

# Safe Food & Fire Compliance at Special Events



**PermitSF**



**SAN FRANCISCO  
OFFICE OF SMALL BUSINESS**

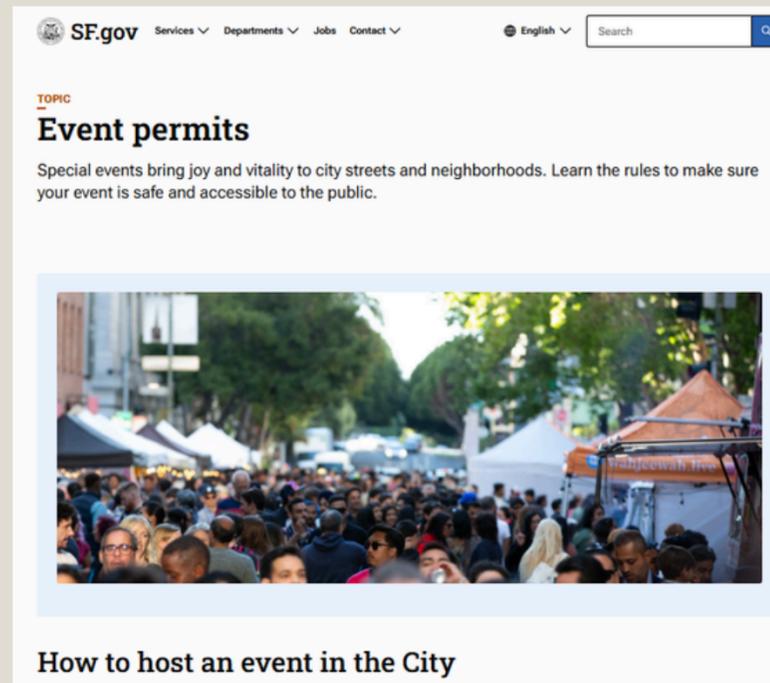


**San Francisco  
Public Health**



Webinar | February 25, 2026

# New resources to support Special Events



**New online  
pre-application form  
& consolidated  
information**

[sanfrancisco.ca.portal.opengov.com](https://sanfrancisco.ca.portal.opengov.com)  
&  
[SF.gov/EventPermits](https://SF.gov/EventPermits)



**New Special Events  
support team:  
Marianne Thompson &  
Lauran Acevedo**

Email  
[SpecialEventSF@sfgov.org](mailto:SpecialEventSF@sfgov.org)  
with questions about your  
event.

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# Department of Public Health requirements

## Temporary Event as defined by SFDPH:

A **community event** open to the general public that is of civic, political, or educational nature

A public event that is **free or a ticket/pass can be purchased** by the general public

An event that is **advertised** through media (i.e. social media, internet, tv, radio, newspaper)

- A community event cannot exceed 25 operating days within a 90-day period.
- Private events that are invitation only do not require a Temporary Event Permit from DPH (i.e. weddings, specialized conventions)



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# Examples of Temporary Events

- Street fairs and festivals
- Musical and artistic presentations
- Sporting events
- Community celebrations/events
- Trade shows and/or product introductions at which food is sold or given away to the public



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# Temporary Food Facilities

A food facility operating out of a temporary set up at a fixed location that operates in conjunction with a community event.



A TFF can only operate when held in conjunction with a community event.



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## Do you need a permit from SFDPH?

A permit is required for any event that is open to the public and has food and/or beverage vendors setting up as a Temporary Food Facility.

This includes:

- Any event selling, giving away, or provide sample food/drinks to the public.
- An event where all the food is prepackaged.
- An event that only has beverages or bar services.



Exemption: Non-profit organizations where 100% of the proceeds of food and beverage sales are donated to the non-profit organization. [Craven Allowance Forms](#)



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## Steps to obtain a permit

The event sponsor must submit all applications to SFDPH **at least 14 calendar days** prior to the event.

- **Sponsor Organizer Application**
  - Completed by the event sponsor
- **TFF Concessionaire Applications**
  - Completed by each Temporary Food Facility Vendor.
  - Annual permit holders can submit a copy of their Permit to Operate.
- **MFF Concessionaire Applications**
  - Completed by each Mobile Food Facility Vendor. This includes San Francisco permitted food trucks and out of county food trucks.
- **Site Map** with booth locations
- **Vendor list** – list of all food booths and trucks



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<https://www.sf.gov/sell-food-at-special-events>

## Steps to obtain a permit (continued)

Once all documents have been reviewed and approved, an invoice will be issued to the event sponsor for all the food vendors.

