



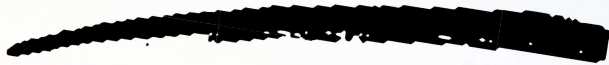
LOS ANGELES CONVENTION CENTER

SAMPLING GUIDELINES

TASTE | *Levy*
LOS ANGELES

SAMPLING GUIDELINES

LOS ANGELES CONVENTION CENTER



THE SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS **STRICTLY PROHIBITED**. ALL FOOD AND BEVERAGE THAT IS NOT A PART OF SAMPLING MUST BE CONTRACTED THROUGH LEVY RESTAURANTS.



INCLUDED IN THIS PACKET

SAMPLING FORM + GUIDELINES

Review + fill out the form.
RETURN TO LEVY.



LINK
TO SAMPLING FORM

COI GUIDELINES + SAMPLE

Review + return with the the Sampling Form.
RETURN TO LEVY

TFF APPLICATION

Review + return to your
EVENT ORGANIZER (Show Management)

Estimated Health Department Fees

Subject to change, please work directly with the health department.

1. **ORGANIZER PERMIT:** \$ 358.00
2. **FOOD DEMONSTRATOR** \$ 59.00 (ONLY SAMPLING THE PRODUCTS AND NO SALES INVOLVED)
3. **TFF PRE-PACKAGED** \$ 82.00 (FOR SELLING THE PRODUCTS AND NO SAMPLING)
4. **TFF PRE-PACKAGED WITH SAMPLING** \$ 116 (IF YOU ARE SAMPLING AND SELLING THE PRODUCTS AT THE SAME TIME)
5. **FOOD PREPARATION** \$ 184.00

PLEASE BE ADVISED THAT APPLICATION SUBMITTED LESS THAN 14 CALENDAR DAYS PRIOR TO THE START OF THE EVENT WILL BE SUBJECTED TO AN EXPEDITED PROCESSING FEE.



SAMPLING AUTHORIZATION GUIDELINES

POLICY FOR FOOD AND BEVERAGE DISTRIBUTION

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute SAMPLES of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

GENERAL INFORMATION FOR SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies. If they are not Manufactured, Processed or Distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy Restaurants and we will be happy to help you arrange these catering services.
2. If you do Manufacture, Process, or Distribute the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages can be a maximum of 4oz. Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an 8oz Sample Size is permitted.
 - b. Food items are limited to "bite size", not to exceed 2oz. portions. For Food Shows the sample size should not exceed 6oz.
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company Manufactures, Processes or Distributes Alcoholic Beverages and this product is related to the purpose of the show then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. A charge of \$200.00 per day, per distribution location will be paid to Levy Restaurants in full prior to show/event. This fee is non-negotiable and non-refundable
 - b. Products must be legally procured, properly registered and tax paid.
 - c. There is no purchase requirement with the tasting of samples.
 - d. There is no cooperative advertising associated with the event.
 - e. Wine and spirits manufacturers or their agents must be registered pursuant to the event states regulations.
 - f. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and the event location as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Event Services.
5. **Storage, Delivery, or Kitchen Use:**
 - a. If you as the Manufacturer, Processor or Distributor require any product storage, delivery, or kitchen use the following charges may be assessed:
 - i. \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - ii. Designated Attendant required for booths that request storage - \$250.00 for four hours, \$50.00 for each additional hour. Attendant to deliver product when requested.
 - iii. \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
 - iv. \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
 - v. \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
 - vi. Additional charge for Rental of Equipment, subject to availability.
6. **Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.**

SAMPLE PORTIONS MUST BE UNDER THE FOLLOWING LIMITS

- Beer 4 oz.
- Wine / wine coolers / spirit coolers 2 oz.
- Liquor / liqueurs 0.5 oz.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.

Distribution of alcoholic products must be monitored & overseen by a staff bartender from Levy Restaurants in compliance with Event State Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D.



