



Maricopa County Environmental Services Department  
Environmental Health Division • Special Events Program  
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## TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION FORM

- PLEASE COMPLETE & RETURN THIS FORM WITH THE REQUIRED PERMIT FEE OF **\$75.00** PER BOOTH AT LEAST **7 DAYS (WITHIN ARIZONA) AND 10 DAYS (OUT OF STATE) PRIOR TO THE START OF THE EVENT**. IF THE COMPLETED APPLICATION AND PAYMENT ARE NOT RECEIVED BEFORE THESE DEADLINES THE FEE WILL BE **\$105.00** PER BOOTH (MONEY ORDER OR CHECKS ONLY) PAYABLE TO THE MARICOPA COUNTY ENVIRONMENTAL SERVICES DEPARTMENT. APPROVAL OF THE APPLICATION WILL ONLY OCCUR AFTER ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.
- ONLY THOSE VENDORS SELLING BOTTLED WATER OR CANNED SODA (UNOPENED, FROM AN APPROVED SOURCE, NO ICE DISTRIBUTION) ARE EXEMPT FROM OBTAINING A TEMPORARY FOOD SERVICE PERMIT. ALL OTHER VENDORS, REGARDLESS OF PRODUCT, ARE REQUIRED TO OBTAIN A PERMIT AND PAY THE ASSOCIATED PERMIT FEE.
- ADVANCED PREPARATION OF FOOD IN THE TEMPORARY FOOD SERVICE ESTABLISHMENT FOR MULTI - DAY SERVICE IS PROHIBITED. ALL FOODS PREPARED AT THE EVENT SITE MUST BE COOKED AND SERVED DURING THE SAME DAY. HOLD OVER OF POTENTIALLY HAZARDOUS FOODS FROM DAY TO DAY IS PROHIBITED.

### General Event Information:

- 1) Name of Event: \_\_\_\_\_
- 2) Date of Event: \_\_\_\_\_
- 3) Time of Event: \_\_\_\_\_
- 4) Location of Event: \_\_\_\_\_  
Facility Name Address
- 5) Event Coordinator: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Applicant Information:

- 6) Your Organization/Business Name: \_\_\_\_\_
- 7) Applicant's Name: \_\_\_\_\_
- 8) Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 9) Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_
- 10) Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 11) Does this business have a current Mobile Food, Pushcart, Food Peddler or Catering permit from Maricopa County?  Yes  No  
If yes, what is the type of permit and permit number? \_\_\_\_\_  
**Note:** Vendors with these types of permits are not required to pay the permit fee for a Temporary Food Service Establishment.

**Menu Information:**

12) List full menu to be served at the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13) Where will foods be purchased/obtained from? \_\_\_\_\_  
\_\_\_\_\_

14) Will any foods be prepared prior to the start of the event?       Yes       No  
If yes, where will the food be prepared? \_\_\_\_\_  
\_\_\_\_\_

15) If answering yes to questions 14, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application?  
 Yes       No       N/A

16) Will frozen foods be thawed at the event?       Yes       No  
If yes, describe method/process to be used: \_\_\_\_\_

17) How will any leftovers of cooked foods be handled at the end of each day (no cooling of hot foods)?  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Information:**

18) How will food temperatures be monitored at the event? \_\_\_\_\_

19) Describe equipment to be used at the event for:  
a) Cold holding: \_\_\_\_\_  
b) Hot holding: \_\_\_\_\_  
c) Cooking/Reheating: \_\_\_\_\_

20) Describe handwashing facilities inside the temporary food service establishment booth:  
 Plumbed Sink OR  Gravity Flow Set-up (See Guideline manual)

21) Describe utensil washing facilities at the event:  
 3-Compartment Sink OR  3-Container Sanitizing Set-up (See Guideline manual)

22) How will hot water be made available for the handwash and utensil wash stations:  
\_\_\_\_\_

23) What type of sanitizer will be used at the event?  
 Bleach       Quaternary Ammonium       Iodine

24) Describe booth construction to be used at the event? Please indicate what material(s) will be used for flooring, sidewalls and overhead protection. Note: A current picture or drawing can be attached in lieu of answering this question.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Event Information**

25) How will potable (drinking) water be obtained during the event? \_\_\_\_\_

26) How will wastewater be disposed of (water from utensil washing and handwash station)?  
\_\_\_\_\_

27) Do employees have current Maricopa County Food Handler Training?

Yes  No

If no, do employees have food safety training from another state and/or county?

Yes  No

If yes, from where? \_\_\_\_\_

28) Does the owner or person in charge of the food service booth have Maricopa County Food Manager's Certification:  Yes  No

If no, does this person have nationally recognized food manager certification from another state and/or county?  Yes  No

If yes, from where or with which organization? \_\_\_\_\_

I certify that the above information is correct and hereby consent to an inspection by the Maricopa County Environmental Services Department. In addition, I acknowledge that issuance and retention of this Temporary Food Service Establishment Permit is contingent upon satisfactory compliance with local temporary food service requirements.

Form Completed by: \_\_\_\_\_  
Signature Title Date

**Questions?**

Please call Jessica Reighard, R.S., Special Events Program Coordinator at (602) 506-6978