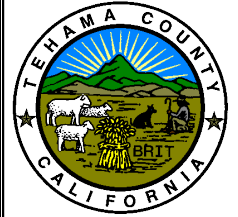


TEHAMA COUNTY PLANNING DEPARTMENT

444 Oak Street, Room "I", Courthouse Annex Second Floor
Red Bluff, California 96080
Telephone (530) 527-2200 Fax (530) 527-2655 Email: planning@co.tehama.ca.us



ADMINISTRATIVE USE PERMIT CHECKLIST

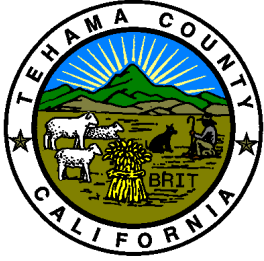
ITEMS REQUIRED FOR EVENT VENUES / WINERIES

1. + Master Application Form (Go to online Permit)
2. + Event Management Plan
 - Traffic Management Plan
 - Plot Plan
 - Exhibit Map (designating all surrounding sensitive receptors and other operational limitations)
3. + Completed Tehama County Environmental Health Checklist for each event type
4. + Wineries must submit copy of ABC license
5. + Any additional and supplemental information

ITEMS REQUIRED FOR TRAVEL TRAILER OR RECREATION VEHICLE

1. + Master Application Form
2. + Five (5) copies of Site Plan which shall include:
 - Parking area for the travel trailer or recreational vehicle and distances from all property lines
 - Location of septic tank and leach field or other legal sewer utility
 - Location for the sewer hookup and clean out for the travel trailer or recreational vehicle
 - Location of potable water connection
 - Location of any nearby structures and their distances to the proposed location
 - Diagram or floorplan of travel trailer or recreational vehicle depicting the layout of the enclosed spaces, including tables, counters, sinks, water closets, cooking devices, sleep quarters, etc.
 - List the types of fuel fired or electrical heating devices that will be utilized
 - Location of enclosed trash and recycling receptacles for the occupant(s)
3. + Tehama County Environmental Health certification and approval for all wells and septic systems identified on the site plan

Applications will not be processed until all required items are submitted and fees are paid.



DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36

RED BLUFF, CA 96080

Phone (530) 527-8020 Fax (530) 527-6617

Richard A. Wickenheiser, M.D.
Health Officer

Tim Potanovic, REHS
Director

SPECIAL EVENT VENUE CHECKLIST "A" **(Must be Completed with Use Permit)**

Name of Event(s): _____ Length of Event(s): _____

Location of Event(s): _____ Type of Event(s): _____

Use Permit Number: _____ Phone Number(s): _____

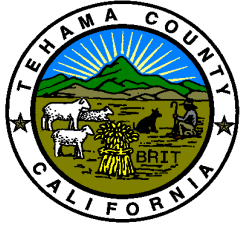
Contact Person(s): _____ E-mail: _____

- ◇ **Submit** a site plan indicating the proposed location(s) for the food facilities, restrooms and all utensil washing, hand washing, trash/garbage areas.
- ◇ **Verify** availability of portable water (test for coliform) annual or quarterly depending on events (if events are scheduled for more than sixty (60) days per year a public water supply permit may be required)
- ◇ **Verify** there are adequate toilet room facilities-at least one toilet facility or each fifteen (15) employees (including volunteers) within two hundred (200) feet of food prep area shall be provided. Each toilet room shall have hot and cold water, hand cleanser and single-use sanitary towels in permanently mounted dispensers
- ◇ **Verify** that garbage will be properly disposed
- ◇ Any changes to agreed plan shall be approved **prior** to event

I hereby acknowledge, by submitting this form that I have read, understand and agree to implement of all requirements above:

Signature: _____

Date: _____



DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36
RED BLUFF, CA 96080
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Richard A. Wickenheiser, M.D.
Health Officer

Tim Potanovic, REHS
Director

SPECIAL EVENT VENUE CHECKLIST "B" (Must Be Completed before EACH Event)

Name of Event(s): _____ Date(s) & Time(s) of Event(s): _____
Location(s) of Event(s): _____ Type of Event(s): _____
Use Permit Number: _____ Phone Number(s): _____
Contact Person(s): _____ E-mail: _____

PLEASE COMPLETE THE FOLLOWING AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:

- ◇ **Submit** a list of Food Vendor(s)/Caterer(s) scheduled to be at the event(s)
- ◇ **Verify** that all food shall come from an approved source. (No home cooked foods are allowed)
- ◇ **Verify** that each Food Vendor(s) is permitted to operate in Tehama County
- ◇ **Verify** that each vendor(s) and employee(s) of vendors that handle non-prepackaged food have proof of Food Safety Training
- ◇ **Submit** proposed menu to be offered at event(s)
- ◇ **Submit** water quality testing results
- ◇ Any changes to agreed plan shall be approved prior to event(s)

I hereby acknowledge, by submitting this form that I read, understand and agree to implement all of the requirements above:

Signature: _____ Date: _____

Please complete this for and attach proposed menu/water results then return to Environmental Health a minimum of Fourteen (14) days prior to EACH EVENT to be held