



FOR OFFICE USE ONLY

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Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura 93009-1730
 TELEPHONE: 805-654-2813 FAX: 805-654-2480
 Internet Web Site Address: www.vcrma.org/divisions/environmental-health

Shared Food Facility Review Form

To initiate your request to operate a food business at an existing permanent food facility, please complete and submit this form, along with the following applicable documents, and non-refundable review fee to the Ventura County Environmental Health Division at 800 S. Victoria Ave., Ventura, CA 93009-1730.

Information for Proposed Dependent Food Operator		
Business Name (DBA):		
Business Owner's Name:		
Telephone:	Email:	
Mailing Address:	City:	Zip:
Site Information (Shared Permanent Food Facility) Location of proposed activity or (Primary) Permitted Food Facility		
Facility Name (DBA):		
Permit Number: FA		
Facility Address:	City:	Zip:
Business Owner:		
Telephone:	Email:	
Mailing Address:	City:	Zip:
Identify days(s)/times when food production will occur at the shared facility: <input type="checkbox"/> Sunday: _____ <input type="checkbox"/> Monday: _____ <input type="checkbox"/> Tuesday: _____ <input type="checkbox"/> Wednesday: _____ <input type="checkbox"/> Thursday: _____ <input type="checkbox"/> Friday: _____ <input type="checkbox"/> Saturday: _____	List of food items to be prepared. Include a proposed menu or labels if applicable: _____ _____ _____ _____ _____ _____	

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Food Preparation

Where will your ingredients be obtained from? *Food items must be obtained from an approved source.*

Will food items be delivered directly to the facility?

YES NO, Items will be transported in the following manner:

Does your food preparation include any of the following steps?

Cooking Reheating Cooling Packaging Advanced Preparation

How will the food items be packaged?

How and where will the final product be stored?

Equipment and Storage

What equipment will you be using to prepare the proposed product? Please identify shared equipment and equipment exclusively dedicated to the dependent food operation.

a. Will new equipment be installed or brought into the facility? What equipment, if yes

YES NO _____

b. Will a refrigerator or freezer be brought into the facility to accommodate your operation?

YES NO

If "YES" was answered to any item listed above, Plan Check may be required.

Note that all food equipment and utensils must be certified for sanitation by an American National Standards Institute (ANSI) accredited testing organization.

How many linear feet of storage (dry and refrigerated) will be exclusively dedicated to the dependent food operation?

Dry Food: _____ linear feet **Refrigerated Storage:** _____ linear feet

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Note that all food, equipment, and utensils must be stored at the Shared Permanent Food Facility

Sales

How/ Where would the food product be sold?

- Catered Events
- Community Event, such as part of a Certified Farmer’s Market (*A separate Temporary Food Facility Permit is required*)
- Mobile Food Facility (*A Mobile Food Facility Permit is required*)
- An off-site Retail Food Facility
- Meal Subscription/ Delivery not for immediate consumption.

Internet Sales

- Direct to Consumer
- Mailed/Shipped to Consumer

WEBSITE: _____

Sales at Pop-up stores are not allowed. You would have to sell your product from a permitted facility (e.g., permitted Mobile Food Facility, Temporary Food Facility at a Community Event, retail food facility). Meal subscription/delivery services, items mailed/shipped to consumer, and selling at an off-site retail food facility (including at a Temporary Food Facility, Mobile Food Facility or permanent food facility may require a Processed Food Registration from the California Department of Public Health.

Catering Questions

When catering private events:

1. How do you plan on transporting the food to locations? Hot holding? Cold holding?

2. How do you plan on maintaining cold/hot holding while at location?

3. Where will the food be cooked?

Additional Information

1. Temporary Food Facility Permit from Ventura County <input type="checkbox"/> Received <input type="checkbox"/> In Progress
2. Mobile Food Facility Permit from Ventura County <input type="checkbox"/> Received <input type="checkbox"/> In Progress
3. Processed Food Registration from the California Department of Public Health <input type="checkbox"/> Received <input type="checkbox"/> In Progress
4. Food Manager Certification <input type="checkbox"/> Received <input type="checkbox"/> In Progress