

# Exemption Certification for Community Events

Under specified conditions, temporary food facility operators and event organizers who participate in a community event may be exempt from County permit fees and/or the requirements of the California Retail Food Code (Cal Code). If you believe you meet one of the following exemptions complete the requested sections on page 3, and sign the form certifying that you meet the exemption.

Email the form and required documents to the Division Community Event Coordinator at [communityevents@ph.lacounty.gov](mailto:communityevents@ph.lacounty.gov) at least 30 days before the planned event. If this application is submitted less than 14 calendar days prior to the start of the event, an expedited processing fee may apply. The Department will contact you within 10 days and advise if you meet the requirements for exemption from County permit fees and/or requirements of Cal Code.

| Exemption Categories for Event Organizers   | Fee Exempt | Cal Code Exempt |
|---|------------|-----------------|
| <p><b>Category S-1:</b><br/>           Organizer is registered with the IRS as a 501(c)3 organization and:</p> <ul style="list-style-type: none"> <li>the event is open to the public; or</li> <li>the event operates greater than 3 days in a 90 day period</li> </ul> <p>A permit to operate is required, but the sponsor is fee exempt.</p> <p>Complete Sections A, B, and E on page 3 and provide copies of the Organizer's (1) Articles of Incorporation and (2) Proof of non-profit status [501(c)(3)].</p>   | √          |                 |
| <p><b>Category S-2:</b><br/>           Organizer is registered with the IRS as a non-profit organization, and:</p> <ul style="list-style-type: none"> <li>the event is open to the public;</li> <li>all food vendors are donating all proceeds to the sponsor; and</li> <li>the event operates 3 days or less in a 90 day period.</li> </ul> <p>A permit to operate is not required.</p> <p>Complete Sections A, B, and E on page 3, and submit with (1) a list of all food booths donating ALL proceeds to the sponsor (2) a copy of the Organizer's Articles of Incorporation and (3) Proof of non-profit status [501(c)(1 - 9)].</p> | √          | √               |
| <p><b>Category S-3:</b><br/>           Organizer is registered with the IRS as a non-profit organization, and:</p> <ul style="list-style-type: none"> <li>the event operates 3 days or less in a 90 day period; and</li> <li>the event is <u>not</u> open to the public (members and guests only).</li> </ul> <p>A permit to operate is not required.</p> <p>Complete Sections A, B and E on page 3 and submit with copies of the Organizer's (1) Articles of Incorporation and (2) Proof of non-profit status [501(c)(1 - 9)].</p>   | √          | √               |
| <p><b>Category S-4:</b><br/>           Organizer is a county, city, school district or other type of government agency, and:</p> <ul style="list-style-type: none"> <li>All of the participating food booths are operated by the government agency or non-profit organizations, and</li> <li>The event is open to the public.</li> </ul> <p>A permit to operate is required, but the sponsor is fee exempt.</p> <p>Complete Sections A, B, and E and submit.</p>  | √          |                 |



## Exemption Certification for Community Events

| Exemption Categories for Food Booths   | Fee Exempt | Cal Code Exempt |
|--|------------|-----------------|
| <p><b>Category FB-1:</b></p> <p>Food booth operator is registered with the IRS as a 501(c)3 organization and:</p> <ul style="list-style-type: none"> <li>• the event is open to the public; or</li> <li>• the event operates greater than 3 days in a 90 day period.</li> </ul> <p>A permit to operate is required, but the food booth is fee exempt.</p> <p>Complete Sections A, C, E on page 3 and submit with copies of the vendor’s (1) Articles of Incorporation and (2) Proof of non-profit status [501(c)(3)].</p>                            | √          |                 |
| <p><b>Category FB-2:</b></p> <p>Food booth is operated by a “for-profit” entity, and:</p> <ul style="list-style-type: none"> <li>• all proceeds are donated to a non-profit organization; and</li> <li>• the event operates 3 days or less in a 90 day period..</li> </ul> <p>A permit to operate is not required.</p> <p>Complete Sections A, D and E on page 3. Note: If the Organizer has submitted a certification under category S2, no certification is required from the food booth operators in this category.</p>                           | √          | √               |
| <p><b>Category FB-3:</b></p> <p>Food booth operator is registered with the IRS as a non-profit organization, and:</p> <ul style="list-style-type: none"> <li>• the event operates 3 days or less in a 90 day period; and</li> <li>• the event is <u>not</u> open to the public (members and guests only).</li> </ul> <p>A permit to operate is not required.</p> <p>Complete Sections A, C and E on page 3 and submit with copies of the Organizer’s (1) Articles of Incorporation and (2) Proof of non-profit status [501(c)(3)] or 501(c)(6)].</p> | √          | √               |

If you have any questions or need assistance completing this form, please email the Community Event Coordinator at [communityevents@ph.lacounty.gov](mailto:communityevents@ph.lacounty.gov) and a person will respond or call you shortly afterwards.

For S-1, S-4, and FB-1 categories that require a permit to operate, an Event Organizer or Temporary Food Facility Application must be promptly completed and submitted to obtain a permit. An expedited processing fee of \$50.00 will be assessed upon submission of the application if this exemption application is submitted less 14 calendar days prior to the start of the event. Completed applications may be submitted to the local office that handles the area where the event is occurring. A District Office Directory including the areas they cover is available on our website <http://www.publichealth.lacounty.gov/eh/> under Contact Information. Event Organizer and Temporary Food Facility Applications are available from our website under Areas of Interest—Food.

EXEMPTION REQUEST FORM

A. COMMUNITY EVENT

Name of Event: \_\_\_\_\_ Date(s) \_\_\_\_\_

Address of Event: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

B. ORGANIZER (Check Applicable Boxes)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Indicate exemption requested:  S-1  S-2:  S-3  S-4

Provide a copy of Articles of Incorporation and proof of non-profit status (Not required for government agencies)

C. NON-PROFIT TEMPORARY FOOD FACILITY VENDOR (Check Applicable Boxes)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Indicate exemption requested:  FB-1  FB-3:

Provide a copy of Articles of Incorporation and proof of 501(C)3 status

D. FOR-PROFIT FOOD FACILITY DONATING ALL PROCEEDS

Food Facility DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

The undersigned hereby agree that ALL proceeds generated will be donated by "for-profit" owner to Non-profit association

E. SIGNATURE

I Declare and Certify under penalty of perjury, that the above stated facts and attachments are true and correct pursuant to the California Code of Civil Procedure.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: ( ) - e-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Please maintain a copy of the signed Exemption Certification on site during the event.

FOR DEPARTMENT USE ONLY

- Exemption Certification approved.
 Event Organizer does not meet the requirements for exemption certification.
 Temporary Food Facility operator does not meet the requirements for exemption certification.
 Expedited processing fee applies.

Community Event Coordinator Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

