

MOHAVE COUNTY
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION



TEMPORARY FOOD SERVICE PERMIT
APPLICATION & OPERATING GUIDELINES

Division Offices

Bullhead City
1130 Hancock Rd.
Bullhead City, AZ 86403
(928) 758.0704

Kingman
3250 E. Kino Avenue
Kingman, AZ 86409
(928) 757.0901

Lake Havasu City
2001 College Dr.
Lake Havasu City, AZ 86403
(928) 453.0712

EHpermits@mohave.gov



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TEMPORARY FOOD SERVICE PERMIT APPLICATION & GUIDELINES

1130 Hancock Rd., Bullhead City | 3250 E. Kino Ave., Kingman | 2001 College Dr., Lake Havasu City

INSTRUCTIONS

****All food and beverage vendors must complete an application whether subject to fees or not****
Permits and fees are non-transferable and non-refundable

Please submit the following at least **two weeks** prior to the event. **Payments will NOT be accepted at the time of the event nor will permits be issued.** Vendors who have not been permitted prior to the event will be required to cease operations and leave the event.

1. Completed application for a Temporary Food Service Permit.
2. Diagram of the floor plan for interior of the booth or mobile food unit.
3. Payment by cash, check, money order, or credit card for the requested permit type.

- \$ **95.00** Temporary Food Service/Cook-off, single event 1-5 days
Applications received less than **7 business days** prior to the event will be assessed a **\$50.00 late fee**. Events lasting **more than 5 days** will be assessed a **\$10.00 fee** for additional day.
- \$ **70.00** Temporary Retail Food, single event 1-5 days
- \$ **20.00** Sampling permit (non-time/temperature control for safety, *prepackaged* food items only)

Non-Profit & Tax-Exempt Operators

- \$ **45.00** Temporary Food Service/Cook-off, single event 1-5 days
Applications received **less than 7 business days** prior to the event will be assessed a **\$25.00 late fee**. Events lasting **more than 5 days** will be assessed a **\$5.00 fee** for additional day.
- \$ **35.00** Temporary Retail Food, single event 1-5 days

Completed paperwork and payment may be submitted to any Environmental Health Division office in person or by email at the address below. For questions or assistance with any part of this application please contact any of our three office locations.

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TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS

DEFINITIONS

Approved Source means one that has been deemed acceptable by the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

Mobile Food Unit means a self-propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away, or dispensed.

Potable Water means water that is drinkable and comes from an approved source.

Pre-packaged Foods means food that has been commercially packaged and sealed.

Ready-to-eat Foods means food that is in a form that is edible without additional preparation to achieve food safety.

Time/Temperature Control for Safety (TCS) Foods means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation. These foods include animal foods that are raw or heat-treated, plant foods that are heat treated or cut, raw seed sprouts, and garlic-in-oil mixtures.

Temporary Food Service Establishment means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration and may include food booths, mobile food units, or other reasonable accommodations.

FOOD BOOTH AND MOBILE UNIT REQUIREMENTS

Construction

1. **Overhead Protection:** Overhead protection is required for all warewashing and food preparation and storage areas and must be of suitable material to protect from precipitation, dust, bird and insect droppings, and other physical contaminants.
2. **Side Walls:** All openings shall be protected against the entry of contaminants by 16 mesh to 1-inch screens or other effective means. Establishments with limited food preparation *may* be exempt if location, weather, or other conditions limit the presence of insects, vermin, birds, or other potential contaminants.
3. **Flooring:** Suitable flooring for food booths includes concrete, asphalt, or dirt or gravel that is covered with mats, duckboard, or other approved material to control dust and mud.

Equipment and Sanitation

1. **Potable water:** Potable water must be provided for hand washing, warewashing, and food preparation and cooking.
2. **Handwashing facilities:** This facility must consist of warm flowing water, soap, individual paper towels, and a basin for water collection.
3. **Warewashing facilities:** A warewashing station consisting of three basins for washing, rinsing, and sanitizing is required. Establishments who use only single-use, disposal wares *may* be exempt if approved.
4. **Sanitizer:** Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in a sanitizing solution for utensils, equipment, **AND** in a separate basin for wiping cloths to be used on tabletops and counters. Test strips/kits must be used for the approved sanitizer. All chemicals must be stored separate from food preparation and display areas.
5. **Refuse:** All garbage containers must be covered.