Permit to Operate is emailed to sponsor when invoice is paid.

One permit is issued for the entire event.



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# Risk Categories and Permit Fees

## High Hazard Booth

Food booth with cooking, slicing, mixing, or other food/drink preparation on site.

## Low Hazard Booth

Pre-packaged non-perishable foods/drinks (with or without sampling).

## Mobile Food Trucks

San Francisco Mobile Food Facilities (MFF) are not charged\*

\*Out of county food trucks are charged the same fee as a high hazard or low hazard booth.



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# Types of Temporary Food Facility (TFF) Permits

## One time TFF permit

- For a single special event
- Submit TFF Concessionaire application to event
- You are charged per event.

## Annual TFF Permit

- Allows vendors to participate in multiple temporary events (including Certified Farmer's Markets) throughout the year under one annual fee
- Must submit a separate online application
- Once approved, no additional DPH fees are charged to the event sponsor to operate
- This permit fee is approximately the cost of 4 individual event fees



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# Food Safety | Preparation for the event

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## Rapid Cooling

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Cool all hot potentially hazardous foods (PHFs) rapidly

From 135°F to 70°F within 2 hours  
and immediately

From 70°F to 41°F within 4 hours.  
(6 hours or less)



Must have adequate ice over food



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# Proper Booth Set Up

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# Booth Construction

## Fully Enclosed

Required if conducting food preparation activities: food assembly, portioning, slicing, cooking with no open flame, etc.



## Overhead Covering (Canopy)

- Always required for outdoor events
- Pre-packaged foods only – no open food or drinks



## Overhead Covering with No Side Walls

- Selling pre-packaged food only – sampling pre-packaged or pre-portioned food samples
- Storing pre-portioned, unpackaged food items (e.g. cookies, cupcakes, and donuts) in food compartments
- Beverage bars



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# Flooring



**Dirt, grass, decomposed granite, or porous surfaces** require additional flooring such as a tarp or plywood



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# Hand washing station

- Required when handling open food and beverages
- Must be set up prior to any food handling and preparation
- Hand wash should consist of an insulated water dispenser with a spigot to provide free-flowing water and capable of holding water at 100°F.
- Liquid pump soap, paper towels, and a catch basin for waste water are required
- Heat water at the commissary or at the food booth

Approved water dispensers:



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# Utensil washing station

Ware washing facility must be operational inside booth or outside the booth with covers before food preparation begins

Example set up:



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# Sanitization

Provide sanitizer and buckets for wiping cloths to keep space clean and safe

Examples:



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# Proper HOT and COLD holding

Hot hold foods  
at/above 135°F



Cold hold foods  
at/below 45°F



Reheating is allowed  
with proper equipment



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# Cooking

## Minimum cooking temperatures

- Pork, egg, fish = 145°F
- Ground meat = 155°F
- Poultry, stuffed foods = 165°F
- Reheating = 165°F

## Outside cooking / grilling

- BBQs, deep fryers and other cooking equipment may be located adjacent to the food booth IF required by the local Fire Department
- After cooking, food is to be brought inside the booth and placed in hot-holding equipment
- Perimeter fencing (caution tape, barrier, fence, etc.) is required to prevent public access to outside cook area



