



Environmental Health Division

Application for a Temporary Event Food Permit

Email Application to: eh@carson.org
Permits are **NON-Transferrable and NON-Refundable**

Carson City Health and Human Services
Environmental Health Division
900 E Long St Carson City, NV 89706
Phone: 775-887-2190 Gethealthycarsoncity.org



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Permitted and Non-Permitted Food Vendors/Operators must submit this application to our Health Department, completed in full, for each event at least 5 BUSINESS DAYS PRIOR TO EVENT. THESE FORMS ARE NOT YOUR PERMIT. You will received your health permit the day of your event after the inspector's visit. ALL FIELDS ON THIS FORM MUST BE FILLED IN. Per CCMC, late fees will be assessed if applications are submitted less than 5 days for ALL Carson City apps including non-profit organizations.

Event Information (Please provide the information for the event the business/vendor will be attending.)

Event Name:	Event Start Date:	Event End Date:	Event Start Time:	Event End Time:
Event Address:	City:	State:	Zip:	
Event Coordinator Name:	Event Coordinator Contact Number:	Event Coordinator Email:		

Applicant Information (Please provide the information for the person filling out this form.)

Applicant First and Last Name:	Applicant Contact Number:	Applicant Email:		
Applicant Street Address:	City:	State:	Zip:	
Applicant Mailing Address: <small>(If the address is the same as the above, select the check box.)</small>	City:	State:	Zip:	

Business/Vendor Information (Please provide the information for the business attending the event.)

Business Name (DBA):	Have you participated in previous events in Carson or Douglas County? <small>(Mark One)</small> YES NO		
Name of Person-in-Charge (must be present at the event):	Person-in-Charge Contact Number:	Person-in-Charge Contact Email:	
Business Address: <small>(If the address is the same as the above, select the check box.)</small>	City:	State:	Zip:

All Dates Business/Vendor Plans to Attend Event:

Food/Beverage Item Information

PLEASE READ BEFORE CONTINUING:

***If you are an annually permitted establishment with no changes to your menu, please check the box to the LEFT of this note. You can submit this form without filling out the other pages, though this page is ALWAYS required.**

N/A

***If you are NOT Annually Permitted, please submit this temporary health permit application for each event you are attending.**

***Please select the N/A box in the gray subtitle box for the sections that do not apply to your business.**

***REQUIRED: An aerial map must be attached to this application. Please identify your booth location by circling or highlighting.**

OFFICE USE ONLY

FEES ARE NON-REFUNDABLE

PAYMENT METHOD OF FEES:

IN PERSON - CASH: ___ CHK: ___
ONLINE - CC/DC: ___ ECHK: ___
NOT APPLICABLE -

PAYMENT INFORMATION:

Date Paid: _____
AMT Paid: _____
Late Fee: _____
Check #: _____
Recpt Number: _____
Non-Profit Tax ID#: _____

Date sent by Operator/Vendor: ___/___/___

Date Received by Admin: ___/___/___

Date Entered by Admin: ___/___/___

Date Inspector Reviewed: ___/___/___

Other Comments: _____



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Food/Beverage Storage & Preparation

Not Applicable

Location of Advanced Preparation (If Applicable): _____	Is the Location a Health Permitted Establishment?: YES NO UNK
Will you need/have overnight food storage, Yes or No. Please explain: _____	Date & Time Food/Beverage Preparation Begins: ___/___/___ ___:___ (AM/PM) Date & Time Food/Beverage Preparation Ends: ___/___/___ ___:___ (AM/PM)

Will Food/Beverage Items be Prepared and/or Stored Off-Site Before the Event?:

YES or NO
(SELECT BELOW)

<p>___ YES. Fill out the following information for the location at which the food/beverage items will be prepared and/or stored prior to the event:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Is the facility in Carson or Douglas County (Select One): Carson Douglas</p> <p>Food Prep Begins: (Date and Time): ___:___ (AM/PM) ___/___/___</p> <p>Food Prep Ends: (Date and Time): ___:___ (AM/PM) ___/___/___</p> <p>How will food items be kept hot or cold during transport: _____</p> <p>Length of Transportation Time (minutes or hours): _____ (hours/minutes)</p>	<p>___ NO. My food/beverage items will not be stored and/or prepared off-site. I understand that I am required to purchase all food and beverage items/ingredients the day of the event. Food must not be stored or prepared at home.</p> <p>By initialing below, I acknowledge that I may be asked to verify purchasing dates of food/beverage items at the time of inspection. Failure to provide proof of purchase may result in further enforcement action, including permit suspension.</p> <p>Applicant Initials: _____</p> <p><i>Once initialed, skip to "PAGE 3"</i></p>
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Food/Beverage Holding & Equipment