Personnel

1. **Food Handler Card:** At minimum, one person must have a valid food handler card posted.
2. **Breaks:** Eating, drinking, and smoking are prohibited while in the food preparation and/or service area.
3. **Illness:** Workers exhibiting symptoms of illness, such as vomiting or diarrhea, or those with undressed, open sores should be excluded from food preparation and service activities.



FOOD SAFETY REQUIREMENTS

Approved Source

All foods must be obtained from an approved source and produce commercially pre-washed or washed in advance at an approved permanent “fixed” food establishment/commissary.

Required Commissary

A Temporary Food Service permit is limited to food preparation that is simplified to reduce excessive steps to ensure that contamination does not occur. Excessive steps include, but are not limited to, cooking overnight without oversight, cooling hot foods, or cutting large volumes of food items. These excessive steps shall be conducted only in a permitted, permanent “fixed” food establishment/commissary.

Any **off-site food preparation** must take place in a facility permitted by the MCDPH Environmental Health division and with an approved *Commissary Agreement* form.

Preparation

All time/temperature control for safety (TCS) foods must be prepared on the same day of sale or service, unless using an approved commissary. Home storage and preparation of food is *prohibited* except as permissible and registered under the Arizona Cottage Food Program.

All cooking of foods must be done towards the back of the booth and equipment placed on stable surfaces and shielded from the public. Barbeque grills, griddles, and smokers must be cordoned off with a separation distance of at least 4-feet from the public.

Food Temperatures

Hot Food items must be cooked to the proper temperature and held at no less than 135°F. Hot holding equipment may include crockpots, steamtables, electric or propane stoves and grills, and similar devices of capable of maintaining food at 135°F. Crockpots, steam tables, or other hot holding devices are *not* to be used as a means for heating foods.

Cold food items must maintain a temperature of 41°F or below. Cold holding equipment may include refrigerators, freezers, and ice chests.

Food Display, Service, and Storage

1. All ready-to-eat foods must be handled with utensils such as tongs, spatulas, deli tissues, or single-use gloves. **Bare hand contact** is strictly *prohibited*.
2. Foods on display must be covered and consumer self-service foods must be wrapped or effectively dispensed to protect from contamination.
3. Beverages kept in ice must be stored so the caps are visible above the ice and must be served by a staff member.
4. Ice used to keep food or beverages cold *may not* be used in the preparation or service of food or beverages.
5. All food items must be stored at least 6 inches above the ground.
6. Hot held foods which have not been used by the end of the day must be discarded.

All **critical item violations**, those directly related to foodborne illnesses, **must be corrected immediately**. All other violations, those related to sanitation, design, and maintenance of the food booth, must be corrected within the time frame determined by the Environmental Health Specialist.



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**APPLICATION FOR TEMPORARY FOOD SERVICE OR
COOK-OFF/COOKING CHALLENGE PERMIT**

*****PERMIT MAY BE PAID BY CASH, MONEY ORDER, OR CREDIT CARD. NO PERSONAL CHECKS*****

Temporary Food Service/Retail Service

MCDPH Staff Use: Type # _____

Cook-off/Cooking Challenge

Number of Participants _____. Please provide an accurate list. Participants not listed may be asked to leave.

Does the organization have a charitable or non-profit status? No Yes, Tax-Exempt No. _____

OPERATOR INFORMATION

Business Name	DBA/AKA (Name on Booth)
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Name of Owner/Operator	Phone No.	Alternate Phone No.
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Driver's License Number: _____ State: _____ Issue Date: _____ Expiration Date: _____

ATTACH A LEGIBLE PHOTOCOPY OF US ISSUED PHOTO ID OR THIS APPLICATION WILL NOT BE PROCESSED.
Please note: Arizona State Law requires verification of lawful presence for permit issuance. A U.S. issued photo ID is required. If your ID is from HI, IL, ME, MD, NM, TX, UT or WA, additional identification may be required.

