



County of Riverside DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

District Environmental Services KITCHEN AGREEMENT LETTER

You want to sell your food, but you don't have a permitted kitchen and you don't want to spend the money to lease a building. Now what?



You may be able to use space at a location that already has an Environmental Health permit. Some food establishments allow individuals to use their kitchen and storage areas to prepare food and store equipment.

This "Kitchen Agreement Letter" establishes the arrangement between you and that already-approved / permitted food establishment. We've created this form so that you will already know exactly what we need to know!



LOCATE AN APPROVED KITCHEN

Find a permitted commercial kitchen that has the equipment and storage space you need.



MAKE AN APPOINTMENT WITH US

Let us know what you've found. We will talk about whether the facility will meet your needs along with our requirements for food safety.



ON-SITE EVALUATION

We will meet you and the owner on-site in order to evaluate the facility.



PERMIT

Once the Kitchen Agreement letter has been signed and approved by an Environmental Health Specialist and the on-site evaluation has passed, you may submit an application for an Environmental Health permit.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- All food must be stored and prepared at the approved kitchen.
- Equipment and utensils must be washed, rinsed, sanitized, and stored at the approved kitchen.
- All food workers must have a valid Riverside County Environmental Health Food Handler card.
- Log sheets must be maintained at your approved kitchen and shall include: dates, times, and the names and locations of previous and future events or venues.
- If you will be packaging your food, follow the labeling requirements found on the California Dept. of Public Health website at <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram.aspx>

You can find additional requirements for the method you will be selling your food, such as at a special event or as a caterer, at www.rivcoeh.org.

For our office locations call us at (888) 722-4234 or visit our website at www.rivcoeh.org



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**District Environmental Services
KITCHEN AGREEMENT LETTER**

Vendor DBA: _____

Owner: _____ CDL: _____ DOB: _____

Mailing Address: _____

Business Phone: _____ Cell Phone: _____ Email: _____

This section is to be **completed by the owner/operator of the permitted food facility** that will be used by the above named individual to prepare foods. **This agreement must be updated and submitted to Riverside County Department of Environmental Health annually along with the corresponding permit fees when applicable.**

Name of Food Facility: _____ Environmental Health Permit #: _____

Name of Owner/Operator: _____

Address of Facility: _____

Business Phone: _____ Business Hours: _____

Email: _____

Day(s)/time(s) when the vendor will be using your kitchen: _____

The above named vendor has my permission to use my permitted food facility as stated above for the purpose of storing and preparing food, and for cleaning and storing utensils and equipment. I agree to provide a dedicated, clearly labeled storage space for the caterer/vendor to store his/her food and utensils/equipment.

I understand this agreement is between myself and the vendor and that I shall notify Riverside County Department of Environmental Health upon severance of this agreement. Additionally, any change to the operation, menu, or equipment will require prior approval by this department. I also understand that any falsification or misrepresentation pursuant to this agreement may subject me to citation or other legal action. I understand this agreement and declare the information above to be accurate and correct. I will maintain a copy of this Kitchen Agreement Letter at my permitted food facility.

Owner Signature

Date

Vendor Signature

Date

NOTE: This agreement is not valid until it is approved and signed by an authorized representative of the Riverside County Department of Environmental Health. This department reserves the authority to revoke this agreement for cause at any time.

Signature of Environmental Health Specialist

Print Name

Date