# If you are providing food/beverage samples

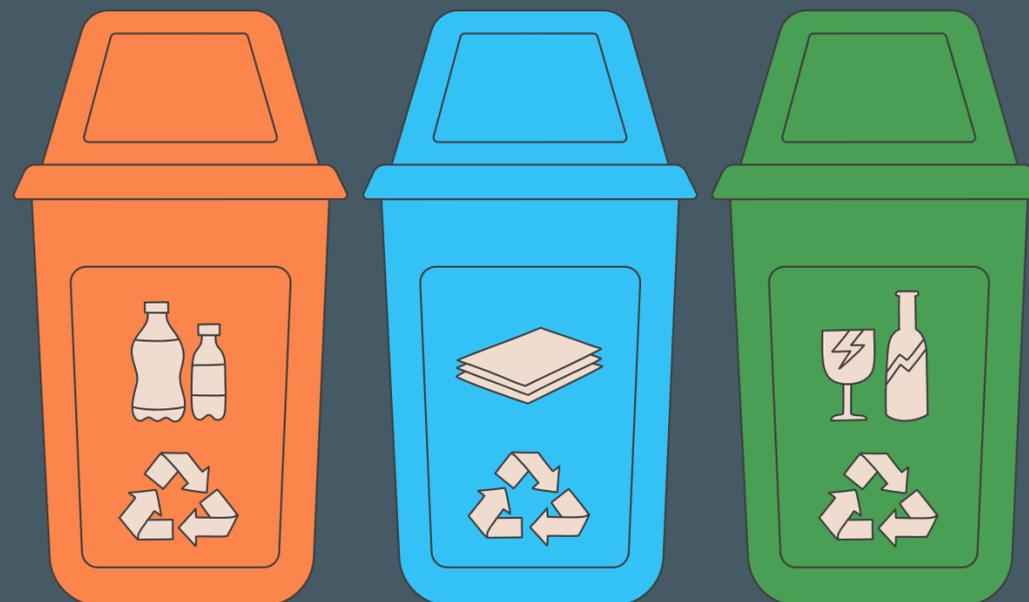
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- Open food/beverage samples or portioning activities must have handwash and warewash stations within the enclosed booth
- Open food or beverages must be protected from contamination (i.e. sneeze guards or booth staff handing out samples to the public )



# Waste Disposal

- Leak proof trash container must be provided inside the booth
- Liquid waste must be properly disposed of at a sanitary sewer (i.e. mop sink or portable gray water tank)
- All refuse shall be stored and disposed of in a sanitary manner



# Restrooms

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Approved toilet and hand wash facilities required within 200 feet of the Temporary Food Facility





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## Temporary Event Program

49 South Van Ness, 600  
San Francisco, CA 94102

## Contacts

**Kyle Chan** – [kyle.chan@sfdph.org](mailto:kyle.chan@sfdph.org)

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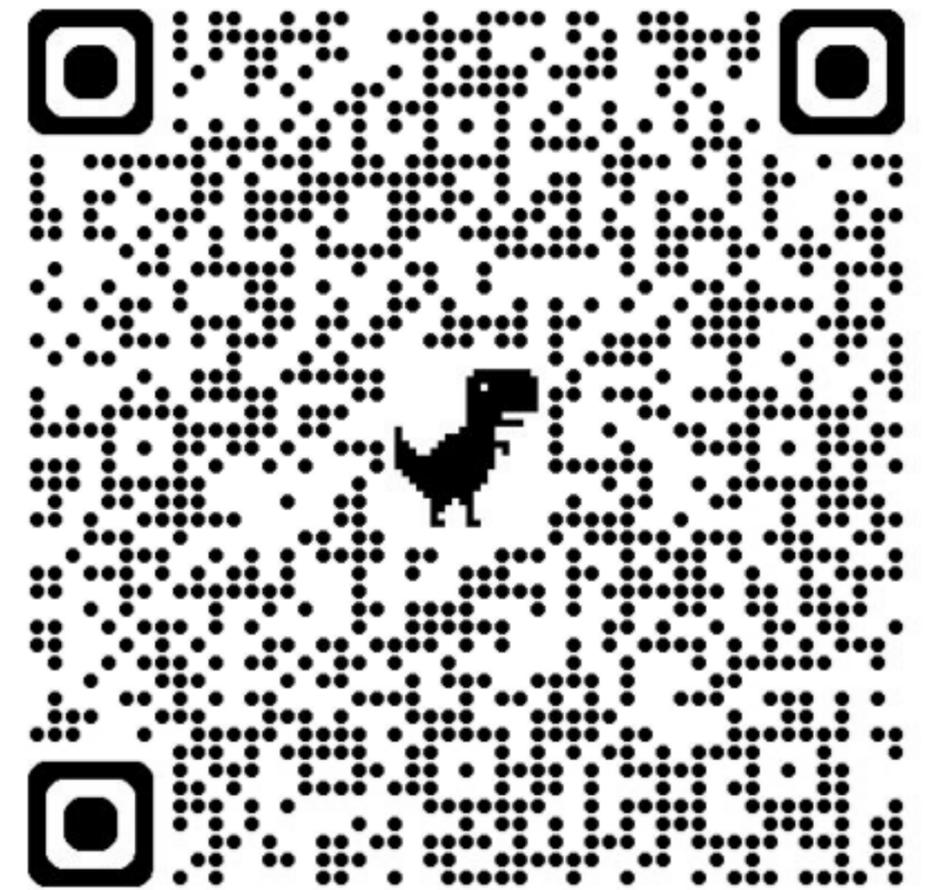
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# San Francisco Fire Department requirements