Mailing Address (number, street, box or route)	E-mail address
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City	State	Zip
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EVENT INFORMATION

Event Name	Event Location
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Start Date	End Date	Hours of Operation	What time will the event be set-up and ready for inspection?
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Event Coordinator	Phone No. ()	Vendor Space #
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Name of Food Handler in Charge at the Booth: _____

ATTACH COPY OF FOOD HANDLER CARD(S) TO THIS APPLICATION OR THIS APPLICATION WILL NOT BE PROCESSED.

FACILITY & OPERATIONS INFORMATION

1. List all menu items to be served:

2. Will ALL foods be prepared at the event site?
 YES NO **If not, complete ATTACHMENT A and Commissary Agreement.** If food will be prepared at an establishment outside of Mohave County, the operator must provide a copy of the current license. Home Prepared Foods NOT allowed except as permissible the Arizona Cottage Food Program. Out-of-state home prepared foods will **not** be allowed.

3. Food must be obtained from an approved source. Where will you obtain your food products?

Note: If serving meat products, be prepared to show receipts of purchase.

For Questions # 4 - 15 check all the boxes that apply.			
4. Cold Holding Equipment <input type="checkbox"/> Refrigerators <input type="checkbox"/> Freezers <input type="checkbox"/> Ice Chest <input type="checkbox"/> Other _____	5. Hot Holding Equipment <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Steam Table <input type="checkbox"/> Oven/Stove <input type="checkbox"/> Other _____	6. Cooking Equipment <input type="checkbox"/> Grill <input type="checkbox"/> Microwave <input type="checkbox"/> Oven <input type="checkbox"/> Propane burner <input type="checkbox"/> Other _____	7. Water Source <input type="checkbox"/> Public Water (on site) <input type="checkbox"/> Public Water (hauled) <input type="checkbox"/> Bottled Water <input type="checkbox"/> Other _____
8. Dishwashing Facilities <input type="checkbox"/> Temporary three compartment tubs <input type="checkbox"/> Permanent three compartment sink <input type="checkbox"/> Other _____		9. Water Disposal <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Holding Tank	
10. Hand Sink Facilities <input type="checkbox"/> Gravity Flow Hand sink <input type="checkbox"/> Permanent Hand sink		11. Sanitizer and Test Strips <input type="checkbox"/> Bleach <input type="checkbox"/> Quaternary Ammonia	
12. Food Booth Enclosure <input type="checkbox"/> Overhead Cover <input type="checkbox"/> Ground covering <input type="checkbox"/> Screening		13. Power Source <input type="checkbox"/> Temporary Electrical Connection <input type="checkbox"/> Portable Generator <input type="checkbox"/> Propane <input type="checkbox"/> Other _____	
14. Toilet Facilities <input type="checkbox"/> Flush How many? _____ <input type="checkbox"/> Portable How many? _____		15. Thermometer(s) <input type="checkbox"/> Calibrated thermometers will be available and used	
16. How will you handle ready to eat foods to prevent bare hand contact? <input type="checkbox"/> Single-use Gloves <input type="checkbox"/> Tongs <input type="checkbox"/> Utensils <input type="checkbox"/> Deli tissue <input type="checkbox"/> Other _____			
D. CONSUMER ADVISORY			
List any foods of animal origin that will be served raw or undercooked:			
<i>If any raw or undercooked foods of animal origin will be served, you must notify your customers of the risks involved with these foods per the Arizona Food Code by use of a reminder and disclaimer.</i>			
PERMIT CONTINGENT UPON APPROVAL OF DEVELOPMENT SERVICES DEPT. FEES ARE NON-REFUNDABLE			
REQUIRED SIGNATURE: I/We agree the issuance and revocation of this permit is contingent upon satisfactory compliance with Temporary Food Service requirements of the Arizona Food Code and any requested variance thereof.			
Applicant's Signature: _____		Date: _____	
For Payment By Credit Card			
Name on Credit Card _____			
Credit Card Number _____ Exp. Date _____ 3 Digit Security Code _____			
Billing address for Credit Card: _____			
Signature of Cardholder: _____		Date: _____	
*Note convenience fee will be applied for use of credit card based on total charge			
FOR OFFICE USE ONLY			
Application approved by: _____		Receipt # _____	
Date: _____		Date: _____	
<input type="checkbox"/> Picture ID verified & copy attached by _____ (initial)		Amount \$ _____	
		Credit/Cash/Check # _____	

