



Environmental Health Division

Cottage Food Temporary Event Food Permit App

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 x 80029 Gethealthycarsoncity.org



Tell Us Your Opinion!
 Scan our QR code to be taken to our customer satisfaction survey.



Visit Our New and Improved Website!
 Scan our QR code to be taken to our website.



MAKE YOUR PAYMENT ONLINE!
 Scan our QR code to be taken to our online payment website.

Please complete and submit this form at least 5 BUSINESS DAYS PRIOR TO THE EVENT. Late fees apply to all Carson City Applications that are submitted late.

Applicant/Business Information

(Please provide the information for the person/business filling out this form.)

Applicant First and Last Name:		Applicant Contact Number:		Applicant Email:	
Applicant Street Address:			City:	State:	Zip:
Applicant Mailing Address: (If the address is the same as the above, select the check box.)			City:	State:	Zip:
Business Name (DBA):					
Non-Profit Tax ID Number/Information: (If Applicable)			Have you participated in previous events in Carson or Douglas County? (Mark One) YES NO		

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 Location:		Event County:	All Dates Business/Vendor Plans to Attend:		Booth Set Up Time:
Event Coordinator Name:		Event Coordinator Contact Number:	Event Coordinator Email:		

PLEASE READ BEFORE CONTINUING:

***Please Note* A Temporary Health Permit Application is required to be completed for each event in attendance. Include your Cottage Food Approval letter with this application and include the list of food items you have been approved to sell. This is required for each event you plan to attend.**

Sampling

Will you be SAMPLING your food/beverage items?

YES
(Read 1 & 2 below)

NO
(Skip to Page 2)

UNK
(Please Call or Email)

If you checked YES for Sampling:

1. Provide a description below of what items/how you plan to provide samples during the event:
2. If you will be sampling unpackaged food products, you are required to pay additional fees as follows:
 - a. The temporary event fees for Carson City are as follows:
 - i. 1 Day Event - \$25
 - ii. 2-7 Day Event - \$50
 - iii. 8-14 Day Event - \$ 75
 - iv. Farmers Market Attendance - \$75
 - b. The temporary event fees for Douglas County are as follows:
 - i. FOR-Profit - \$50
 - ii. NON-Profit - \$25
 - c. Late fees will be assessed on ALL applications that are submitted less than 5 business days, including Non-Profit Organizations.
 - i. 1 Day Event Late Fee - \$25
 - ii. 2-7 Day Event Late Fee - \$35
 - iii. 8-14 Day Event Late Fee- \$ 40
3. If unpackaged sampling is offered, you are required to meet Temporary Event Requirements.

FEES ARE NON-REFUNDABLE

OFFICE USE ONLY

Other Comments:

PAYMENT METHOD OF FEES:

N/A: _____

IN PERSON - CASH: _____ CHK: _____

ONLINE - CC/DC: _____ ECHK: _____

Date Paid: _____

AMT Paid: _____

Late Fee: _____

Check #: _____

Recpt Number: _____

Non-Profit Tax ID#: _____

Date Sent by Oper/Vend: _____

Date Received: _____

Date Entered: _____

Date Inspector Rvwed: _____



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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 Cottage Food 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 re-inspection 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 Cottage Food Temporary Event Permit is NOT APPROVED until I have been successfully inspected by a Health Officer from Carson City Health and Human Services at the above-mentioned Temporary Event.

I hereby consent to inspection by CARSON CITY HEALTH AND HUMAN SERVICES 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: _____

Date: _____

Applicant Printed Name: _____

Include a copy of your labels for review and approval. If you need additional guidance of labeling, please visit our website. Examples of labels are shown below.

EXAMPLES



EXAMPLES

**PLACE LABEL
HERE**

**PLACE LABEL
HERE**

**PLACE LABEL
HERE**

**PLACE LABEL
HERE**



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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.

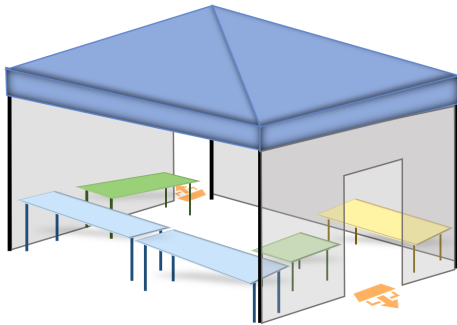
FOOD SAFETY TIPS:

- 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.

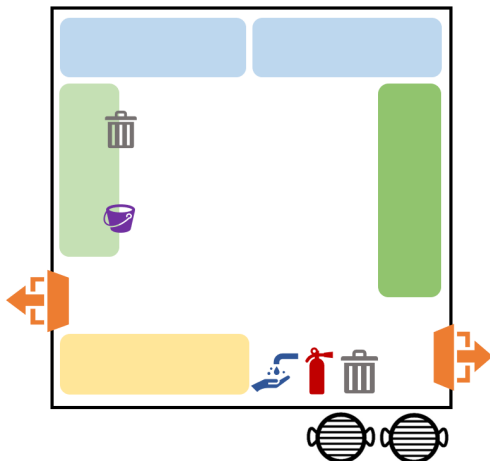
****This is only a partial list of the requirements for temporary food establishments and shall not be construed to be exclusive. Contact Carson City Health & Human Services at (775) 887-2190 for more information.***

Booth Set-Up Diagrams

Sample Canopy Set-up

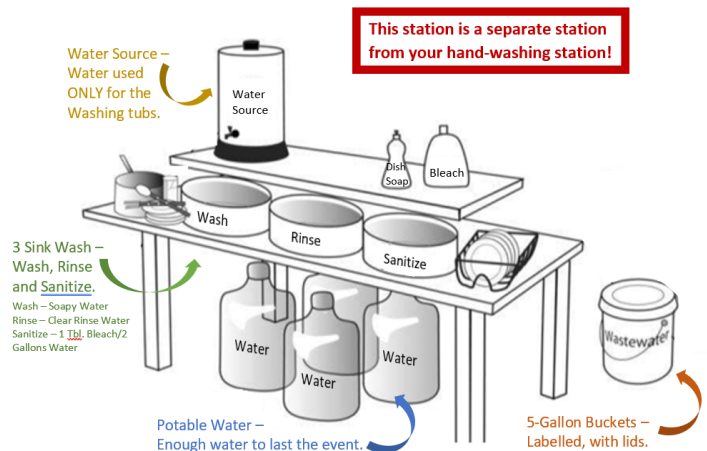


Sample Suggested Set Up Under Canopy



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