# SFFD ADMINISTRATIVE BULLETIN 5.10

All cooking vendors shall comply with SFFD Administrative Bulletin 5.10

Safety Requirements for regulated activities at outdoor Food & Street Fairs



# Vendor Acknowledgement Form

All cooking vendors shall sign the acknowledgement form that they have read and will comply with SFFD Administrative Bulletin 5.10

**San Francisco Fire Department** Division of Fire Prevention & Investigation



BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**EVENT INFORMATION**

NAME OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

**VENDOR ACKNOWLEDGMENT RECEIPT FORM**

Please read and complete this form. The completed vendor acknowledgement form, permit application, required documents, and appropriate SFFD fire permit fees must be returned to the Event Sponsor at least (10) business days prior to the event for submission by the Event Sponsor to the SF Fire Dept.

A signed copy of this form and permit application must be on file with the Bureau of Fire Prevention prior to using LP-gas (propane, butane), charcoal briquettes, wood chips, open flame devices, or flammable/combustible liquids at any food or street fair in the City and County of San Francisco.

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I, (print name) \_\_\_\_\_, the owner/agent/responsible party acknowledge receipt of SFFD Administrative Bulletin No. 5.10 ("Safety Requirements for Regulated Activities at Outdoor Food and Street Fairs"). Furthermore, I agree to inform all staff and/or employees of the above guidelines for each regulated activity.

**I understand that all equipment used during the event shall meet the requirements of the San Francisco Fire Code and A.B. 5.10 or the equipment shall be removed.**

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

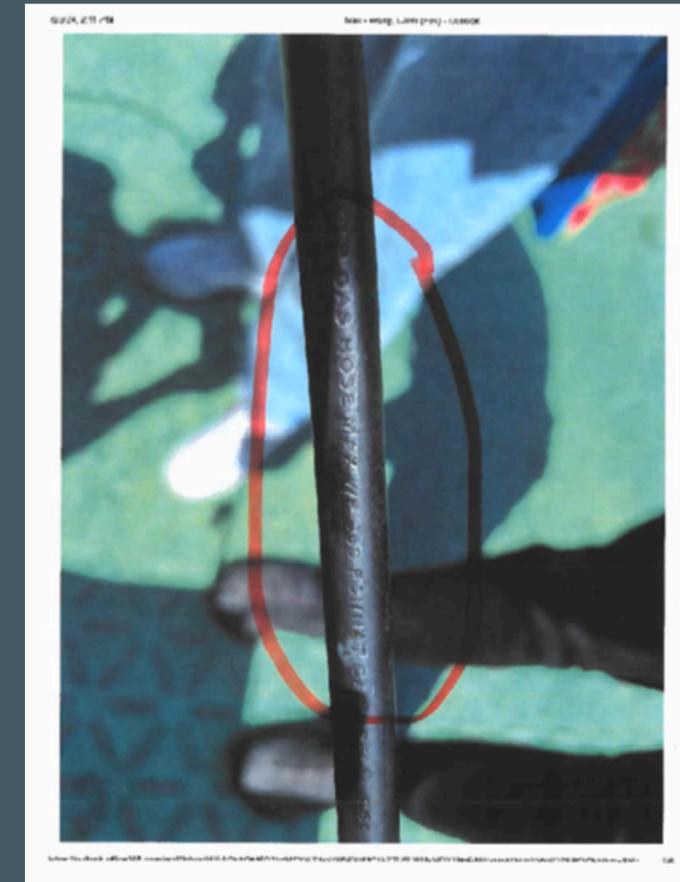
AB 5.10 permit vendor form (Form Rev. 01/01/11)





