Santa Cruz County Health Services
Environmental Health Services
2150 N. Congress Dr. Ste 204, • Nogales, AZ 85621
Telephone: 520 375-7900 • Fax 520 375-7904
Website: www.santacruzcountyaz.gov • Email: hservices@santacruzcountyaz.gov

CHECKLIST FOR OBTAINING CATERER PERMIT

Definitions:

Caterer: any person/entity who operates from a permitted food facility where food is prepared or stored then delivered and/or served at an off premises caterer function. Per Santa Cruz County Health Code, caterers are required to have a valid Environmental Health permit.

Off-Premises Caterer Function: a private caterer function (weddings, birthdays, etc.) or public caterer function (individual business functions, non-profit organization fundraiser, etc.) where a caterer provides food and related services for a person or persons at a location other than their permitted food facility.

Cook-for-Hire: any person hired to prepare and/or serve food at a private home. No catered food is provided by the cook-for-hire, and no equipment is stored, or handled at the clients' private home. All food prepared by a cook-for-hire is handled at the location of the private home where the client provided the food, utensils, equipment, and kitchen. No Environmental Health permit is required since only food preparation services, not food, are offered for sale/service at a private home.

To make the caterer plan review process as easy as possible, use the checklist below to assure that you have all the necessary information required. Once the packet is submitted, you will be contacted by the inspector within 10 business days.

- ☐ Completed Permit Application Form
- ☐ Completed Santa Cruz County Rental Kitchen Agreement Form
- ☐ Copy of Rental Kitchen Contract/ Lease Agreement
- ☐ Completed Written Operational Procedure Statement
- ☐ Copy of Food Safety Certificate and Food Handler Cards for employees (if available)

A permit fee will be due at the time of inspection/permit issuance:

☐ Caterer/kitchen rental food preparation operation (PHFs) (Examples include but are not limited to: cooked meats, sandwiches, pastas, etc.)	$200.00
☐ Plan Review	$100.00

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Permit Application

Permit Type

☐ Food Service	☐ Mobile Unit	☐ Catering	☐ Serving Kitchen	☐ Micro Market	☐ Retail Food
☐ Limited Food Manufacturer	☐ Winery/Distillery/ Microbrewery	☐ Meat Market/ Cutting/Seafood Market	☐ Swimming Pool/Spa	☐ Lodging Establishment	☐ Mobile Home/RV Park
☐ School	☐ Campground	☐ Garbage Hauler	☐ Liquid Waste Hauler	☐ Annual Temporary	☐ Annual Temporary Sampling
☐ Seasonal Food Service	☐ Bakery/Deli	☐ Bar/Lounge	☐ Day Care Food Service	☐ Tasting Room	☐ Farmers Market Coordinator

Owner Information:

☐ **New Owner** ☐ **New Establishment** ☐ **New Location** ☐ **Major Remodel** *(Plan Review will be required)*

☐ **Change of Establishment Type** *(Plan Review will be required)*

Owner Name: _____

(Corporation, LLC Name or First and Last Name of Primary Owner)

Address: _____ **Unit #**: _____ **City**: _____ **ST:** _____ **Zip:** _____

Cell Phone: _____ **Email**: _____

Facility Information:

Facility Name (dba): _____

Address: _____ **Unit #:** _____ **City:** _____ **ST:** AZ **Zip:** _____

Business Phone: _____ **Email:** _____

Emergency Contact/Alternate Contact: _____ **Phone:** _____

Pool/Spa Access Contact: _____ **Phone:** _____

Sewage Disposal: ☐ Public Sewer ☐ Septic *(Please provide a copy of permit or permit number)*

Potable Water: ☐Public ☐ Individual Well *(Must provide most recent copy of water testing results that include Nitrate, Nitrites, and Coliforms)*

Please send Official/Billing Correspondence to:

☐ **Owner** ☐ **Other** *(Please specify below)*:

OR **Name:** _____ **Care of:** _____

☐ **Facility** **Address:** _____ **Unit #:** _____ **City:** _____ **ST:** _____ **Zip:** _____

This permit is renewable annually. ***A permit will not be issued or renewed until the application is complete, all fees have been paid in full, and/or all applicable inspections have been passed. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true.***

The undersigned hereby applies for a ***Permit to operate and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes.*** *Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines and permit suspension/revocation proceedings.* ***NOTIFY*** *the Department of Environmental Health* ***of any change*** *in the type of business activity, name, billing address, or ownership by calling the number above within 14 calendar days of a change.* ***PERMITS AND FEES ARE NOT TRANSFERABLE***

NOTE: Any information contained in this application is a matter of public record, and is available to the public under the Arizona Public Records Act.

