



In partnership with the Industry Business Council and the City of Industry, the Gabriel Foundation will host the **4th Annual Taste of the City on Friday, September 20, 2024, from 5pm to 9pm** at the Industry Hills Expo Center. We are thrilled to welcome everyone back for a night of great food, drinks, and entertainment provided by **legendary KROQ DJ and current host of SiriusXM's 1st Wave Radio, Richard Blade!**

This local food festival will offer attendees food tastings from participating restaurant vendors and new this year, we have expanded the tasting options to include wine and craft beer from local restaurants and breweries!

Proceeds from the event benefits **The Gabriel Foundation**, best known for their Annual Charity Pro Rodeo, whose mission is to help underprivileged and disadvantaged children by financially assisting organizations that provide services, programs, activities, and resources to those who face extra challenges in their young lives.

The *Taste of the City Food and Brew* festival provides restaurants and breweries with an excellent marketing opportunity to reach hundreds of business leaders, families, and residents from the City of Industry and surrounding communities.

As a valued local business, we would like to extend a **priority** invitation to you to participate at this annual community event. In exchange for publicity and advertising, we ask that you provide sample-sized tastings of some of your restaurant's most popular menu items. We are expecting a successful turnout this year as guests are eager to celebrate with the community and popularity of the event continues to grow.

If you're planning to participate, please arrange to bring samples to accommodate our anticipated attendance of approximately 1000. Attached is an application form with the specifications needed to participate.

We would love for you to join us in this exciting tradition. Please let me know if you have any questions. We look forward to hearing from you soon!

Sincerely,

A handwritten signature in black ink that reads "Ron".

Ron McPeak

Chair of the Gabriel Foundation
srmcpeak@roadrunner.com





RESTAURANT & BREWERY PARTICIPATION GUIDELINES

1. Submit Food & Brew Vendor Application by **Friday, August 2, 2024.**
 - ***A copy of your public health license must be submitted with your application.***
 - ***Proof of Liability Insurance***
2. Event Day
 - Vendors must be set-up ready to serve by 4pm
 - Venue will open at 1pm to allow vendors to set-up
 - Booth break-down will begin promptly at 9pm. Each restaurant must commit to stay for the duration of the event 5pm-9pm (4 hours).
3. Participants must provide:
 - ***Restaurants:*** Plated food samples for expected number of attendees
 - ***Breweries:*** Tasting samples for expected number of attendees, beer serving is limited to a 5 oz pour and 3 oz for wine
 - ***Breweries:*** Draft Equipment
 - High-resolution logo for event marketing materials (*email to yvette@industrybc.org*)
 - Marketing materials to promote your business
 - Completed “Utility Requirement Form” for electrical needs
 - 2 staff members

All server(s) serving brew tastings must be RBS Certified and onsite for the duration of the event.
4. The Industry Business Council will provide the following items:
 - Promotional posters including participating vendor logos
 - SGV Tribune ad, Yelp promotion, IBC Newsletter articles, and social media promotion of ***Taste of the City*** event
 - One parking spot for set-up
 - Tasting booth accommodations: Two 8-foot tables and two chairs
 - Electricity based on completed “Utility Requirement Form”
 - Keepsake tasting glass
 - Booth banner with your restaurant logo



FOOD & BREW VENDOR APPLICATION

APPLICATION PROCEDURE

1. Please read and sign the **Food and Beer Vendor Guidelines** below
2. Complete the **Utility Requirements Form**
3. Complete the “**Exemption Certification for Community Events**” application
4. Complete the “**Community Event Temporary Food Facility**” application
5. Submit all 4 documents along with a copy of the **public health license** and **proof of Liability Insurance** from the restaurant or brewery that will be donating samples. **Vendors participating in brew tastings must also submit their ABC license number.**
6. Applications can be emailed or delivered to:

Cindy Salas | cindy@industrybc.org | 626-968-3737
15651 Mayor Dave Way, City of Industry, CA 91744

Deadline for Applications: Friday, August 2, 2024

FOOD & BREW VENDOR GUIDELINES

EQUIPMENT

There is **NO** holding kitchen available on site. Restaurant vendors are responsible for bringing their own heating equipment.