# LP-Gas propane hose

- Approved and listed for LP-Gas use
- Rate at a maximum pressure of 350 PSI
- Label shall be visible
- Hose shall be in good condition
- Hose length shall provide a minimum separation of 5 ft. between the cooking appliance and the fuel (LP-Gas tank)





# Hose clamps shall be machine crimped

Adjustable hose clamps are prohibited





# Damaged hose shall not be used

Not acceptable:

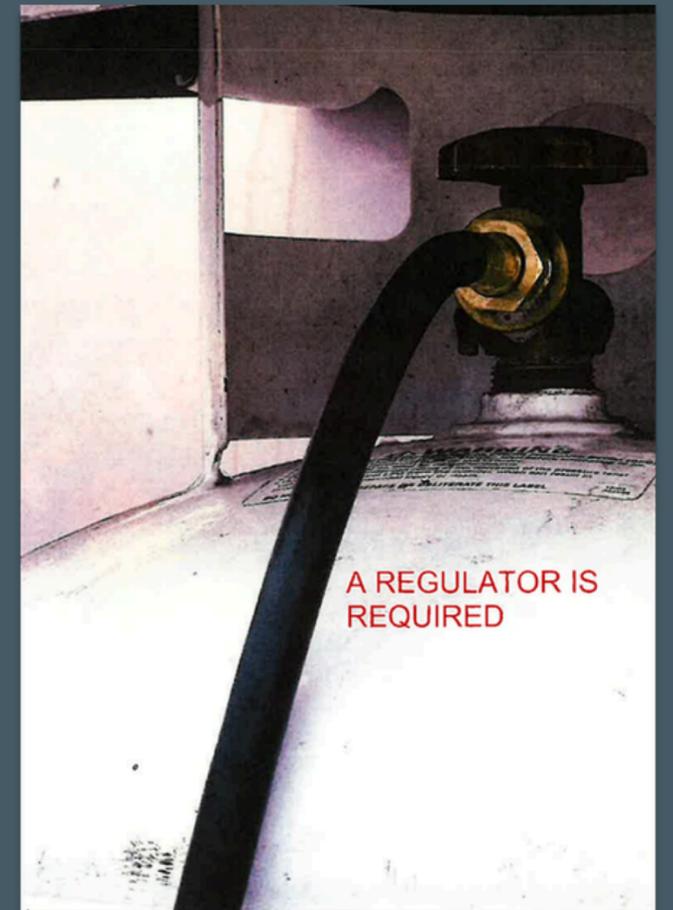
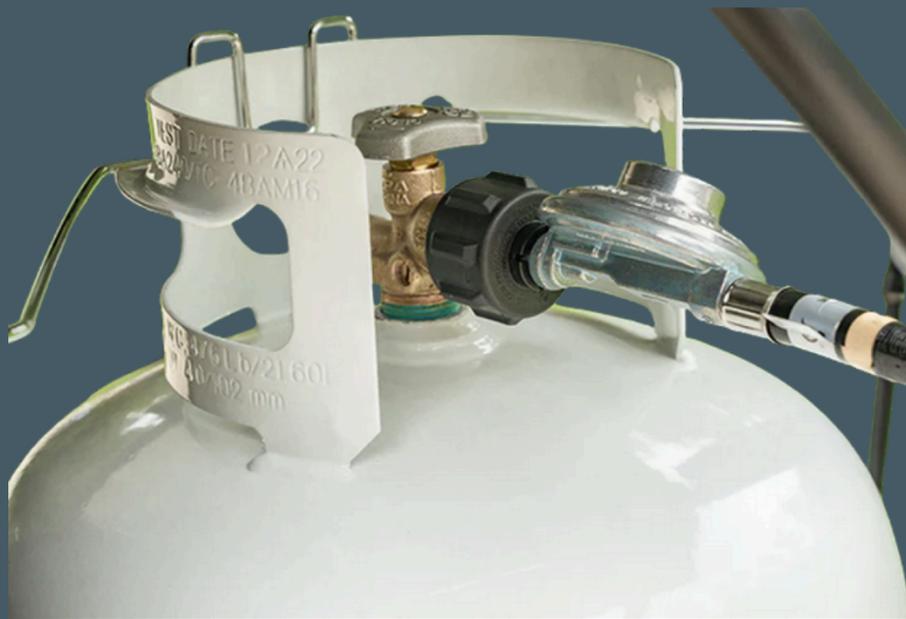
- Cracks
- Abrasions
- Gouges
- Grooves
- Cuts





# A gas regulator is required as close as possible to the tank

- Adjustable regulators are prohibited.
- Pressure settings shall be fixed for the cooking appliance.