Signature: _____ **Date:** _____

Print Name: _____ **Phone:** _____

FOR OFFICE USE ONLY		
Date Received: _____		**Received by:_____**
Permit Number: _____	**Plans and Plan Review Submitted Yes No**	**Plan Review Paid Yes No**
New Owner Inspection Completed □ Yes □ No **Date Completed:_____ Inspector:_____**		**Septic Review Completed □ Yes □ No □ N/A** **Permit Number: _____**
City of Nogales Pre-Treatment Approval □ Yes □ No □ N/A	**Fire Department Approval □ Yes □ No**	
Application/Plans: **□ Approved □ Disapproved**	**Issue Date:_____**	**Sanitarian's Signature:_____**

11-1604. Prohibited acts by county and employees; enforcement; notice

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances orcodes.

D. A county shall not request or initiate discussions with a person about waiving that person'srights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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RENTAL KITCHEN AGREEMENT FORM

For a Caterer

APPLICANT INFORMATION

Owner Name: Name of Business:

Owner Address: City: State: Zip:

Email Address: Telephone: ( ) Mobile: ( )

Name of the rental kitchen:_____ Address: _____

Provide days and times of facility use: *Morning (5am – 12pm); Afternoon (12pm – 7pm); Evening (7pm – 5 am)*

Mon ☐	Tues ☐	Wed ☐	Thurs ☐	Fri ☐	Sat ☐	Sun ☐

_____*Initial* All food(s) and equipment(s) essential to the business will be stored at the rental kitchen.
_____*Initial* All food will be prepared at the rental kitchen and NOT at home.
_____*Initial* I will obtain the food safety manager certificate within 60 days of permit issuance and maintain a copy on site .
_____*Initial* I will ensure all food employees obtain their food handler cards within 30 days of hire maintain a copy on site.
_____*Initial* I will maintain a copy of a valid Environmental Health Permit on site.
_____*Initial* I will notify my inspector prior to purchasing any new equipment that is not provided by the rental kitchen, but essential to my business. Equipment may be subject to Department of Environmental Health (DEH) plan check review.

If the use of the approved facility is discontinued, I will cease my operation and notify DEH at (520) 375-7900. The permit is not transferable to another facility and it is required reapply for a new permit. Operating out of an unapproved facility for any of the operations above may lead to enforcement action and penalties as written in the County Ordinance and the Retail Food Code.

_____ _____ _____
Print Name Signature of Applicant Date

APPROVED RENTAL FACILITY INFORMATION

Type of Facility: ☐ Commercial Kitchen ☐ Restaurant ☐ Bakery

Attach a copy of the rental agreement ☐

Facility name:

Facility Address: City: State: Zip:

Email Address: Telephone: ( ) Mobile: ( )

I, the owner of this kitchen can accommodate the storage space and equipment use for the business, as indicated by the applicant, at my facility. I acknowledge that I am responsible for the maintenance of the facility equipment(s), vermin control, potable hot and cold water and the sanitation of this facility. If there is an imminent health hazard, I will notify DEH and voluntarily close my facility and cease any food preparation operations occuring at the time of the hazard. If the agreement with the renter is terminated or the renter is no longer using my facility, I will notify DEH.

_____ _____ _____
Print Name of Facility Owner/Agent Signature of Owner/Agent Date

FOR OFFICE USE ONLY		
Staff Initials:_____ Date: _____		
Notes (date/review/comments):		

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Written Operational Procedures Statement

The permit holder of caterer handling unpackaged food shall develop and follow written operational procedures for food handling, cleaning and sanitizing of food-contact surfaces and utensils and how to maintain food safety during all operations that is essential to the catering business. **The following must be completed and returned to this office for approval before a permit is issued. NOTE: If you are an existing caterer who moved, you are required to fill out a new form when changing to a new location.** Use additional paper if necessary

Name of Business: _____

Owner Name: _____ Phone: _____

Owner Email: _____

Rental Kitchen Name: _____

Rental Kitchen Address: _____

City: _____ State: _____ Zip: _____

A. <u>CATERING BUSINESS PLAN (Check all that apply):</u>

1. Who are your target customers?

   ☐ Corporate Lunches ☐ Individual Order ☐ Private Parties (weddings, birthdays, family gatherings, etc.)

