



2024 EVENT NOTIFICATION FORM

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

To help us plan for this year, please complete this form, and submit by Friday, February 9, 2024.

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):	
Approximate # of food/beverage booths:	# of Out-of-County Mobile Food Trucks, Trailers, Carts:
Event Coordinator/DBA	
Mailing Address	
Contact Person's Name/Number	
Email Address	
Specify food sold/given away at the event	

IMPORTANT UPDATED INFORMATION:

- PERMIT APPLICATION SUBMITTAL DEADLINE:** All permit applications and fees must be submitted to this Department (in-person or received by mail), by the Event Coordinator, at least 2-weeks (10 business days) before the event start date to avoid late fees. However, if submitting via email, please email the event packet as PDF(s) to TempEvents@deh.sccgov.org at least 3-weeks before the event start date. You will receive a response by email from tempevents@deh.sccgov.org acknowledging your electronic submission.
- REQUEST FOR INVOICE:** To request an invoice prior to submitting payment, please submit the event packet at least 3-weeks before the event start date. Payment is due at least 2-weeks (10 business days) before the event start date to avoid late fees. Financial transactions must be completed by 4:00pm Monday through Friday.
- FOR INDOOR EVENTS:** Include a description of how food and beverages will be protected, served/distributed during service within the event narrative (i.e., self-service, bar, sneezeguards, chafing dishes with hinged lids, etc.).
- Food Vendors preparing food in advance:** If a vendor is preparing food in advance at a commercial kitchen:
 - o Provide a copy of the kitchen's health permit with their permit application. For manufactured or processed food, vendor must submit a copy of their food product label(s), valid copy of their CDPH *Processed Food Registration* (PFR) or the PFR for the company that processes their food (typically called a "co-packer"). Information on CDPH's PFR program can be found at www.cdph.ca.gov
 - **Inspection of Advanced Food Preparation:** To ensure compliance with health standards, our department reserves the right to inspect advanced food preparation activities at the approved facility. If such inspection is deemed necessary, an inspection fee of \$290 per hour may be charged.
- 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 \$290 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 (click on the "Food" tab, scroll down and click on "Temporary Events"), email TempEvents@deh.sccgov.org, or contact Yvonne Blanco, TE Program Senior, at 408-918-3481 or administrative support at 408-918-3400.