



DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 92-12-DES

KITCHEN AGREEMENT LETTER

WHAT IS A KITCHEN AGREEMENT LETTER?

A kitchen agreement letter establishes an arrangement between you and an approved permitted food establishment allowing you access to their kitchen and storage areas for the purpose of preparing food and storing utensils. Any person who wishes to sell, distribute, or provide food to the public must prepare and store food in an approved, permitted, and inspected food facility.

A KITCHEN AGREEMENT LETTER IN ADDITION TO A HEALTH PERMIT OBTAINED THROUGH THIS DEPARTMENT, WILL ALLOW YOU TO ENGAGE IN RETAIL FOOD SALES IN RIVERSIDE COUNTY.

A kitchen agreement letter will be valid for the time period that is specified on the letter and the types of food that you sell shall be approved by this Department. To participate as a vendor for private events such as picnics, wedding receptions, or parties, a kitchen agreement letter will not suffice; instead contact this department for guidelines and permits required for catering operations.

HOW DO I OBTAIN A KITCHEN AGREEMENT LETTER?

1. Locate an Approved Kitchen

An approved kitchen is a permanent, fixed food facility that has a valid health permit, is in good standing, and receives routine inspections from this department. The kitchen you select should have appropriate equipment for the type of food you are planning to prepare. For example, if you plan on preparing barbecued meats, a bakery may not have the equipment you need and would not be an appropriate facility for your business.

2. Make an Appointment

Once you have one or more possible kitchens in mind, call for an appointment with an Environmental Health Specialist. It's important to make an appointment because a Specialist may not be available to help you when you come into the office. During your appointment, you can sit down with the Specialist to discuss the type of business you want to run. The Specialist will then advise you on whether the kitchen you are considering will be appropriate and discuss other requirements you will need to comply with.

3. On-Site Evaluation

Once you have selected the kitchen you plan to use, an on-site evaluation of the kitchen will be required. The fee for this inspection is set by the Board of Supervisors in Ordinance 640. Generally, an hour will be sufficient to evaluate the kitchen. Fees need to be paid in cash or money order and will be due at the time of the evaluation. The owner or operator of the kitchen must be present at the time of the on-site evaluation. All parties must be present to sign the kitchen agreement letter.

4. Permit

Once you've met with a Specialist and your kitchen agreement letter has been approved and signed, you may begin to prepare and sell your food as allowed under the health permit obtained. It is important to maintain your signed kitchen agreement letter with you at your point of business for view during inspections.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- All food must be stored and prepared at the approved kitchen. No food may be prepared or stored at your private residence or any other location that has not been approved by this department.
- Equipment and utensils must be washed, rinsed, sanitized, and stored at the kitchen.
- All food workers must have a valid food handler card issued by this Department.
- A log sheet must be maintained at your approved kitchen and shall include:
 - Dates

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

Department Web Site – www.rivcoeh.org

- Times
- Name and location of events or venues where you will be vending your food
- Food items that are being packaged at the approved kitchen shall be properly labeled. The label must contain the following:
 - Name of the product
 - List of ingredients
 - Your business name
 - Name of the preparation kitchen
 - Address of the preparation kitchen
 - Phone number
 - Health license number

Example of Labeling:

Product Name
List of Ingredients
Your Business Name
Name of the Preparation Kitchen
Address of the Preparation Kitchen
Phone Number
Health Permit # PRXXXXX

Chocolate Chip Muffin
Ingredients: Chocolate Chips, Flour, Sugar, etc...
Prepared by J & B Bakery
At Muffin Magic
123 Main St Riverside, CA 92503
(951) 123-4567
Health Permit # PR12345

- You are required to comply with all food handling and safety provisions of the California Retail Food Code. You can find a copy of these regulations as well as other helpful information on our website www.rivcoeh.org.

*Document available in an alternate format upon request