   ☐ Other: _____

2. How do you receive orders from customers?

   ☐ Phone ☐ Internet ☐ Walk-in

   ☐ Other: _____

3. Provide days of the week and times of approved rental facility use

   ☐ M _____ ☐ T _____ ☐W _____

   ☐ Thurs _____ ☐ F _____ ☐ Sat _____

   ☐ Su _____ ☐ Other: _____

4. How many employees will be preparing food? _____

(Note all employees must obtain food handler cards)

B. FOOD HANDLING PROCEDURES

1. Provide the proposed menu food items including ingredients for each food item in the table below. (Attach pages as needed)

Food Item	Ingredients Used
i.e. Apple Chicken Salad	*Chicken, lettuce, tomatoes, onions, apples, walnuts, vinaigrette dressing*

2. Based on the proposed food items above, indicate which food items require(s) NO cook step or prepared desserts: *(i.e. salads, sandwiches, diced fruits, cookies, cakes, pastries)*:

3. Food(s) that will be cooked-to-serve (served on the same day): *(i.e. chicken salad, pasta, rice, chicken kabobs)*

4. Food(s) that will be cooked, cooled, reheated and/or served (complex): *(i.e. lasagna, stews, curries, soup stock)*

5. Provide detailed steps/procedures that indicate storing, cooking, cooling, and delivering **temperatures for each food item** proposed (use one page per menu item, attach pages as needed). Reference: Sample step/procedure worksheet.

Menu Item:	
Step 1- Storage: Potentially Hazardous Foods (PHF) must be stored at or below 41F or at or above 135F. *(i.e. PHF- Milk, meat, poultry, cheese, etc.)*	
Step 2- Preparation:	
Step 3- Cooking See **Minimum Cooking Temperatures** handout for reference.	
Step 4- Cooling (if applicable) Potentially hazardous foods which have been cooked or heated in the approved facility must be cooled from **135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours**.	
Step 5- Reheating (if applicable) Any potentially hazardous food that has been cooked, cooled and subsequently reheated for hot holding **shall be reheated from 41°F to 165°F for at least 15 seconds in 2 hours.**	
Step 6- Delivery	

Menu Item:	
Step 1- Storage: Potentially Hazardous Foods (PHF) must be stored at or below 41F or at or above 135F. *(i.e. PHF- Milk, meat, poultry, cheese, etc.)*	
Step 2- Preparation:	
Step 3- Cooking See **Minimum Cooking Temperatures** handout for reference.	
Step 4- Cooling (if applicable) Potentially hazardous foods which have been cooked or heated in the approved facility must be cooled from **135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours**.	
Step 5- Reheating (if applicable) Any potentially hazardous food that has been cooked, cooled and subsequently reheated for hot holding **shall be reheated from 41°F to 165°F for at least 15 seconds in 2 hours.**	
Step 6- Delivery	

6. Indicate where the food(s) or food ingredients will be purchased *(invoices must be available for review for a minimum of 90 days).*

☐ Restaurant Depot ☐ Costco ☐ Sysco

☐ Shamrock Foods ☐ Local grocery store (specify) _____

☐ On line ingredients (i.e. Amazon) ☐ Farmers Markets

☐ List any other _____

7. Are specialized processes used to prepare your food? ☐ Cook-chill ☐ Vacuum packaging ☐ Sous Vide ☐ Acidification ☐ Fermentation ☐ Drying ☐ Smoking ☐ Curing

8. Attach an approved HACCP plan from the California Department of Public Health (CDPH) for any of the following specialized processes (cook-chill, vacuum packaging and sous vide).

9. Explain all special processes: _____

_____

10. Indicate where the food and utensils will be stored at the rental kitchen. Submit pictures and/or draw a layout of kitchen, if available.

Items:	Location in the kitchen
Cooking equipment	
Dry ingredients (salt, pepper, sugar)	
Dairy, meat, vegetables	

C. <u>CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS (Check all that apply):</u>

1. Describe how food utensils and food contact surfaces will be cleaned and sanitized.

☐ **Manual sanitize (wash, rinse, sanitize, and air-dry)** ☐ **Chemical dishwasher**

☐ **High-temperature dishwasher**

2. What sanitizer or sanitizing method will be used? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. (**<u>Note:</u>** Appropriate test strips are required.)