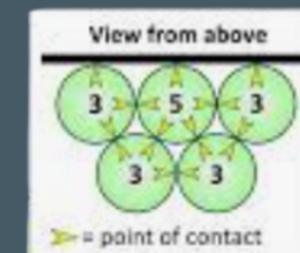
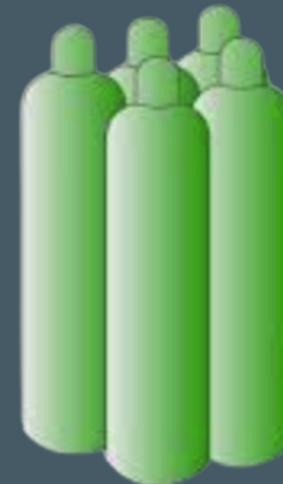




# LP-Gas Cylinders

Propane tanks shall be used upright and stored secured upright to avoid tipping over:

- Crates
- Approved tank holders
- Nesting (3-point contact) with bungy cords.
- Storage of spare LP-Gas tanks for change outs need SFFD approval





# LP-Gas Cylinders (continued)

Tanks shall be in good condition

- No Rust
- No Dents
- No Gouges
- No Damaged Collar

Propane tanks shall not be next to combustible/flammable liquid

- 20 ft. separation required





# Leak Test

## Soap test for gas leaks

- If there are bubbles, there is a gas leak
- Test all connections
  - Tank to hose
  - Regulate to hose
  - Hose Connectors
  - Anything that can be disconnected
- Vendors cannot use the appliance until the leak is fixed
- Changing out tanks are prohibited unless approved by the SFFD – Requires retest for leaks each time a connection is broken
- Spare LP-Gas tanks are not allowed at the prep and cooking areas

