



2025 EVENT NOTIFICATION FORM

This is NOT A PERMIT APPLICATION. This document is for informational purposes only.

To help us plan for this year, please complete this form and submit by Friday, February 7, 2025.

Mailing address: County of Santa Clara
 Department of Environmental Health
 1555 Berger Dr, Suite 300, San Jose, CA 95112

Email address: TempEvents@deh.sccgov.org

Event name			
Event location			
Event address, city			
Event date(s)			
Food service time(s):			
Total number of food/beverage booths:		Total number of out-of-county mobile food trucks, trailers, or carts:	
Event Coordinator/DBA			
Mailing address			
Contact person's name/number			
Email address			
Specify food sold/given away at the event			

IMPORTANT INFORMATION:

- ❑ **PERMIT APPLICATION SUBMITTAL DEADLINE:** All permit applications and fees must be submitted to this Department by the Event Coordinator at least **3-weeks (15 business days)** before the event start date. Applications can be emailed to TempEvents@deh.sccgov.org. All emailed applications must be submitted in PDF format; JPEG, PNG, SVG, WebP, and other digital image formats will not be accepted and the application packet will be considered incomplete.
- ❑ **LATE FEES AND PAYMENTS:** Applications will be charged a **25% late fee** if the applications are not complete or are received by this Department less than **2-weeks (10 business days)** prior to the event start date. Permits will **ONLY** be issued upon approval of all applications and verification of invoice payment.
- ❑ **FOOD OPERATIONS** (includes beverages): food stored or prepared in advance must be conducted in a permitted, approved food facility. Additional documentation may be required upon submittal.
- ❑ **VENDORS CLAIMING VETERAN'S PERMIT FEE EXEMPTION:** Veterans must submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of their honorable discharge form **WITHOUT** their social security information.
- ❑ **ADDITIONAL INSPECTION FEE:** An additional fee of \$298 will be charged if the Department must return to the event after the initial inspection. This includes, but is not limited to, an inspection for food service starting later than indicated on the permit application, a vendor starting later than the other vendors or on another day, etc.
- ❑ **FOR MORE INFORMATION:** visit our Temporary Events website at www.EHinfo.org. You can also email us at TempEvents@deh.sccgov.org or call 408-918-3400.