FOOD

Ingredients are purchased from approved sources and prepared in the TFF or a permitted food facility. All potentially hazardous foods (PHF) are held at or below 45°F or at or above 135°F. Vendors must have an adequate supply of ice to keep food cold and a separate supply of ice to serve in drinks, if applicable. Food must be stored at least 6 inches above the floor.

ELECTRICITY

Electricity will be provided for on-site heating. Please fill out the attached utility requirement form to indicate the amperage and wattage necessary for your equipment. If you will be using the Expo Center electricity, please bring your own extension cords.

BEVERAGE POLICY

Wine, or craft beer tastings must be pre-approved. Alcoholic beverages must only be served to 21 and older guests wearing designated wristband. IBC will provide tasting glasses. Participant is responsible for keg and tap.

EXEMPTION APPLICATION

All vendors must submit an “Exemption Certification for Community Events” application along with a copy of their public health permit. All vendors must complete sections D and E.

HEALTH PERMITS

All vendors must obtain a temporary food facility health permit. Please fill out the attached form titled "Community Event Temporary Food Facility Application"

GREASE/TRASH

Compost disposal as well as regular solid waste bins will be provided by the event venue. Individual vendors may wish to bring additional small waste receptacles to be used inside and directly outside of their booth.

3 - COMPARTMENT HOT & COLD SINK

A shared washing sink with hot and cold running water under pressure will be provided by the event venue.

HANDWASHING STATION

A handwashing station must be provided by vendor. See attached diagram.

Name (printed) _____ Email _____

Business Name _____ Phone _____

Address _____

Website _____ Social Media _____

_____ Serving Food Tastings

_____ Wine or Craft Beer Tasting

ABC License #: _____

_____ Serving both Food and Wine or Craft Beer Tastings

ABC License #: _____

I have read the rules and regulations included in the "Food and Brew Vendor Guidelines" and I agree to comply with the conditions set forth.

Signature _____

Date _____



UTILITY REQUIREMENTS

This section is used to determine how the Expo Center can best accommodate you. Please fill out the following section as accurately as possible.

- I will bring my own silent generator and will not require the use of the venue's power.
- I will require the use of the venue's power.

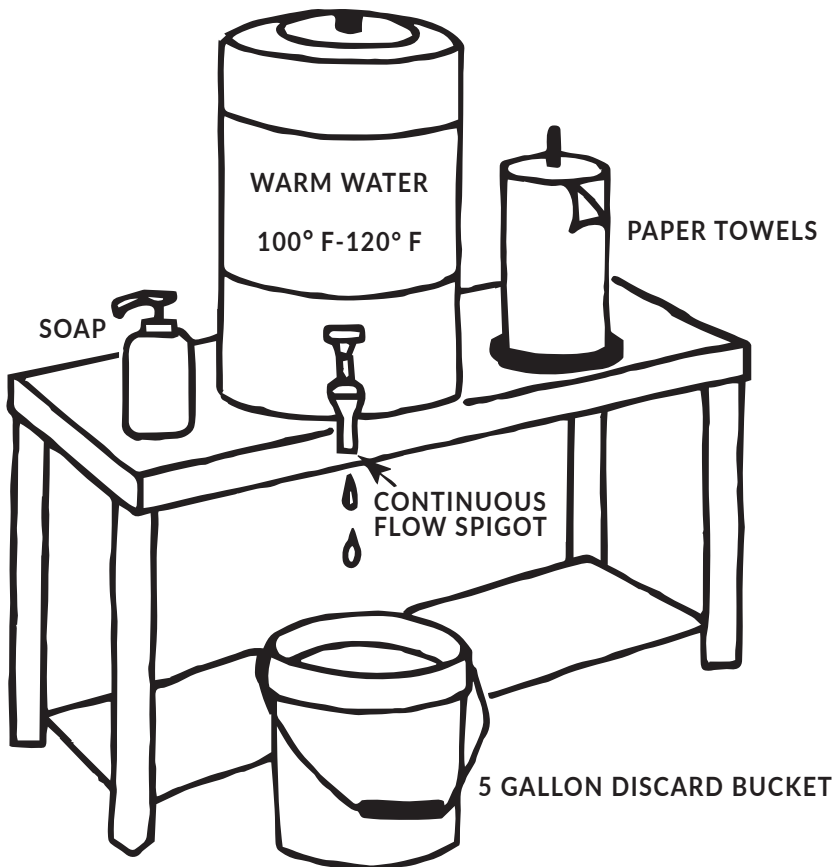
Please list your EXACT electrical requirements. This is written in either watts or amps on each appliance.