Not Applicable

Handwashing Facility Type (Choose One): ___ Plumbed Sink ___ Gravity Flow Container ___ Self-Contained Portable Unit	Utensil/Equipment Washing Type (Choose One): ___ Plumbed 3-Compartment Sink ___ 3-Tub System Located Inside Booth (prior approval required) ___ Adequate Supply of Clean Utensils for Daily Operation	Sampling Methods and Equipment: <i>(If Applicable)</i>
ALL Cold-Holding Equipment: _____		ALL Hot-Holding Equipment: _____
ALL Cooking Equipment: _____		ALL Reheating Equipment: _____
Stem-Type Food Thermometer Available? <i>(0-220 Degrees F):</i> YES NO	Food Booth Construction (Choose One): Canopy Mobile Vehicle Concession Trailer Other: _____	Water Source: _____
Wastewater Disposal Provided by (Choose One): ___ Event Coordinator ___ Booth Operator	Name of Responsible Party: _____	Wastewater Disposal: ___ Sanitary Sewer ___ Holding Tank
Garbage Disposal Provided by (Choose One): ___ Event Coordinator ___ Booth Operator	Name of Responsible Party: _____	Garbage Disposal: ___ Covered Trash Cans ___ Dumpsters
Restrooms Provided by (Choose One): ___ Event Coordinator ___ Booth Operator	Name of Responsible Party: _____	Restroom Facility Type: ___ Portable Toilets ___ Indoor Toilets
Electrical Provided by (Choose One): ___ Event Coordinator ___ Booth Operator	Name of Responsible Party: _____	Electrical Facility Type: ___ Plug in Power ___ Generator



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Food/Beverage Item List, Holding & Procedures

Not Applicable

The following information MUST be attached as a separate page for ALL food/ beverage items to be sold, sampled or offered at the event.

If there is no list of items, with the requested information, attached to this application, your application will NOT be accepted.

***NOTE* - Food/beverage items not listed may not be allowed for service at the time of inspection.**

1. List ALL Food/Beverage Items being Served WITH INGREDIENTS: All ingredients must be listed for each item being served at the event.

Example: Hamburgers - Pickles, Mayo, Sesame Bun, Tomato, Lettuce, Onion, Ground Beef Patty, American Cheese, Iodized Salt, Black Pepper and Garlic/Onion Seasonings, Bottled Water, Canned Soda, Prepackaged Potato Chips.

2. List ALL Cooking Procedures in DETAIL: List all cooking procedures in detail. Include temperature and items used in the procedures.

Example: Using tongs, cook beef patty to proper temp (155F), fully cooked, on-site BBQ Grill. Check temp with stem thermometer. Produce ingredients will be sliced on site in a clean table.

3. List ALL Food/Beverage Storage: List where the item will be stored before and during event. I.E. Cooler, Ice Chest, Refrigeration, etc.

Example: Before - Beef patties, produce, and cheese will be bought at Costco, stored in a power generated refrigerated trailer at 41 F or below all night and will remain in the trailer for the duration of service. **Cooked beef patties will be hot held at a minimum 135F or cooked to order on site. Cold holding of sliced tomatoes, sliced lettuce held at 41 F or below in ice chests w/ ice prior to service.**

4. List Transportation of Food/Beverages: How will the items make it to the event and the location?

Example: All perishable food products will be transported in the refrigerated trailer prior to event. Non-perishable items: sesame buns, pepper, salt will be transported inside the vehicle in sealed containers.

5. Equipment Needed Below: What tools and equipment will you need to serve the food/beverage items?

Example: We will be using tongs, propane bbq grill, tables, canopy tent, tarp floors, ice chests, knives, heat lamps, steam tables and a slicer.



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Applicant Acknowledgement

Review the following Terms and Conditions for Operation of a Temporary Food Establishment and sign and print your name at the bottom of this section. By signing, the applicant acknowledges that failure to adhere to these terms and conditions may result in further enforcement action, including permit suspension and temporary establishment closure.

I understand that my application is NOT a permit. I will receive my permit at the time my Temporary Event Food Establishment is inspected by the Health Authority. I understand that failure to comply with food safety may result in further enforcement action, including assessment of reinspection fees and/or closure of my Temporary Event Food Establishment.