CERTIFICATE OF INSURANCE						ISSUE DATE	
PRODUCER			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Vendor/ Supplier or Sub Contractor			COMPANIES AFFORDING COVERAGE				
			COMPANY LETTER	A Carrier with at least B+ Best rating & VI Financial Size			
			COMPANY LETTER	B			
			COMPANY LETTER	C			
			COMPANY LETTER	D			
			COMPANY LETTER	E			
COVERAGES							
THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY				GENERAL AGGREGATE	\$ 5000000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$ 5000000	
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY	\$ 1000000	
					EACH OCCURRENCE FIRE	\$ 1000000	
					DAMAGE (Any one fire)	50000 \$	
					MEDEXPENSE(Anyonepers on)	5000	
A	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$ 1000000	
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$	
	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
	SCHEDULED AUTOS				PROPERTY DAMAGE	\$	
	HIRED AUTOS						
	NON-OWNED AUTOS						
	EXCESS LIABILITY				EACH OCCURRENCE	\$	
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$	
	OTHER THAN UMBRELLA FORM						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS		
	EACH ACCIDENT				\$ 500000		
	DISEASE-POLICY LIMIT				\$ 500000		
	DISEASE EACH EMPLOYEE				\$ 500000		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS							
<p style="background-color: yellow;">The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.</p>							
<p>The "Additional Insureds" are a list of legal entities for both our company and the building owner that are specific to your location. If the "Additional Insured's" are on a second page, it is critical that this section reflects the existence of the "Additional Insureds" page. Either the front of the certificate or the attachment must acknowledge the paragraph as "Additional Insureds". It is not acceptable to specify on the certificate "see attached".</p>							
CERTIFICATE HOLDER				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			

CD 37 (6-94)

Levy Restaurants + the
Event Location's Address



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: _____			

FOOD TO BE SOLD/SERVED

All food preparation shall be prepared either in the temporary food facility/booth or at an approved food facility.

List food items to be sold/served: (BBQ chicken, burrito, pizza, cookies, burgers, candies, churro, coffee, etc.)	Check if sold as commercially pre-packaged: (In original package or unopened container)	Identify types of preparation: (cutting, washing, cooking, reheating, portioning, assembly, etc.)	Identify food preparation location (on site, restaurant, shared kitchen, commissary, food processing, etc.)	Identify type of temperature control equipment (steam table, ice chests, refrigerator, chafing dish, crockpot, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the temporary food facility or at an approved, permanent food facility that capable of supporting the type of food preparation completed. A Shared Kitchen Agreement form must be completed. If the operator of the approved, permanent food facility does not accept liability for all food production, a separate Dependent Food Operator Permit is required. Identify any facility where advanced preparation will take place.

☐ Shared Kitchen Agreement was submitted.

If the approved facility/kitchen is not located in LA County. Provide a copy of the health permit.

☐ Dependent Food Operator Permit is required

Name of Facility: _____ **Permit/PR #:** _____

Facility Address:

Method of food temperature control used during transportation:

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 receptacle 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

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

Toilet Facilities for Food Employees

Provided by: ☐ Event Organizer ☐ Food Operator

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

FEES ARE NONREFUNDABLE

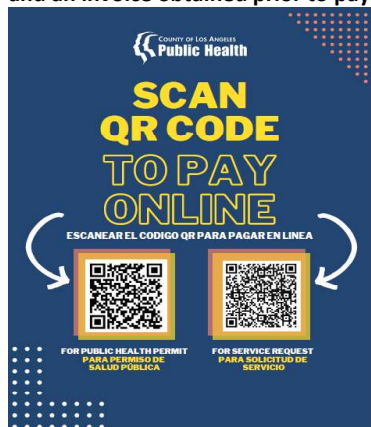
Community Event Fee Descriptions	Fiscal Year 2022 – 2023 Fee
Pre-packaged TFF	\$82.00
Pre-packaged TFF with Samples	\$116.00
Food preparation TFF	\$184.00
Food Demonstration TFF	\$59.00
Pre-packaged Annual Site Specific TFF	\$164.00
Pre-packaged Annual Site Specific with sampling TFF	\$209.00
Food preparation 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.

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