_____	Watts	_____	Amps	_____	Volts
_____	Watts	_____	Amps	_____	Volts
_____	Watts	_____	Amps	_____	Volts

Please describe the type of equipment requiring electricity:

FOOD PREPARATION TEMPORARY HAND WASHING STATION

5 GALLON THERMAL CONTAINER



REQUIRED AT EACH BOOTH

THE TEMPORARY HAND WASHING STATION SHOULD CONSIST OF AT LEAST A 5-GALLON INSULATED CONTAINER WITH HANDS FREE SPIGOT THAT PROVIDES A CONTINUOUS FLOW OF WARM PORTABLE WATER (MINIMUM OF 100° F), LIQUID SOAP IN A PUMP DISPENSER, SINGLE USE PAPER TOWELS AND A 5-GALLON BUCKET TO COLLECT DIRTY WATER.

TEMPORARY FOOD FACILITY

Exemption Certification for Community Events

To determine if you meet an exemption, please complete, and sign this form. Under specified conditions, vendor participants, non-profit organizations, blind persons, or veterans who participate in a community event may be exempt from County permit fees and/or the California Retail Food Code (Cal Code) requirements. Submit this form and required documents to communityevents@ph.lacounty.gov at least 30 days before the planned event. If eligibility is not met and a public health permit application is submitted less than 14 calendar days prior to the start of the event, an expedited processing fee of \$50.00 will be assessed.

COMMUNITY EVENT INFORMATION		
Name of Event:	Date(s) of the Event:	
Address of Event:	City:	Zip Code:
Name of Organizer:	Email:	
Mailing Address:	Phone:	
TEMPORARY FOOD FACILITY APPLICANT INFORMATION		
Name of Applicant:	Phone number:	
Mailing Address:	City:	Zip Code:
Email:		
DECLARATION OF EXEMPTION		
<p>Exemption Categories for TFF food booth/vendor. TFF booth may be exempt from a Public Health Permit (PHP) or California Retail Food Code (Cal Code) requirements based on the following. Check applicable section.</p> <ul style="list-style-type: none"> <input type="checkbox"/> You are a for-profit entity, such as a permitted food facility and hold a valid Public Health Permit that: <ul style="list-style-type: none"> • <u>gives food away</u> or <u>sells food</u> at an event with 100% of proceeds going to a nonprofit organization; and • operates not more than three (3) days in a 90-day period; and • received no monetary benefit, other than recognition from participating in an event. You are exempt from permit and fee requirements. Provide a copy of the food facility's PHP. <input type="checkbox"/> You are registered with the IRS as a 501(c) (3) organization and will provide all meals free to the recipients. You are not exempt from a PHP but exempt from the permit fees. Please provide: IRS 501(c) 3 Determination Letter <input type="checkbox"/> You are a veteran and may be eligible for the Veterans Fee Exemption. You are not exempt from a PHP but May be exempt from the fees. Please refer to Application Affidavit Fee Exemption on pages 2-3. <input type="checkbox"/> You are a Blind Person having not more than 10 percent (%) visual acuity in the better eye with corrections. Refer to Application and Affidavit Fee Exemption on pages 2-3. You are not exempt from a PHP but exempt from the permit fees. <p>I Declare and Certify under penalty of law, that the above stated facts and attachments are true and correct pursuant to the California Code of Civil Procedure.</p> <p>Print Name: _____ Position/Title: _____</p> <p>Signature of Applicant: _____ Date: _____</p>		
FOR DEPARTMENT USE ONLY		
<input type="checkbox"/> Exemption Certification approved. <input type="checkbox"/> Applicant does not meet the requirements for an exemption certification.		
DPH EH Reviewer Name: _____ Date: _____		