I acknowledge that interfering with the Health Authority's ability to perform their duties is a violation of Nevada Revised Statute (NRS) 446.885(3) and intimidating behavior against a public officer is a violation of NRS 199.3300 (Intimidating a public employee). I understand these behaviors include, but are not limited to threats of violence, abusive language, unwarranted physical contact; and that partaking in these behaviors may result in a closure of my Temporary Food Establishment. I understand that Carson City Health and Human Services employees will adhere to their Code of Conduct and work with you honestly, respectfully, fairly, and courteously.

I understand that my permit is NOT APPROVED until I have been successfully inspected by a Health Inspector (if applicable) at the above-mentioned event regarding the operation of my Temporary Event Food Establishment.

I hereby consent to inspection by the HEALTH DEPARTMENT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements. By signing below, I certify that I am the owner or authorized representative of this business and that all statements made on this application are true to the best of my knowledge.

Applicants Signature: _____

Applicant Printed Name: _____

Date: ____/____/____

Definitions:

Advanced Preparation - Food preparation with multi-step handling of raw and/or pre-cooked ingredients including the cooking, cooling, and re-heating of potentially hazardous foods (time/temperature control for safety food) for holding or immediate service, or where significant risk factors contributing to food-borne illness may occur as determined by the Department.

Aerial Map - A 'bird's eye view' of the location of the temporary event.

Annually Permitted Establishment - An establishment that pays for a yearly permit with the health department, routine inspections are included per risk category.

Applicant - A person who applies for or requests something.

Cold & Hot Holding Equipment - Hot-holding equipment must be able to keep foods at 135°F or higher. Cold-holding equipment must be able to keep foods at 41°F or colder.
Reheating - To heat (something, especially cooked food) again back to proper hot-holding temperatures (135°F or higher).

Cooking Procedure - An explanation of an established or official way of how you cook your food item.

Event Coordinator - Is a person responsible for overseeing particular tasks related to the event planning process.

Food/Beverage Preparation - The process of preparing, presenting and serving of food and beverages to the customers.

Hand-washing Facility - A sink/device with tap water, but can also include other devices that contain, transport or regulate the flow of water strictly for hand-washing purposes only.

Ingredients - Any of the foods or substances that are combined to make a particular dish.

Overnight Storage - Items needing to be stored between the hours of 11:00 p.m. and 7:00 a.m.

Person-in-Charge - An owner, operator, or a person authorized to act on behalf of company during the temporary event time-frame.

Prepared/Stored Off-Site - Food/Items that are prepared (created or made) at a location other than the location of the temporary event.

Responsible Party - The individual or entity that controls, manages, or directs the entity that is listed.

Sampling/Sampled - An individual portion of food given to a consumer without charge to allow consumers to experience a small portion of the product.

Stem-Type Food Thermometer - A thermometer that has a pointy metal stem that can be inserted into food and accurately measure the temperature of relatively thick or deep foods such as beef roasts and foods in stockpot.

Temporary Event - A special occurrence or celebration that is community wide, such as a fair, carnival, public exhibition, festival, or similar occasion that lasts no more than 14 days.

Utensil Washing - The cleaning of utensils that are non-disposable, must include a proper disinfectant.

Vendor/Operator - A person or company running a booth, offering something for sale, especially a trader in the street.



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Food Vending at Temporary Events Information

NRS 446.870... "It is unlawful for any person to operate a food establishment without a valid permit issued to him by the health authority."

All vendors seeking a temporary health permit must submit an application for a Temporary Health Permit Application to the Carson City Health & Human Services office at least **5 business days before the date of operation**.

All fees (listed below) must be paid prior to application review and approval to operate. Late fees will be assessed on all applications received less than 5 working days prior to the event.

The entire application must be completed in full. Incomplete applications will cause a delay in the review process and may prohibit you from operating a temporary food establishment.

After the application is approved, an environmental health inspector will conduct a routine inspection of your temporary food booth at the start of food operations. If the inspector determines the food booth is in compliance with the temporary food vending requirements, you will be issued a health permit to operate. Post the permit copy in a conspicuous, observable place for the duration of the temporary food operations.

YOU WILL NOT BE ALLOWED TO OPERATE A TEMPORARY FOOD ESTABLISHMENT if you do not have a permit for operation and/or your temporary food booth is not in compliance with Carson City or State regulations.

Temporary Permits are good for 1-14 days No business license is required for Douglas Counties.