This application will be denied if not completed in its entirety and/or the following items are missing:
 Legible copy of US ID Legible copy of a current Food Handler Card Payment

ATTACHMENT A: FOOD PREPARATION AT ANOTHER LICENSED FOOD ESTABLISHMENT (Use only for food prepared at another location)	
Name of Food Establishment	Address
License Number	Preparation Dates From: _____ To: _____
Food	Explain what food preparation will be done at this facility (e.g. cooked, cooled, or reheated, and to what temperatures?)
NOTE: If food will be prepared at an establishment <u>outside of Mohave County</u>, the operator must provide a copy of the current license.	

CURRENT TEMPORARY EVENT FEE SCHEDULE			
1071	TEMPORARY FOOD SERVICE 1-5 CONSECUTIVE DAYS	\$95.00	
	EACH ADDITIONAL DAY - \$10	\$10.00	
	<7 days' notice \$50.00 additional fee	\$50.00	
1072	TEMP. FOOD SERVICE (NON-PROFIT OR TAX EXEMPT) 1-5 CONSECUTIVE DAYS	\$45.00	
	EACH ADDITIONAL DAY \$5	\$5.00	
	<7 days' notice \$25.00 additional fee	\$25.00	
1073	TEMPORARY RETAIL FOOD	\$70.00	
1074	TEMPORARY RETAIL FOOD (NON-PROFIT OR TAX EXEMPT)	\$35.00	
1075	COOK OFF UP TO 20 PARTICIPANTS	\$95.00	
	EACH ADDITIONAL PARTICIPANT \$5.00	\$5.00	
	<7 days' notice \$50.00 additional fee	\$50.00	
1076	COOK OFF UP TO 20 PARTICIPANTS (NON-PROFIT OR TAX EXEMPT)	\$45.00	
	EACH ADDITIONAL PARTICIPANT \$2.50	\$2.50	
	<7 days' notice \$25.00 additional fee	\$25.00	
1077	SAMPLING PERMIT (non-TCS, prepackaged food items only)	\$20.00	