Exemption Certification for Community Events

APPLICATION AND AFFIDAVIT FEE EXEMPTION

For Veterans - This exemption is in accordance with Section 16102 of the California Business and Professions Code, which allows every Soldier, Sailor, or Marine of the United States who is disabled (unable to perform physical labor), honorably discharged, a registered voter, and a resident of the State of California to hawk, peddle, and vend any goods, wares, or merchandise owned by him/her (except spirituous, malt, vinous or other intoxicating liquor) in an incorporated city without payment of any license, tax, or fee whatsoever, whether municipal, county, or state.

For Blind persons - This exemption is in accordance with Los Angeles County Code, Title 8 section 8.04.670 which allows the blind person who otherwise would be entitled to such license or permit if such person files with the county health officer a certificate by a licensed physician and surgeon or by the Department of Rehabilitation of the state of California that has no more than 10 percent visual acuity in the better eye with corrections.

This application/affidavit, together with listed documentation, is to be filed with the County Health Department in conjunction with the application for a Public Health Permit to operate a food sales business.

SECTION I - APPLICATION

1. BUSINESS NAME: _____
2. BUSINESS LOCATION: _____
3. MAILING ADDRESS: _____
4. PERMIT NUMBER: _____
5. BUSINESS OWNER (Veteran): _____
6. OWNER ADDRESS: _____
7. BUSINESS DESCRIPTION: Describe what kind of foods are sold and the type of facility they are sold from.

8. BUSINESS ARRANGEMENTS WITH OTHERS:
 - A. Describe ownership of products and how they are paid for.

 - B. Describe franchises, consignment commission, and number of employees.

9. SOURCE OF FOOD SUPPLIES: Name and location.

10. PROOF OF OWNERSHIP OF BUSINESS: (SUBMIT COPIES)
Business Lease: _____ Business License: _____ Board of Equalization: _____

Exemption Certification for Community Events

11. VERIFICATION OF OWNER IDENTITY:

Driver License #: _____ State: _____ Class: _____ Expiration Date: _____

Date of Birth: _____ Other: _____

For VETERAN'S OPERATING IN INCORPORATED CITIES:

Please provide all the following:

- (A) Proof of Disability: copy of a California State Disability Insurance Office check stub, copy of payment history from the California State Insurance Office or a physician's statement stating the veteran's inability to perform physical labor (**specific disability percentage rating must be met if the event is held in an incorporated city**)
- (B) Copy of honorable discharge papers (DD214) or other evidence of honorable release from U.S Armed Services
- (C) Proof as a registered voter (from the Registrar of Voters) **and** proof as a resident of California (CA Driver's License/Card)

For VETERAN'S OPERATING IN UNINCORPORATED CITIES:

Please provide the following:

- (A) Copy of honorable discharge papers (DD214) or other evidence of honorable release from U.S Armed Services

For BLIND PERSON

Please provide Certification from the following:

- (A) By a licensed physician and surgeon **OR**
- (B) By the Department of Rehabilitation of the state of California that the blind person is having not more than 10 percent (%) visual acuity in the better eye with corrections