Non-profit organizations that operate in Carson City, which provide a non-profit tax id# are not charged Event Fees. Late fees will be assessed on ALL late applications submitted 5 business days before the event.

Fees:	Event Duration	Event Fee	Late Fee	Establishment Type	Event Fee
	1 day	\$ 25.00	\$ 25.00	Non-profit	\$ 25.00
Carson City	2-7 days	\$ 50.00	\$ 35.00	For Profit	\$ 50.00
	8-14 days	\$ 75.00	\$ 40.00	Farmers Market	\$ 100.00
	Farmer's Market	\$ 75.00	\$ 40.00		
				Douglas County	

Minimum Requirements for Food Preparation and Handling

1. Food booths must have an overhead structure and an acceptable floor surface approved by the health authority.
2. Foods (including ice) must be from an approved source, i.e., restaurant/grocery store/a source approved by the health authority. Food prepared in a private residence is strictly prohibited.
3. Potentially hazardous foods served at a temporary food establishment must be prepared and served in the same day and must not be saved for service on the following day.
4. Minimum cooking temperatures required are as follows:
 - a. Chicken and Hot Dogs - 165 degrees Fahrenheit (°F) 155
 - b. Ground Beef - 155 degrees Fahrenheit (°F)
 - c. Pork - 155 degrees Fahrenheit (°F)
 - d. All other foods - 145 degrees Fahrenheit (°F)
5. Hot foods must be held at 135°F or greater. Gas or electric hot holding units are preferred.
6. Heating or cooking equipment must be placed in an area inaccessible to the public.
7. All foods that require reheating must be quickly and thoroughly heated to 165 °F within 30 minutes prior to being held or served.
8. Foods that require cold storage must be held at 41°F or below.
9. A metal stem thermometer is required at each food booth handling any potentially hazardous foods (i.e. raw meats, hot dogs, chili, potatoes, rice, beans, etc.). The thermometer should have a range of at least 0°F to 220°F and accurate to + 2°F.
10. Raw meats or poultry must be stored and prepared so they will not contaminate other foods.
11. A hand wash station is required at each food booth. A minimum of two gallons of water dispensed by a spigot, pump soap, paper towels and a catch basin/ bucket (for gray water).
12. Bare hand contact of Ready to Eat foods is prohibited; this can be accomplished through the use of tongs, dispensing utensils, deli paper, or the proper use of disposable gloves.
13. Cloth sanitizing towels used during the event must be stored in sanitizing bucket with proper mix of 100 parts per million (ppm) of chlorine solution. Place approximately one tablespoon of bleach per gallon of water.
1. Food service utensils must be washed, rinsed and sanitized in a three-step approved method or an adequate supply of clean utensils must be available for daily operations.
2. All food and paper products must be stored off the ground.
3. Condiments must be dispensed from a pump or served in single-service packets.
4. Booths that offer food samples must serve individual portions so that contact with food products is minimized (i.e. on individual plates or with toothpicks). Common bowls are strictly prohibited.
5. Baked goods must be displayed under a cover or in a display case. Baked goods will be served with tongs or other devices that minimize or eliminate bare hand contact.
6. An ice scoop with a handle must be used to serve ice to customers. The scoop must be stored in an upright position so that the handle does not come into contact with ice. Ice or ice products may not be exposed to sources of contamination.
7. Suitable dispensing utensils, adequate in number, must be used when serving food. Utensils must be stored in the food with the handle of the utensil extended out of the food.
8. Solid waste and garbage must be stored in a leak proof container with tight fitting lids.
9. All liquid waste must be contained and disposed of in the sanitary sewer or other means approved by the Health Authority.



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Hand Washing and Other Food Safety Quick Tips

Good personal hygiene is a critical protective measure against food borne illness. In addition, customers frequently judge a food service operation by observing the personnel serving them.

WASH YOUR HANDS FOR AT LEAST 20 SECONDS:

This is usually the length of time it takes to sing "Happy Birthday" Before handling any foods, before putting on gloves.

- After handling raw foods and before handling foods that do not require cooking.
- After using the restroom, smoking, touching your face, hair or contact with body fluids.

ALL PERSONNEL HANDLING FOODS SHOULD BE VISIBLY HEALTHY AND NOT HAVE:

- Colds and/or Coughs
- Diarrhea or Stomach Flu

ALL PERSONNEL SHOULD BE DRESSED APPROPRIATELY FOR SERVING FOOD:

- Wear clean clothing and adequate hair restraints.
- No jewelry, watches, rings, bracelets, or finger nail polish.
- No smoking or eating while handling food or in the food prep area.