Check the sanitizer that will be used:

☐ Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.

☐ Contact with a solution of 200 parts per million available quaternary ammonium for at least one minute.

☐ Contact with a solution of 25 parts per million available iodine for at least one minute

D. <u>FOOD DELIVERY METHOD:</u> Catered food may not be mailed via UPS/FED-EX or USPS.

1. Describe **HOW** potentially hazard foods (PHF) will be delivered? What equipment will be used to maintain cold (below 41°F) or hot food (above 135°F)?

2. How are the catered foods delivered? : ☐ Pick up only ☐ Delivery only ☐ Served on site by company staff
Additional comments: _____

Initial each statement to show you understand the requirements:

_____ All food, prior to the caterer function, shall be stored and prepared at the caterer's permitted food facility or rental kitchen (Food Code section 3-201.11).

_____Prior to use, all utensils shall be washed and sanitized. Utensils and equipment shall be protected from contamination (FC sections 3-301.11; 3-301.12; 3-302.11; 3-304.11; 3-304.12)

_____ At all times that the caterer has control over the food, including periods of storage, preparation, transportation and service, all food shall be adequately protected so as to be maintained pure and free from adulteration, spoilage and contamination (FC sections 2-103.11).

_____ The caterer shall not prepar food from home to be used at a caterer function, except foods that are approved from permitted Cottage Food Operation (CFO) (FC section 3-201.11).

_____ Caterer must ensure potable water is available and toilet facilities shall be available within 200 feet of the off-premise catered function.

_____ Catering vehicle shall be maintained in a clean, sanitary condition

_____ All Potentially Hazardous Foods (PHFs) shall be prepared, transported, and maintained at the appropriate temperature (i.e. cold foods @ ≤41°F and hot foods @ ≥135 °F).

_____ Hands will be washed with warm water, hand soap, and clean paper towels, prior to food handling, after hands are contaminated, after handling raw meats, and before donning gloves. (FC section 2-301.14).

_____ Employees will not handle food when diagnosed with communicable disease(s), or have symptoms of vomiting and diarrhea. (FC section 2-201.11; 2-201.12; 2-201.13)

By signing below you are certifying that you meet the requirements of the Santa Cruz County Health Code (SCCHC), as it pertains to a catering operation. Prior to making any changes, I acknowledge that I shall notify the Department of Environmental Health if I change rental kitchen or would like to inactivate my permit.

NOTE: Any information contained in this application is a matter of public record and is available to the public under the Arizona Public Records Law.

_____	_____	_____
Owner/Authorized Agent Signature	Print Name	Date

****OFFICE USE ONLY****

First review date: _____ Comments: _____

Revision date: _____ Comments: _____

Inspection date: _____ Time: _____am/pm

Written Operation Procedure Reviewed By: _____ Date Approved: _____

FS #: _____Permit issued ☐

EXAMPLE: STEPS/PROCEDURES FOR COMPLEX FOOD ITEM

Beef Stew:

Step 1- Storage

Raw beef is cold held and stored in the walk-in cooler at a temperature of **41F or below**

Step 2- Preparation/ Step 3- Cooking

Add beef , garlic clove, and sliced onion to pot with water. Add salt bring to a boil.

Wash vegetables and cut into small pieces.

Step 3- Cooking

Add vegetables to pot and cook for 30 minutes.

Check beef internal temperature. Cook until beef internal temperature is **155F (check with probe thermometer)**

Step 4- Cooling

Remove beef stew from burner. **Cool beef stew from 135F-70F within 2hrs** by using shallow pans and ice baths to promote rapid cooling.

When temperature reaches **70F** finish cooling by placing beef stew on the top shelf in the walk-in cooler. Stew must be cooled from **70F-41F within 4hrs.**

Cooked stew is cold held at **41F or below** in the walk-in cooler.

Step 5- Reheating

Place beef stew in pot and reheat on the burner until **internal temperature of beef in stew reaches 165F**

Step 6- Delivery

Maintain beef stew at a minimum temperature of **135F or above** during delivery and/or service by using insulated containers or steam tables.