SECTION II – AFFIDAVIT

For Veterans- I UNDERSTAND THAT I AM NOT ELIGIBLE FOR CONSIDERATION FOR A VETERANS' EXEMPTION IF I ENGAGE IN THE SALE OF SPIRITUOUS, MALT, VINOUS, OR OTHER INTOXICATING LIQUOR. Initials _____

THE FOREGOING IS TRUE OF MY OWN KNOWLEDGE, EXCEPT AS TO THE MATTERS WHICH ARE THEREIN STATED ON MY OWN INFORMATION AND BELIEF, AND AS TO THOSE MATTERS, I BELIEVE TO BE TRUE.

I DECLARE AND CERTIFY UNDER PENALTY OF PERJURY, BY THE LAW OF THE STATE OF CALIFORNIA, THAT THE FOREGOING IS TRUE AND CORRECT.

Date: _____ Operator's Signature: _____

SECTION II B For Disabled Veterans

For businesses that will operate only in the unincorporated areas of Los Angeles County:

I, _____, WILL OPERATE MY MOTORIZED ITINERANT BUSINESS ONLY IN THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY.

Operator's Signature _____

OFFICE USE ONLY:

APPROVED BY: _____

TITLE: _____

DATE: _____





TEMPORARY FOOD FACILITY (TFF) APPLICATION

ENVIRONMENTAL HEALTH - COMMUNITY EVENTS PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706

www.publichealth.lacounty.gov/eh – (626) 430-5320



Submit 30 days in advance of the event.

Applications submitted less than 14 calendar days prior to the start of the event will be subject to a late processing fee.

Applications submitted in less than two business days before the event will not be processed.

Type or Print in Black or Blue INK. Enter N/A where requested information does not apply. Do not leave blank fields.

TFF OPERATOR INFORMATION		EVENT INFORMATION	
Name of TFF Booth:		Event Name:	
Name of Operator/Owner:		Date (s) of Event:	
Mailing Address:		Event Address:	
Contact Phone Number:		Event Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
Email:		Hours of TFF Operation Set Up Hours: _____ to _____ Event Hours: _____ to _____	
Name of Person-in Charge: _____		Temporary Food Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Food Cart <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Annual Food Booth	
Cell Phone:			
Event Organizer's Name:		Number of Food Employees:	
Event Organizer' Contact Number:		Event Frequency: <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event	
FOOD OPERATION			
<input type="checkbox"/> Pre-packaged food only <input type="checkbox"/> Pre-packaged food with sampling <input type="checkbox"/> Food demonstration <input type="checkbox"/> Food preparation (all food preparation is to be completed within the food booth or at a permitted food facility)			
FOOD BOOTH CONSTRUCTION			
Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection. Prepackaged food booths require a washable floor and overhead protection.			
Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood Other: _____ Floor materials: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Other: _____ Walls materials: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood Other: _____			
Booth supplied by: <input type="checkbox"/> TFF Operator <input type="checkbox"/> Event Organizer <input type="checkbox"/> Rent from: _____			
Booth Size: _____			
Size of Pass Thru Window: _____			

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F/45°F) during hours of operation.

Cold Holding: Mechanical refrigerator Ice Chest Cold Table
 Other (Specify): _____

Hot Holding: Steam Table Electric Soup Warmer
 Chafing Dishes Electric Rice Cooker/Warmer
 Hot Holding Cabinet (Cambro) Hot Dog Roller Grill
 Heat Lamp Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held between 42°F and 45°F **shall be destroyed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

I agree to voluntarily destroy any and all potentially hazardous food(s) held between 42°F and 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency.

_____ *Initial*

EQUIPMENT/UTENSILS

Will multi-use kitchen utensils be used inside the booth for food preparation?

