



**West Contra Costa  
Unified School District**

**| BULLETIN**

**No:** Operations Division – Bulletin No. 21

**Date:** May 16, 2005

**Subject:** Health Department Permit Requirements

**To:** All School Principals

**Prepared by:** Heidy Camorongan

Department: Food Services

**Reviewed by:** \_\_\_\_\_  
Associate Superintendent

Approved: \_\_\_\_\_  
Superintendent

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Any individual or groups such as PTA, student clubs, parent clubs, invited food vendors, teachers, and site administrators selling food independent of the district's Food Services Department must obtain a health permit from the Contra Costa Environmental Health. These foods include prepared entrees, beverages, desserts and snacks. Snack items such as cupcakes, cookies, fruits and beverages brought by parents and staff for classroom parties are exempt from this requirement.

Selling without a health permit is a misdemeanor violation of the California Health and Safety Codes Sections 113920 and 113923. In addition to any civil liability, there are substantial penalties for these violations. The permit must be held by the party assuming responsibility for the food operation.

The Address for Contra Costa Environment Health is:

2110 Diamond Blvd., Suite 200  
Concord, California 94520  
Phone number: (925) 646-5225

Attached is the Health Department requirements for different types of food service operations in the district. Please fill free to e-mail or call Heidy Camorongan, Director of Food Services at (510) 620-2096 for any questions.

Attachments

HC: ml

cc: Cabinet Members