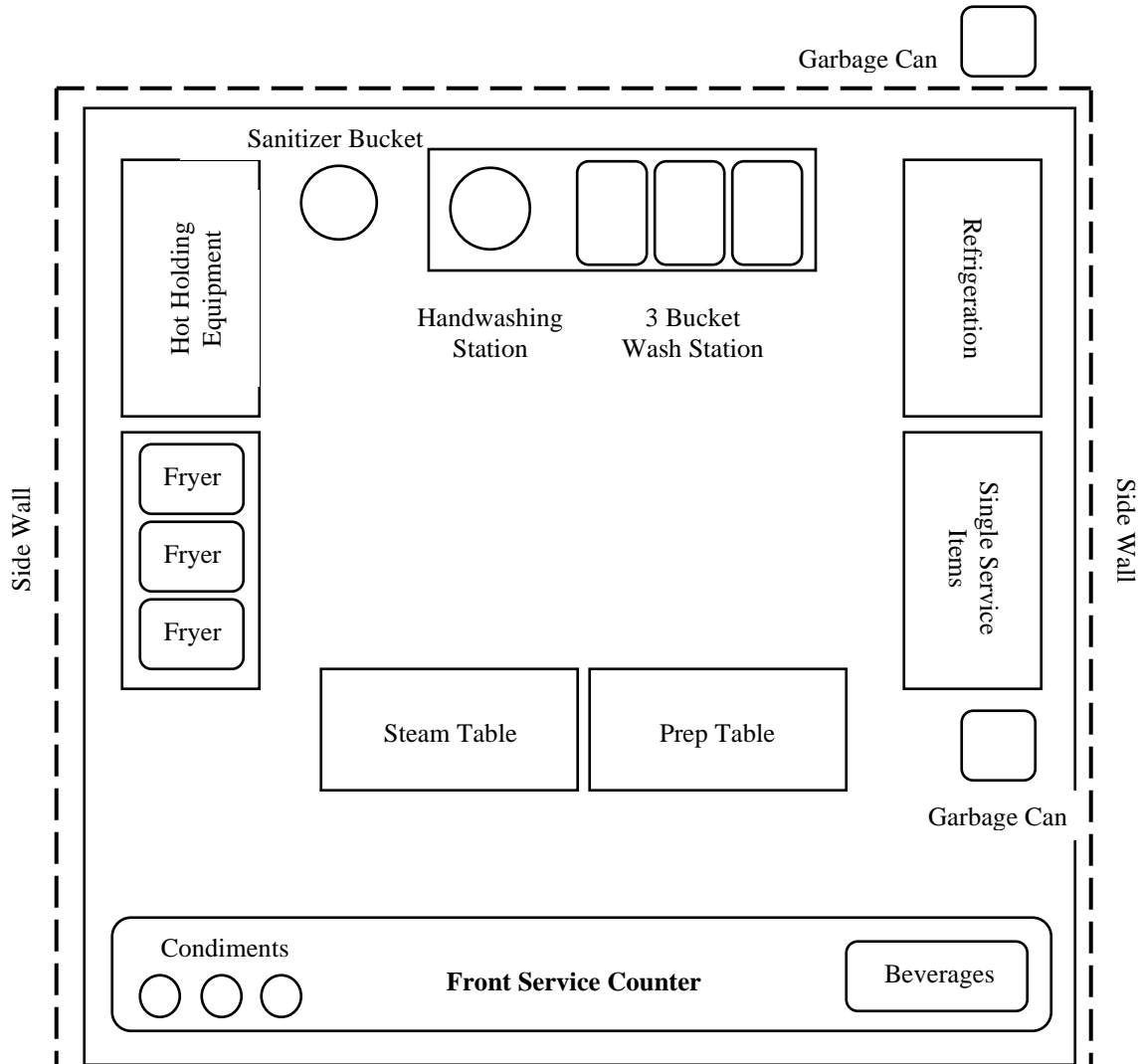


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FIGURE 1. PLAN SUBMITTAL EXAMPLE

BOOTH LAYOUT DIAGRAM





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COMMISSARY AGREEMENT

Please complete all applicable fields. An incomplete application may delay approval.

The commissary will be used in conjunction with a:

- Stationary Food Service Establishment (e.g. booth) Mobile Food Unit (e.g. pushcart, food truck)
Vehicle information must be completed.

OPERATOR INFORMATION

Business Name		DBA/AKA (Name on Booth/Truck)	
Name of Owner/Operator	Phone No.	Alternate Phone No.	
Mailing Address (number, street, box or route)		E-mail address	
City	State	Zip	

VEHICLE INFORMATION

License Plate #	State Decal #	Vehicle VIN #
Year	Make/Model	Color

This vehicle shall operate out of the commissary indicated below and report to the commissary at least once each operating day for cleaning and servicing. If the use of this commissary is discontinued, the permit holder must notify this office to make the necessary changes. Failure to notify this office could result in permit revocation and/or penalties.

Signature of Owner/Operator _____ Date _____

COMMISSARY INFORMATION

Business Name	Permit #
Name of Owner/Operator	Phone No.
Site Address	
City	State
Zip	

- I, the commissary owner, can and will provide the aforementioned business the necessary resources as checked below:**
- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Dry Food Storage | <input type="checkbox"/> Refrigerated Food Storage | <input type="checkbox"/> Frozen Food Storage | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Food Preparation Area | <input type="checkbox"/> Warewashing Sink | <input type="checkbox"/> Potable Water | <input type="checkbox"/> Liquid/Solid Waste Disposal |
| <input type="checkbox"/> Toilet & Handwashing Sink | <input type="checkbox"/> Vehicle Wash Facility | <input type="checkbox"/> Electrical Hook-up | <input type="checkbox"/> Overnight Parking |

Signature of Commissary Owner/Operator _____ Date _____

MCDPH Office Use Only

Commissary is a permitted establishment in good standing in Mohave County
 Commissary is a permitted establishment in good standing in _____ County, permit # _____.

Signature of Environmental Health Specialist/Sanitarian _____ Date _____