Yes (complete Utensil Washing section and Liquid Waste Removal section) No Not Applicable

Utensil Washing

(Detergent, sanitizer, and test strips must be available at 3-compartment sink)

3-compartment sink within food booth Shared 3-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

Chlorine Quaternary Ammonia Iodine

Identify all equipment that will be used for food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Charbroiler Mixer Blender

Other (Specify): _____

Please contact the Fire Department if using propane, open-flame equipment, charcoal, or wood for safety requirements.

Identify all utensils (knives, scoops, spatulas, bowls) that will be used for food preparation at the food booth:

Specify: _____

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.).

FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

Sneeze Guards Hinged Chafing Dishes Only pre-packaged food or bottled drink

Prepared and stored away from the customers Individual portion samples

Other (Specify): _____

Identify overnight food and utensil storage location for events longer than 1 day: _____

Food and utensils must be stored overnight in a secure, vermin proof and weatherproof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.

HANDWASHING FACILITIES

Handwashing sinks are required in a TFF that handles open food.

Handwashing sinks with warm and cold running water, hand soap, single-use towels, and a trash receptable must be provided at all handwashing sinks.

Provided by:

Event Organizer Food Operator Pre-packaged only (not required)

Type of handwashing sink that will be used:

- Permanently plumbed sink with hot and cold water under pressure
- Self-contained portable sink (with potable water and wastewater holding tanks)
- Gravity-fed warm water (100°F) with spigot and catch basin may be approved for events that operate for 3 day or less and *wastewater must be properly disposed.*

Water Source: _____ **Volume of Water:** _____ **Gallons**

FACILITY REQUIREMENTS

Electrical Supply

Provided by: Event Organizer Food Operator

If the event is scheduled for more than one day, will the TFF(s) have continuous electricity to power refrigerator(s) overnight?

Yes No

Toilet Facilities for Food Employees

Provided by: Event Organizer Food Operator

Refuse/Trash Removal

A trash receptacle must be provided inside the TFF booth

Is the event organizer providing refuse/trash services?

Yes No

If no, provide refuse service information:

Name/Company: _____

Address: _____

Phone: _____

Frequency of trash/refuse removal _____ times/per day

Liquid Waste Removal

Is the event organizer providing liquid waste removal service from all areas of the event including within the booth?

Yes No

If no, provide liquid waste removal service information:

Name/Company: _____

Address: _____

Phone: _____

Frequency of liquid waste removal _____ times/per day

TEMPORARY FOOD OPERATOR ACKNOWLEDGEMENT

As the Temporary Food Facility Owner/Operator, you acknowledge that you understand your role and responsibilities by initialing the following statements:

- 1 Rapid reheating/cooking devices (e.g., flat grill, BBQ) must be available and capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, and crockpots are not designed for rapid reheating.
- 2 Hot-holding devices (e.g., steam table, heat lamp) must be capable of holding hot foods at or above 135°F at all times.
- 3 A probe thermometer for checking internal food temperatures must be on-site and available for use at all times.
- 4 A handwashing station available and equipped with warm water (100-108°F), a spigot providing a continuous stream of water that leaves both hands free to allow for vigorous rubbing and supplied with soap and single use paper towels throughout the event. A catch basin is required to be set up **within** the food preparation area and easily accessible for use before beginning any food preparation.
- 5 All food handlers have been trained in food safety.
- 6 All booths must have overhead protection, and open food preparation areas must be fully enclosed to protect the food from outside contamination.
- 7 A smooth and easily cleanable floor will be used if the booth is located on dirt or grass (booths located on asphalt/concrete do not require additional flooring).
- 8 The applications must be submitted at least 14 days before the event. All late applications will be assessed a late fee at the time of processing. I understand a supplemental fee will be invoiced, in addition to the required permit fee, if the application submittal and/or modifications to the original application are submitted less than 14 days before the event start date. Modifications include, but are not limited to, correcting incomplete applications for changes to the menu, participating vendors, or warewashing facilities.
- 9 No ill employees will be working with food, food contact surfaces, or equipment.
- 10 I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate the event, suspension of the approval to operate the affected food booths, and/or may result in the filing of misdemeanor charge. *California Retail Food Code Section 114395*
- 11 I understand that I am responsible for obtaining approval from all applicable agencies, including the local fire department, planning department and Alcohol Beverage Control.
- 12 I understand that I will be charged up to three times the permit fee if found operating without a valid health permit. I understand that permits are non-transferable.
- 13 I understand that once the application is reviewed, the permit fee is non-refundable, including any late penalty fee.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I consent to all necessary inspections made according to law and incidental to the issuance of this permit and the operation of this business. I understand and hereby consent to any information I provide on this permit application to be considered a public record subject to disclosure under the California Public Record Act.

