



Checklist for Pop-Up Application

Items needed from Pop-up

1. Completed [Permitted Kitchen Verification Form](#) for Pop-Up
2. Pop-up Fee: credit card, check, or money order for \$191.00 made out to SFDPH
3. Copy of Pop-Ups [Certified Food Safety Certificate](#)
4. Copy of Pop-Up Menu
5. Copy of your Permit to Operate and most recent inspection report of already permitted operation. In order to obtain pop-up approval, you are required to be a permitted food facility within a city, county, or state. For example, a [permitted catering operation](#).
6. Copy of Permit to Operate and most recent inspection report from host Food Facility where Pop-up is occurring
7. Floor plan of pop-up host location: indicate all equipment, sinks, storage spaces, and details on pop-up set-up. Identify all equipment to be used by pop-up
8. Transport Operation Plan: brief description of safe food handling practices in regards to the protection of food, equipment, and utensils from contamination and/or temperature abuses during transport from commissary to pop-up. This will only be needed if commissary and pop-up at different location
9. Facility Operation Plan at pop-up location: brief description of pop-up set-up and safe food handling practices in regards to the protection of food, equipment, and utensils from contamination and/or temperature abuses at pop-up site.