



CITY OF POMONA | COMMUNITY SERVICES

HEALTH PERMIT REQUIREMENTS & GUIDELINES FOR EVENT ORGANIZERS

The City of Pomona Community Services Division has prepared this guide to assist individuals and/or groups planning an activity that is serving and/or distributing food to the public. The City requires applicants to possess a City of Pomona Special Event permit and a Los Angeles (LA) County Event Organizer permit (if applicable). Food service operators are required to possess a valid LA County health permit or temporary food facility (TFF) permit. The intent of this document is to provide general information, which does not replace or supersede the [Health Code Requirements for Community Events in LA County](http://www.publichealth.lacounty.gov/eh)¹ or their supporting documents. Full details can be found on their website www.publichealth.lacounty.gov/eh.

Special Event Application Process

Submittal of a City of Pomona Special Event application does not guarantee approval of a Special Event permit. A Special Event permit is not issued until application materials have been reviewed by staff and approved by management. It is the applicant's responsibility to confirm that food service operators have current and valid LA County health permits and meet City of Pomona insurance requirements prior to the event. For questions regarding the Special Event application or insurance requirements, please contact the Community Services Division.

If a TFF is not permitted by Los Angeles County, the TFF is unable to participate at the event or activity. In this scenario, if the event organizer chooses to proceed with the event, a City of Pomona Special Event permit can be issued for the event only, excluding all unpermitted food activities.

1. Submit your completed [Special Event application](#) to Community Services **at least 60 days prior to the event**. Acceptable methods to submit applications are:
 - Hand delivered to Palomares Park 499 East Arrow Hwy., Pomona, CA 91767, Monday – Thursday from 10:00 a.m. to 6:00 p.m.
 - Mailed to City of Pomona, ATTN: Community Services Special Events, P.O. Box 660 Pomona, CA 91769
 - Emailed to specialevents@ci.pomona.ca.us
 - Faxed to (909) 624-8752
2. Your application will then be reviewed by City staff, which may take up to three weeks. During this time, you may be contacted by staff for clarification of your event details. After a full review, your application may be approved, conditionally approved or denied. Conditions may require additional permits, fees, or departmental approval.
3. Applicants intending to serve or distribute food to the public may be directed in obtaining LA County permits. This includes submitting an [Event Organizer application](#) and [Temporary Food Facility application](#)(s) to the local Los Angeles Environmental Health Office. All [health permit fees](#) are paid directly to the Environmental Health Office located at 1435 West Covina Pkwy., West Covina, CA 91790. The office number is (626) 813-3380.
4. Applicants must submit a copy of their Los Angeles County Event Organizer permit (if applicable) and a copy of food service operator(s) health permit or temporary food facility permit(s) to Community Services at least 14 days prior to the event. Once your conditions have been met and fees have been paid, a Special Event permit will be issued to you by the City.
5. Applicants are required to possess the City of Pomona Special Event permit and LA County Event Organizer permit (if applicable) for the duration of the event. Food service operators are required to post their valid health permits at the event. Event organizers must follow the checklist (see *back*) to ensure that temporary food facilities meet requirements for hand washing sinks, dish washing sinks, and toilet facilities before the event begins. See [Health Code Requirements for Community Events in LA County](#) for details. For questions regarding Los Angeles County health permit details, please contact the local Los Angeles Environmental Health Office at (626) 813-3380.

¹ County of Los Angeles Department of Public Health. (2016). Environmental Health Division. Retrieved from <http://publichealth.lacounty.gov/eh/docs/Events/EventRequirements.pdf>.

Checklist for Event Organizers

Health permit

- ☐ Organizer permit and approved plot plan available at event.
- ☐ All TFFs operating at the event have obtained permits.

Food employee toilet facilities

- ☐ One (1) toilet for each 15 food employees is located within 200 feet of each TFF.
- ☐ One (1) hand washing sink with warm water (100°).

Public toilet facilities

- ☐ Adequate toilet facilities (permanent or portable) available for public use. See table on [LA County Public Health](#).
- ☐ One handwashing sink available for every four (4) toilets. Sink stocked with liquid soap, single use towels, and trash container for towel waste.

Dish washing sinks

- ☐ 25 gallons of potable water available for each TFF using the dish washing sink.
- ☐ No more than four (4) TFFs share a dishwashing sink.
- ☐ Sinks have hot (120°F) and cold running water and properly connected to the sewer system or holding tanks.

Hand washing sink

- ☐ See TFF section.

Liquid waste

- ☐ A sewage transport vehicle is available (on call) to service portable toilets and remove liquid waste from sinks' holding tanks.

Trash/waste

- ☐ Trash containers with watertight plastic bag inserts available adjacent to TFFs throughout the event as needed.
- ☐ Trash containers are emptied and bags replaced on a regular basis to prevent a nuisance.

Animals

- ☐ Animals are maintained at least 20 feet away from TFFs (except service animals).
- ☐ Animal waste from petting zoos or other animal attractions is removed on a daily basis and stored in a covered container.

Exemptions

Under specified conditions, government agencies, event organizers, and temporary food facilities registered as non-profit may be exempt from permit fees and/or requirements of the California Retail Food Code. Please refer to the [Exemption Certification for Community Events](#) for categories and application details.

Frequently Asked Questions

Why do I need a health permit? California legislature states that the public health interest requires that there be statewide health and sanitation standards for food facilities to assure people that the food provided to consumers is safe. Regulations are found in the [California Retail Food Code \(Cal Code\)](#).

Do I need a health permit if I'm a non-profit organization?

Yes, a permit is required for individuals or groups serving and/or distributing food to the public. Non-profit organizations may be exempt from fees and/or Cal Code requirements. Please see [Exemption Certification for Community Events](#) for details.

Do I need a health permit if I am not charging for food?

Yes, a permit is required even if the food is given away to the public.

Can my food vendor be permitted by a different county?

Businesses outside of LA County must have a valid (out of county) health permit and submit for an LA County temporary food facility permit.

I'd like to have a restaurant participate as a booth or caterer at the community event. Do they need a separate permit?

Yes, any restaurant that participates in a community event (as a booth or as a caterer) is required to obtain a temporary food facility permit. Caterers with a valid LA County health permit and catering license must also obtain a temporary food facility health permit.

Can I have a food truck or food cart serve food at a community event?

Mobile food facilities (MFFs) can serve and sell food to the public as long as they are permitted by Los Angeles County Department of Public Health. MFFs without an LA County Health Permit may participate at a community event, providing they receive a temporary food facility permit and comply with the requirements of the California Retail Food Code (Cal Code).