

# ACCIS

Arab Community Center for Integration Services

المركز العربي للخدمات الإجتماعية في ساكرامنتو

# Arab Community Center for Integration Services (ACCIS)



## Our Mission

*ACCIS is a non-profit organization founded to provide transitional assistance to newly arriving Arab immigrants and refugees to the United States through Referral Services, Women and Youth Empowerment Programs, and Cultural Integration Activities.*

# Introductions and Expectations



Introduce yourself:

- Name
- What you do
- Expectations for this workshop

# Rules of Engagement



- Mute mic when not speaking!
- Raise your hand to speak!
- Find at least one “take away!”

# Business Permit Workshop

Owning and operating a small business is not a job that begins and ends each day. It's a member of your family. You give it life, you nurture it, you try to make the best decisions you can to support its growth, you look for partnerships and opportunities, and, if you are fortunate, it takes on a personality of its own and grows in ways you may never have expected.

Each stage of business development is different based on variables in your control and those outside of it, too. Your primary concern today to market your product may be replaced by tomorrow's need. That's why at **Arab Community Center for Integration Services (ACCIS)** we provide you with resources to support you in starting your small business. So feel free to contact us for assistance.

Talk to any small business owner and you'll quickly learn that starting a business requires a lot of work. Generating a business idea is a great starting point, but an idea doesn't become a business without effort. Some owners understand the effort necessary to create a business, but they might not be familiar with the many steps required to launch a business venture. If you're willing to put in the effort to build a business, you're going to want to know the steps needed to reach your goals.



# Sacramento County Administration Center

700 H Street

Sacramento, CA 95814

# Sacramento County Environmental Management

County government office in Rancho Cordova, California

Address: 10590 Armstrong Ave, Mather, CA 95655

Tel: (916) 875-8484



Rather than spinning your wheels and guessing at where to start, follow this 10-steps checklist to transform your business from a lightbulb above your head to a real entity.

1. Refine your idea.
2. Write a business plan.
3. Assess your finances.
4. Determine your legal business structure.
5. Register with the government and IRS.
6. Purchase an insurance policy.
7. Build your team.
8. Choose your vendors.
9. Brand yourself and advertise.
10. Grow your business.



# Food Programs

- Community Event (Temporary Food Facility)
- Cottage Food Program (Selling food made at home)
- Catering Operations
- Mobile Food

# Community Events

## (Temporary Food Facilities) TFF

Is an event that is of civic, political, or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency.

Vendors selling food at community events are required to have a health permit. If you are interested in selling food at an event, start by contacting the event organizer.

The **Annual Permit Application Packet for Temporary Food Facility (TFF) Operators** require reading for each person operating a food booth as well as the organizer. This packet has forms to complete as well as listing of the requirements for the food booth to be approved to operate.