Application Completed By:

Printed Name: _____ **Title:** _____

Applicant Signature: _____ **Date:** _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received: _____	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for denial:	Reviewer Signature _____ Date:	
<input type="checkbox"/> Application Reviewed			
Amount Paid:	Invoice #:		

FEES ARE NONREFUNDABLE

Community Event Fee Descriptions	Fiscal Year 2022 – 2023 Fee
Pre-packaged TFF	\$82.00
Pre-packaged TFF with Samples	\$116.00
Food preparation TFF	\$184.00
Food Demonstration TFF	\$59.00
Pre-packaged Annual Site Specific TFF	\$164.00
Pre-packaged Annual Site Specific with sampling TFF	\$209.00
Food preparation Annual Site Specific TFF	\$507.00
Seasonal Pre-packaged TFF	\$82.22
Seasonal Pre-packaged with Samples	\$116.00
Community Event Organizer	\$358.00
Out of County/Unpermitted Mobile Food Facility (Pre-packaged)	\$82.00
Out of County/Unpermitted Mobile Food Facility (Open Food)	\$184.00
Late Fee (minimum \$50 or 25% of fee)	Varies

Payment Options

Pay Online:

You can pay for your Public Health Permit online using your Credit Card (Visa, MasterCard, American Express, Discover), Debit Card, or Electronic Check (ECheck). Please note that there is an additional convenience fee charge per transaction using online payment. The convenience fee for Credit/Debit Cards is 2.22% (with a minimum of \$1.49) and \$0.49 for Electronic Checks.

Scan QR Code (For Service Request) below for Online Payment option. Note: All applications must be received, and an invoice obtained prior to paying online.



Pay In-Person:

You may make a payment in person at the Environmental Health Headquarters located on the address below or any of our other Environmental Health District Offices between the hours of 8:00 am – 4:00 pm, Monday through Friday. Please contact the Community Events Program for available offices to make a payment. An acceptable form of payment includes Cash, Cashier’s Check, or Money Order (Please note: No personal check). Cash payments made in person must be in the exact amount. Please have your Account ID number and Invoice number available at the time of payment.

Department of Public Health - Environmental Health Division
 Permit and Licensing Program – Cashier/Registration
 5050 Commerce Drive
 Baldwin Park, CA 91706
 (626) 430-5350

Visit our website for other locations at <http://publichealth.lacounty.gov/eh/>

Payment Instructions:

- You will not be able to make a payment until your applications have been received and an invoice generated.
- Please have your Account ID number **and** the Invoice number ready. Both are available on the invoice statement.
- Payments made online must be paid in full, no partial payments will be accepted.
- You will need to accept the online payment process Terms and Conditions in order to complete your payment.
- **Important** - Once your online payment has been accepted; you must print your receipt and submit a copy of the receipt to the Community Events Program for proof of permit fee payment prior to the permit being issued. **Proof of payment must be submitted before the review of your applications will begin. If proof of payment is not submitted at least 14 days prior to the event, applications will be subject to the late fee, regardless of when the application was submitted to Environmental Health.**

Should you have any questions or concerns, please feel free to contact us at communityevents@ph.lacounty.gov or (626) 430-5320 from 8:00 a.m. to 5:00 p.m., Monday through Friday, except Holidays.