:
Event Coordinator:
Coordinator email:
Coordinator Phone:

**Please read the following statement and then sign and date below.**

*I am familiar with the TFF Best Practices Checklist, all operational requirements for Temporary Food Facilities and will comply with all legal requirements of the California Retail Food Code, Section 114335 - 114373.*

Responsible Person's Printed Name:	
Signature of Responsible Person:	Date:

---

When approved by a Registered Environmental Health Specialist, a valid permit to operate a food facility only for the event, date(s) and menu listed above shall be permitted.

**Permit must be displayed at event.**

**Thank You!**

Email completed Applications to: <a href="mailto:environmental-health@co.del-norte.ca.us">environmental-health@co.del-norte.ca.us</a>
Make checks payable to: Del Norte County
Mail to: Del Norte County CDD Environmental Health Division 981 H St., Suite 110 Crescent City, CA 95531

---

(Do not write below)

Fee received: \$	Date:	Receipt #:
------------------	-------	------------

**APPROVED BY:**

Environmental Health Specialist:	Date:
----------------------------------	-------

To CCCFM vendors,

Effective for the 2022 season:

All vendors **MUST** carry their own liability insurance. This means you cannot sell at the market without providing your certificate of insurance proving your \$1,000,000 general liability per occurrence and aggregate policy. **As well as having Rural Human Services, Inc. as additional insured.**

Those of you with homeowner's insurance should check to see if you are covered through that policy. **Without the above, no vendor will be permitted to sell at our market.**

Below is listed some information that may be of help in finding liability insurance. **Rural Human Services, Inc **MUST** be listed as certificate holder (address information also listed below).** Anyone wanting to sell at the farmers market **MUST** have this insurance, even kids/young adults.

- The Event Helper
  - Eventhelper.com
  - (855) 493-8368
- Campbell Risk Management
  - Campbellriskmanagement.com/for-vendors/
  - (317) 848-9075
- ACT Insurance
  - Actinsurance.com
  - (844)520-6991

Rural Human Services, Inc.  
286 M Street, Suite A  
Crescent City, Ca 95531  
Farmersmarket @dnrhs.org

With any further questions please contact me at (707) 951-9163

-Angel Hanson (Market Manager)