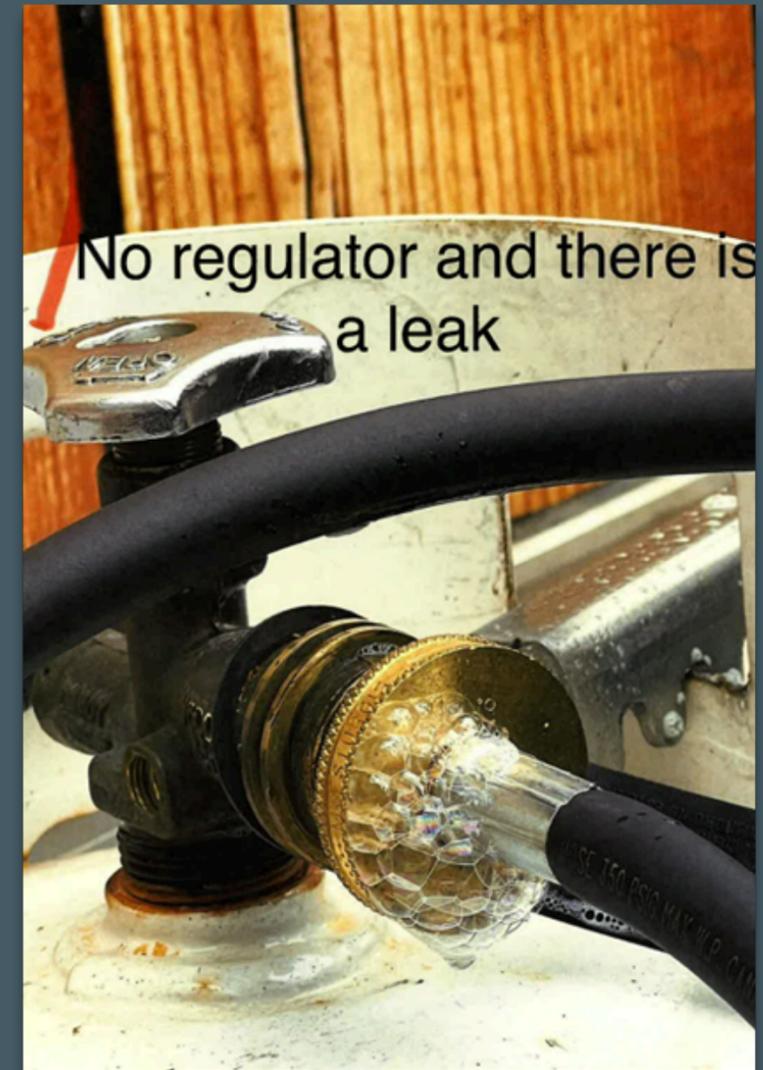


← leaks





# Unapproved and damaged equipment are prohibited:

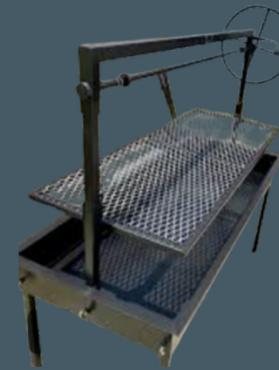




# Open flame use

## Examples:

- Charcoal BBQ grills
- Wood burning ovens
- Sternos for chafing dishes



Provide non-combustible container for ashes and unused smoldering materials

Minimum 5 ft. separation from LP-Gas tanks

Minimum 5 ft. separation from tents

No open flame inside tents and under canopies



# Portable generators

Types:

- Gasoline
- Diesel

Not permitted: extra fuel on site

Refuel away from event space/cooking area

Refuel only when generator has cooled down

Minimum 5 ft. separation from LP-Gas tanks

Minimum 5 ft. separation from tents

Shall have 40BC fire extinguisher on site





# Butane cassette feus

- Shall be approved for indoor and/or outdoor use
- Shall be approved and listed (UL)
- Butane fuel canisters and cassette feus shall be from the same manufacturer
- Not allowed indoors, inside of tents and under canopies.
- Pots and pan shall not extend over fuel compartment
- Shall be used for warming or low volume cooking only





# Cooking appliances

Recommend commercial appliances

Shall not be modified

Shall not be damaged or missing parts

Shutoff knobs required





# Mobile Food Facility (Food Truck)

Fire Department requirements:

## Temporary Permit – per event or location

- One day
- Period of not more than one year
  - Fixed location – farmers markets, Stern Grove Summer Music Festival, etc.

## Operational Permit

- License is renewed annually (shown on bill from SF Treasurer & Tax Collector)
- Can operate at a fixed location approved by DPW and
- DPH or at any events (street fairs, events, Outside Lands Music Festival, etc.)
  - No additional permits required
  - Proof of current SFFD Inspection Decal
  - Proof of current license from SF Treasurer & Tax Collector



Access to pull station and all fire extinguishers



# Cooking area set up

10 ft. X 10 ft. point of sale/prep tent/canopy:

- No griddles
- No cooking
- No LP-gas

10 ft. X 10 ft. hot/cooking area (open to the sky):

- Ensure cooking appliance is 5 ft. away from the tent
- Ensure LP-gas cylinder is 5 ft. from appliance and not inside of the tent

Maximum 20 gallons (4 tanks) of LP-gas

Prep areas and cooking areas shall not obstruct:

- Fire lanes
- Egress paths
- Exits

Prep areas and cooking areas shall not be used as storage areas for combustible/flammable gases/liquids