# **Annual Permit (Multi-Event) Application Packet for Temporary Food Facility (TFF) Operators**

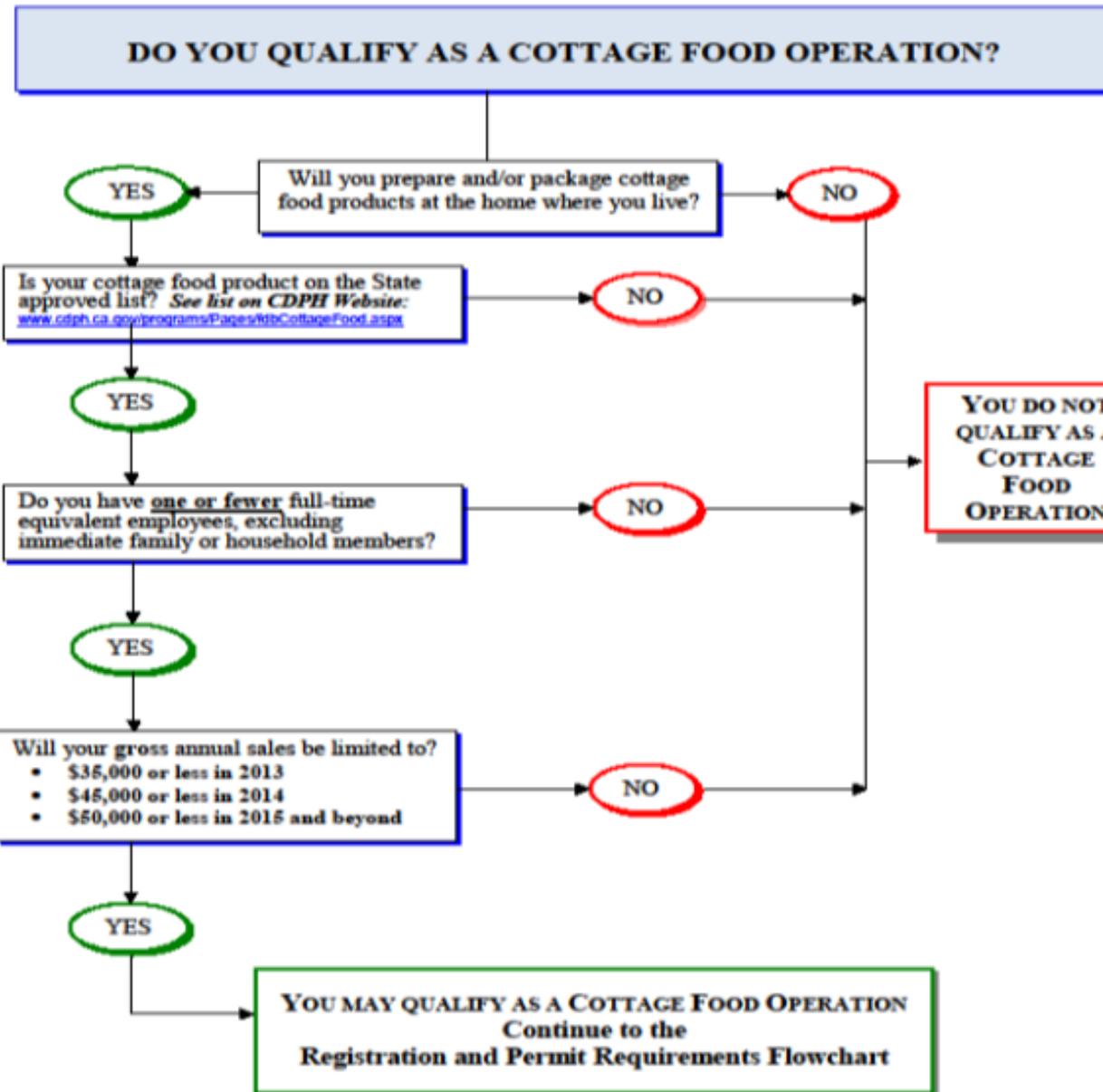
## **Application checklist:**

- Complete and submit Application for Permit to Operate**
- Pay annual permit fees**
- Complete and submit TFF menu (at initial application and every year thereafter)**
- Read and comply with Temporary Food Facility Operating Requirements**
- Obtain and submit a valid Commissary Letter**
- Submit a copy of your Food Safety Certification**

# Cottage Food Operation

## Starting a Home-Based Food Business

Before you start a home-based food business in California, you need to consider some basic legal issues. For example, you must know which foods you are allowed to prepare in your home kitchen, choose a business structure, apply for permits and licenses, learn about food safety, and obtain insurance. If you want to hire an employee, you need to know the rules about that, too.



# Catering Operation Application Packet

## Application checklist:

- Complete and submit Application for Permit to Operate.**
- Pay annual permit fees.**
- Understand and comply with the Catering Operation requirements outlined in this packet.**
- Submit a copy of a valid Food Safety Manager Certification. Provide Food Handler cards for all employees.**
- Complete and submit a Commissary Verification form.**
- Complete and submit Catering Standard Operating Procedures.**

## Mobile Food

Refers to different types of vehicles that food is sold from, such as: food trucks, ice cream trucks, hot dog carts, produce trucks, frozen meat sales trucks, and sandwich trucks. All Mobile Food Facilities are required to have a valid permit sticker at all times for the county where food is being sold. To obtain a permit, the vehicle must meet all requirements, submit a commissary verification form, complete an application, pay the annual permit fee, and pass an inspection. Vehicles must pass inspection every year to maintain a current permit sticker.

## Food Safety

To operate a home-based food business in California, you must complete a California Department of Public Health food processor course within three months of obtaining your cottage food permit. In addition, your business must comply with extensive health and safety rules.

# Food Safety Training

- Food Handler Cards Required for all Food Handlers: receive a reasonable level of training in food safety practices to reduce the potential for foodborne illness
- Food Safety Certification –an owner or employee in a food facility to successfully pass an approved and accredited food safety certification
- Food Safety Education (FSE): three-hour food safety class that covers the basic principles of food safety, including time/temperature control, personal hygiene, food contamination and facility sanitation. This class **DOES NOT** meet the requirements of the California Retail Food Code (CalCode) section 113947.1

## Licenses and Permits

You must get a permit from the county health department to operate a home-based food business in California. You can choose from two types of permits, depending on whether you want to sell products directly to customers or through other local businesses like shops or restaurants.

## Class A permit

You can get a Class A permit if you want to sell only directly to customers within the state of California. With a Class A permit, you can sell at farmers markets, festivals, from your home, or in other ways that allow individuals to purchase products directly from you. To get a Class A permit, you must complete a self-certification checklist, but there will be no physical inspection of your kitchen.

## Class B permit

You need a Class B permit if you want to sell indirectly to customers – for example, through stores, restaurants, or other venues that will sell your products for you. In California, you may not sell indirectly outside of your own county, unless the county where you want to sell has specifically stated that they will allow indirect sales of cottage food products. To get a Class B permit, your kitchen must pass an annual physical inspection.

## Insurance

There are unique risks associated with food businesses, from food-borne illnesses to foreign objects like glass or plastic in food. These are added to typical business hazards such as fire, theft, or an employee who slips and falls on the job. Don't assume that your homeowners or renters insurance policy will cover your home business operations; it probably won't. You must carefully evaluate your existing policies and then contact a qualified insurance agent to purchase the additional insurance you'll need.

# Questions?

# Contact us

## Arab Community Center for Integration Services (ACCIS)

Email: [info@ACCIS-Sac.org](mailto:info@ACCIS-Sac.org)

Phone : (916) 827-1380

Address: 2740 Fulton Avenue  
Sacramento, CA 95821