



**HOST FACILITY PERMIT - GUIDE & INFORMATION**

A brewery, winery, commercial building or other location approved by the Environmental Health Division (EHD) that meets specified infrastructure and operational requirements may have the option to obtain a Host Facility Permit. This permit allows for expanded food options by hosting Catering Operations who can sell and serve food at this approved site. A Host Facility Permit is not required for sites that only utilize catering for private\* events or that only host food trucks with valid Health Permits.

**Host Facility – Plan Submittal Checklist**

**This checklist will help you prepare the plan submission for your Host Facility. Ensure the items listed below are clearly shown on the plans. Submit three (3) identical sets of plans to the Environmental Health Division (EHD).**

A plan designer or consultant, draftsman, contractor, architect, or owner may prepare the plans. The plans must be drawn in ink, in a professional manner, to the scale indicated on the plans (e.g., ¼ inch=1 foot, etc.), and on a minimum paper size of 11 x 17 inches. Ensure sheets are of the same size and that font size is legible.

**Applications for Plan Check and Permit to Operate**

Complete the plan check application and submit along with the 3 sets of plans and the plan check fee. During the final inspection, an Application for Permit to Operate will be completed when requirements are verified.

**Plan Submittal Requirements**

✓ **Check that the following items are included on the plans**

<b>1</b>	<b>Location:</b> Indicate the name and address of the Host Facility.
<b>2</b>	<b>Owner:</b> Indicate the name and contact number of the owner of the Host Facility.
<b>3</b>	<b>Site Layout:</b> Indicate the locations of: where Catering Operations will set up; exterior doors and windows; equipment related to this food service; restrooms; hand wash sinks; janitorial sink; floor sinks used for liquid waste related to this food service; and water heater, (include gallons and BTU/KW).
<b>4</b>	<b>Restroom and Handwashing Sinks:</b> The restrooms must be within 200 feet of the caterer. If the water temperature of a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be 100°F - 108°F. Handsinks must be equipped with single-use hand soap and paper towels in dispensers.
<b>5</b>	<b>Janitorial Sink:</b> The janitorial sink or curbed janitorial basin needs to be equipped with hot and cold water.
<b>6</b>	<b>Operating Procedure:</b> List equipment that will be provided by the Host Facility for the Catering Operations. Provide a list of Catering Operations with their menus and hours of operation. Catering Operations can operate up to 4 hours in a 12-hour period.

\*Prepared foods may be served or provided by caterers for private events that are not open to the public (e.g. receptions, weddings), only if the caterer is hired by the private party.

**The following are NOT considered private events:** Fundraisers; ticketed events; food and wine pairings; "Wine Club"; "Brewery Club", or member events.