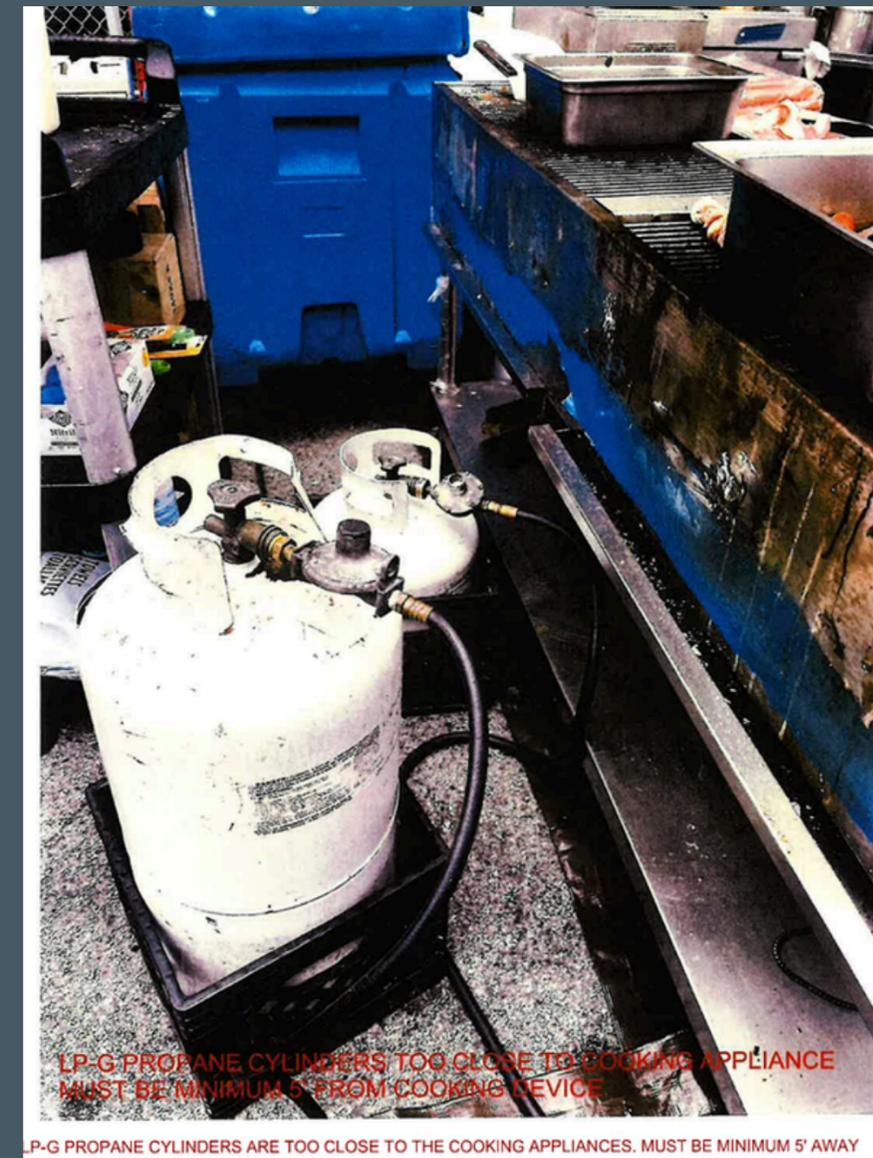
# Distance requirements

Cooking appliance shall be a minimum 5 ft. from tents

Propane cylinder shall be a minimum 5 ft. from cooking appliances

LP-Gas hoses shall be long enough to provide the minimum separations

Cooking appliances and LP-Gas cylinders shall not be inside of tents or under canopies





# Cooking tents

- Cooking that produce grease laden vapors is prohibited
- Enclosed Appliances (cannot see open flame) are allowed
  - Ovens, chafing dishes, etc.
- Shall have California State Fire Marshal certification of flame resistance
- Shall not obstruct fire lanes, egress paths, and exits
- Griddles, open flame cooking appliances, deep fryers and portable generators shall be a minimum 5 ft. from the cooking tents
- Propane cylinder shall not be inside of cooking tents.
- Cooking tent shall be anchored equally to provide 5 lbs. of weight per sq. ft. – concrete blocks, water barrels, etc.
- Shall have 2A:10BC fire extinguisher







# SFFD regulated activities

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- Activities regulated by the Fire Code requires inspections and SFFD permits
- Activities regulated include but not limited to:
  - Use of Propane
  - Use of Open Flame
  - Use of Portable Generators with an accumulative fuel capacity of over 5 gallons of flammable liquid or 25 gallons of combustible liquid
  - Mobile Food Facility (food truck)
- All activities require inspection prior to the event
- SFFD permits will not be approved or issue if vendor fails inspection

# Questions?

Email: [SpecialEventSF@sfgov.org](mailto:SpecialEventSF@sfgov.org)

Website: [SF.gov/EventPermits](https://sf.gov/EventPermits)