Central Nevada Health District
Temporary Events Food Establishment
Application/Permitting Checklist

Central Nevada Health District (CNHD) Environmental Health Services (EHS) authorizes health permits for food establishment operators at special events throughout the Churchill, City of Fallon, Eureka, Mineral and Pershing Counties (District) and regulates the safe operation of food establishments through the inspection process. CNHD EHS and Special Event Food Establishment operators both share the same goal: to ensure that the food served in these areas is wholesome and safe.

If you are planning to conduct business as a food establishment at a special event in the District, utilize this checklist to ensure your health permit is valid and your business is ready to safely operate:

☐ **Check with your jurisdiction's Business Licensing Office to see if you need additional licenses.** Use the links below to connect with each licensing office, and respective Building and Fire Departments.

- Churchill County Business License or call 775-423-7627
- City of Fallon Business License or call 775-423-5104
- Eureka County Business License or call 775-237-5263
- Mineral County Business License or call 775-945-2446
- Pershing County Business License or call 775-273-2700

☐ **Secure an approved and permitted kitchen for advance food storage and/or preparation – not applicable if all food preparation and dishwashing occur on-site at the event**

- All food storage and/or preparation that occurs in advance of the special event must occur in a permitted, commercial kitchen.
- All equipment and utensil washing that occurs before or after the special event must occur in a permitted, commercial kitchen.
- A permitted, commercial kitchen is not required for operators that wish to purchase food/beverage items the day of the event, prepare all food/beverage items on-site at the special event, and wash all equipment and utensils on-site. Vendors may be asked to verify food/beverage purchasing dates at time of inspection. Vendors that do not have access to a 3-compartment sink at the special event must receive prior approval for a 3-tub system for dishwashing.

☐ **Apply for a Health Permit using the Application for Special Events Food Permit**

- To allow adequate time for processing, please submit applications at least 15 business days prior to the start of the event. Applications and payments submitted within 7 business days of the event may be charged a late fee. Applications and payments submitted within 2 complete business days of the event will not be accepted. Permits will only be issued when both the application and payment are complete. Without a valid permit to operate, the vendor will not be able to serve food at the event. Permit fees can be viewed on the CNHD webpage.
- For questions regarding the applications, contact CNHD EHS by calling 775-867-8181.

CNHD
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ENVIRONMENTAL HEALTH SERVICES
485 West B Street
Fallon, NV 89406
775-867-8181

☐ **Successfully complete a Pre-Event Interview**

- Once all application forms are received and processed, you can expect to be contacted by an EHS inspector to review your menu and proposed booth set-up.

☐ **Permit Issuance: food preparation and sale can begin**

- Independent and small events: once the pre-event interview is conducted, the inspector will notify the applicant if the permit is approved. If approved, food preparation and sales can begin.

- Larger events with multiple food establishment permits: an on-site opening inspection may be required prior to permit issuance. Food preparation and sales must not commence prior to approval of the opening inspection.

☐ **Operational inspection(s) conducted by EHS inspector at the special event**

- Inspections are unannounced as they are intended to provide the inspector with an adequate representation of routine operations at the food establishment.

- The number of inspections that will be conducted depends on the number of days the food establishment is in operation and the risk level of the foods being prepared.

- Special Events Food Establishments that are determined to be out of compliance with foodservice requirements may be subject to re-inspections as needed.

CENTRAL NEVADA HEALTH DISTRICT

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ENVIRONMENTAL HEALTH SERVICES DIVISION
485 West B Street Fallon NV 89406
Telephone (775) 867-8181
https://www.centralnevadahd.org/

Application for Special Events Food Permit

Office Use Only
Fee Paid _____
Late Fee Paid _____
Date Paid _____
Cash/ CC/ Check _____
Receipt No. _____
Permit # _____

Application is to be completed, in full, by the applicant. Please print clearly. Permits are NOT transferable and NOT refundable.

Please submit applications at least 15 business days before the event. Applications and payments submitted within 5 business days of the event will be charged a late fee of $60.00. Applications and payments submitted within 2 complete business days of the event may not be accepted. Illegible or incomplete applications will not be accepted and may be returned or rejected.