Catering Operations

Food Establishments

Food Catering

Definition

"Food Catering" is a food establishment where a pre-arranged number of meals and/or food products are prepared at one permitted premise for immediate service and consumption at another pre-arranged location.

Permit requirements

- All catering activities shall occur at an approved permitted food establishment; as such, the food establishments shall meet all current code requirements and all advanced preparation (e.g. breading, chopping, mixing, marinating, etc.) shall take place in this kitchen.
- Food service will be limited to holding and serving as well as cooking of animal proteins, soy proteins, and vegetables. Onsite reheating and food assembly may be allowed with prior Department approval; as such, the owner/operator should submit written documentation to the Department that details menu and operation.
- Food products that have been cooked/prepared at the event are to be discarded at the end of each day.
- All food products requiring temperature control shall be transported and stored in approved equipment (e.g. cambros, hot boxes, cold holding units, etc.).
- All vehicles carrying food and food products shall be constructed, equipped, and maintained as to protect the purity and wholesomeness of the transported products. Personal vehicles (passenger cars and station wagons, etc.) are prohibited for use with a food catering operation. Note: The Department may accept a rental agreement for a transport vehicle that meets this requirement and provided the approved vehicle is utilized for catering operations.
- Accessible hand washing facilities shall be located and maintained open at all times.
- Where offsite food service is to occur outdoors, acceptable booth enclosure for all food activities is required (ceiling and 3 walls as well as flooring that controls dust and mud).
- All sewage, including liquid waste, shall be emptied into an approved sewage disposal system.
- All foods offered for customer self-service (i.e., on a buffet or similar means) shall be protected from contamination by the use of packaging, food guards, display cases, or other effective means. In addition, foods that have been offered in this manner shall not be offered for human consumption upon the completion of each day.
- Linens that do not come in direct contact with food shall be laundered between operations if they become wet, sticky, or visibly soiled.
- An operating schedule must be provided to the Department upon request. This schedule should include dates and times of events and dates and times when food preparation will occur at the permitted food establishment.
- All caterers operating from a shared facility must maintain a log of visits to the commissary in the manner prescribed by this Department. This log shall be signed off by the person in charge of the commissary or their designee. This log shall be maintained at the operating location at all times.

Catering Operations

Food Establishments

Things to Know:

During the plan review inspection, to qualify for a permit, the inspector will be assessing the following:

- The menu with information on any activities that will take place offsite (i.e., offsite grilling, assembly of foods, etc.). In addition, information on the number of meals planned to be served.

  Note: The inspector will assess if there is sufficient equipment in the kitchen to store/hold all of the food and equipment and whether the kitchen can accommodate the number of meals planned to be prepared. Any changes to the operation, including menu/meals being served, shall be reported to the Department.

- Does the kitchen meet current code requirements and does the kitchen have the equipment and space necessary for your operation?

- Where will catering be taking place (i.e., event venues where there are permanent hand wash facilities, farmers markets, swap meets, special events, etc.)?

- What type of hand wash station will be provided (self-contained or temporary)?

  Notes: A self-contained hand sink is a portable hand washing station which includes the following: a 9X9X5 hand sink, 5 gallon potable water tank, 15% greater capacity waste water tank, hot and cold water (a heating element is required), and a minimum flow rate of ½ gallon per minute.

  A temporary hand wash station shall include the following at a minimum: 5 gallon insulated container with a free/continuous flowing spigot for potable water; water at a temperature of at least 38°c (100°f) and a 5.75 gallon container w/lid to hold wastewater. The lid is recommended so waste water does not spill during transport. Please be aware that multiple containers can be used to achieve the minimum requirement (2-2.5 gallon fresh water containers, 2-5 gallon waste containers, etc.).

Things to Know (continued):

- What equipment will be used to transport food safely (i.e., cambros, coolers, hot boxes, chaffing dishes, etc.)?

  Note: Inspector will be inspecting this equipment to ensure it is functioning and is in good condition.

- What vehicle will be used to transport all food and equipment (i.e., hand sinks, cambros, food items, coolers, etc.)?

  Note: The vehicle shall not be a personal vehicle, shall be in good condition, and should be sufficient in size to accommodate all equipment as well as food. The inspector will be inspecting the vehicle and if the vehicle is not present on site, the inspector will look for a rental agreement with a vehicle rental company that we can maintain on file.

Catering Operations

Food Establishments

Additional Examples of Equipment for Food Catering Food Establishments:

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