



Catering Operation Application

Date paid: _____
Amount: _____
Check No.: _____
Receipt No.: _____
OK to issue permit: _____

Catering Operation Information

Application Type: New Change of Commissary or Operation

Event Types: Onsite Food Preparation Pick Up Only Drop Off Only Manager Food Safety Certificate Attached

Business Name: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Owner's Email: _____

Operational Schedule: M T W Th F Sa Su

Caterer Signature: _____ Date: _____

Caterer Owner Certification: I certify that the information in this application is complete and accurate and that I have obtained permission by business owners as needed for providing water, food storage, food preparation space, and providing restroom facilities as needed.

Note: Commissaries need to have a current food facility Permit to Operate from the Butte County Public Health Department. Caterers are required to report to an approved Commissary every working day for necessary clean-up, storage, etc.

Commissary Information

Business Name: _____

Street Address: _____

Telephone #: _____

Water Source Name: _____

Owner Name: _____

Owner Signature: _____ Date: _____

Commissary Use

(check all that apply)

- Food preparation
- Cooking
- Clean-up of Food Transport Vehicle
- Utensil washing
- Utensil storage
- 16+ft² refrigerated food storage
- 16+ft² food storage

Commissary Owner Certification: I certify that my facility is adequately equipped and permitted by Butte County Public Health Department to serve as a Commissary for this Catering Owner.



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In order to properly evaluate the above catering operation, the following information is needed:

1. What types of foods do you provide:

- Cold deli plates Salads Hot buffet foods
- Full meals Packaged foods Other (specify):

2. Where do you usually cater: Private homes___ Meeting halls___ Other (specify)

3. How far away from your commissary will you cater: less than 10 miles ___ 10-30 miles___ Over 30 miles___

4. How large of a group will you cater to: under 50___ 50-99___ 100-500___ Over 500___

5. Where do you obtain your food? _____

6. Where do you store your food (specify address)? _____

7. Specify what facilities (walk-in cooler, metal racks, etc) are used for storage and where they are located.

8. Where is food prepared (specify address and room): _____

9. What equipment and utensils are used to prepare the food? Where and how are such utensils/ equipment cleaned and sanitized? _____

10. After preparation, where, for how long, and at what temperature are potentially hazardous foods stored until transported to catered location? _____

11. If potentially hazardous foods are cooked and then cooled for later use, what type and size container is such food cooled, where is such food cooled, how (stacked, covered, etc) is such food cooled, and what quantities of hot foods are cooled?

12. If foods are cooked, what equipment is used?

13. If foods are reheated, what equipment is used?



14. To what internal temperature are foods cooked/reheated and how is temperature determined?

15. If fish is served raw; has it been previously frozen or do you freeze the fish at your food facility (at what temperature)?

16. How and where are potentially hazardous foods thawed?

17. If multi-use eating and drinking consumer utensils are provided by you, where (location and type of equipment) and how (describe process) are such utensils cleaned and sanitized?

18. What facilities are provided at your food facility and the catered locations for employee handwashing? When are employees instructed to wash their hands?

19. If you deliver food to the catered location, what kind of vehicle, containers, and equipment for maintaining hot or cold temperatures are used?

20. If you serve the food at the catered location, what facilities are provided to maintain potentially hazardous foods below 41° F or above 135° F (if function is over 2 hours) and how is food protected from contamination (covers, sneeze guards, etc)?