SANITATION OF YOUR WORK AREA:

- Always keep a clean, sanitary work environment.
- Frequently clean counter, equipment and all work surfaces with sanitizing solution.
- To clean food prep areas: keep wiping cloths in a bucket of clean water with bleach (about 1 tablespoon per gallon of water).
- Keep food serving utensils in a container of bleach solution and change solution frequently.

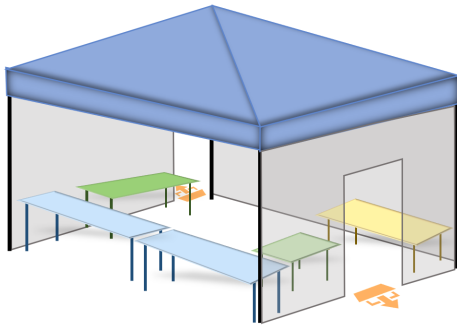
FOOD SAFETY TIPS:

- Potentially Hazardous foods are those that support the rapid growth of organisms that cause food borne illness. Such foods include: meats, cut melons, dairy products, gravies, rich, potatoes and beans.
- Pre-processed, pre-cooked foods that are ready-to-serve and individually wrapped or sealed, are best for temporary food booths.
- Keep all unsealed foods protected from contamination – especially from flies. Keep lids on all serving dishes or saran wrap on all containers without lids.

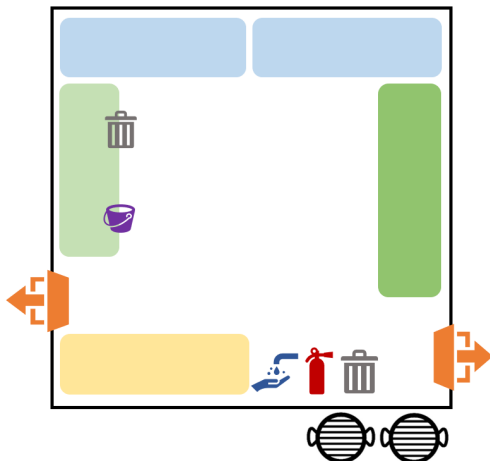
****This is only a partial list of the requirements for temporary food establishments and shall not be construed to be exclusive. Contact Carson City Health & Human Services at (775) 887-2190 for more information.***

Booth Set-Up Diagrams

Sample Canopy Set-up

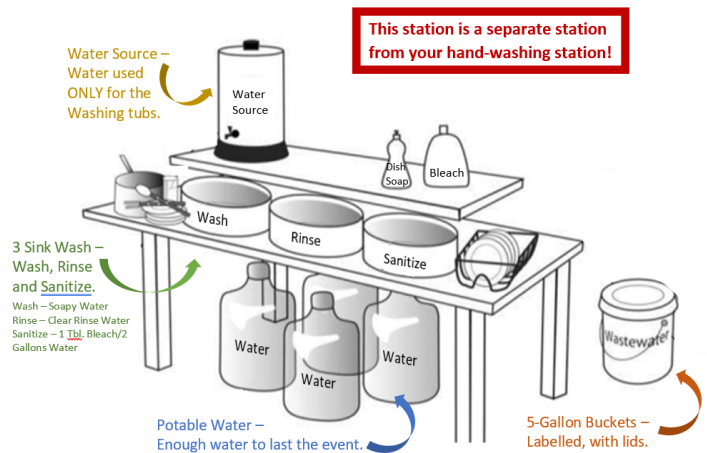


Sample Suggested Set Up Under Canopy



KEY	
	Fire Extinguisher
	Exit
	Sanitizer Bucket
	Hand Wash Station
	Trash Can
	Utensil Washing
	Serving Tables
	Food Prep Table
	Food Storage
	Grill/Stove

Suggested Utensil Washing Set Up



Sample Hand Wash Set-up

HOW TO CLEAN A COOLER OR WATER JUG

1. Sanitize with 2 tbsp of unscented bleach in 1 gallon of water.
2. Slosh to cover all surfaces.
3. Let stand 5 minutes and drain. Do not rinse.

COMPONENTS OF A HANDWASHING STATION:

- Clean coolers or jugs with free-flow spigot
- Potable clean water with constant flow for two-handed washing
- Catch basin
- Liquid soap
- Paper towels
- Trash can