Permit Type

☐ Temporary Food Establishment (TFE) Fee: **$60.00/per event**

☐ Temporary Food Establishment (Non-profit) Fee: **$30.00/per event** ID# _____

Applicant Information

Applicant Name:	Applicant Contact Number:	Applicant Email:	
Applicant Street Address:	City	State	Zip

Business Information

Business Name (DBA):		Have you participated in previous events in the District? ☐ YES ☐ NO
Name of Person-in-Charge (must be present at event):	Person-in-Charge Contact Number:	Person-in-Charge Email Address:

Event Information

Number of Booths at Event with Same Menu: _____ **Please Note**: Separate applications are required for different menus.

Fill out the following table for ALL events/dates; please list only the times during which food/beverage items will be prepared and sold. **PLEASE NOTE:** TFE permit applicants may list a maximum of 14 recurring, consecutive dates for the SAME event (i.e. Farmer's Markets, weekly events, etc.). TFE permit applicants must fill out different applications for separate events.

Event Date	Start & End Time	Event Name	Event Location	Event Coordinator	Coordinator Phone Number

Food Source and Storage

Fill out the following table for ALL food/beverage items to be sold or sampled at the event(s). Food/beverage items that are not listed will NOT be allowed for service. Attach a separate menu if additional space is needed.

Food/ Beverage Item	Cooking Procedures	Holding (Hot/Cold)	Serving (Hot/Cold)

Will food/beverage items be prepared and/or stored off-site before the event?

☐ **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:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Is the facility within the District?

☐ **YES.** Permit #: _____

☐ **NO.** Attach a copy of the facility's valid health permit.

Advance Preparation Start Time: _____ End Time: _____

How will food items will be kept hot or cold during transport?

Length of transportation time (minutes):

☐ **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. 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.

Applicant Initials: _____

Once initialed, skip to "Food Preparation and Holding" section.

Food Preparation and Holding

Handwashing Facility Type (choose one):

☐ PLUMBED SINK

☐ GRAVITY FLOW CONTAINER

☐ SELF-CONTAINED PORTABLE UNIT

Please note: Gravity flow containers must be a minimum of 2 gallons of potable water in an insulated container, and must be equipped with a hands-free spigot, a 5-gallon bucket for wastewater, pump hand soap, and paper towels.

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

Please note: Utilization of a 3-tub system is only permitted with prior approval from CNHD. All off-site utensil/equipment washing must occur in a commercial kitchen and may not be washed at home.

List All **Cold-Holding Equipment** Type(s) and Quantity:

List All **Hot-Holding Equipment** Type(s) and Quantity:

List All **Cooking Equipment** Type(s) and Quantity:

List All **Reheating Equipment** Type(s) and Quantity:

List **Sampling Methods and Equipment** if applicable:

I have a calibrated **STEM THERMOMETER** available for taking food temperatures throughout the event.

Please note: Thermometers must be able to accurately measure temperatures within 0-220˚F. Vendors selling food items that do not require temperature control are not required to have a stem thermometer.

Applicant Initials:

Equipment and Facilities

On-site **Garbage and Refuse Disposal** (choose one): ☐ COVERED CANS ☐ DUMPSTERS	**Garbage and Refuse Disposal** Provided by: ☐ EVENT COORDINATOR ☐ BOOTH OPERATOR Name of responsible party: _____
Restroom Facilities Type (choose one): ☐ PORTABLE TOILETS ☐ INDOOR TOILETS	**Restroom Facilities** Provided by (choose one): ☐ EVENT COORDINATOR ☐ BOOTH OPERATOR Name of responsible party: _____
Wastewater Disposal Type (choose one): ☐ SANITARY SEWER ☐ HOLDING TANK (see Operational Checklist)	**Wastewater Disposal** Provided by (choose one): ☐ EVENT COORDINATOR ☐ BOOTH OPERATOR Name of responsible party: _____
Drinkable (potable) **Water Source** for cooking and handwashing: (ex. Municipal water with food-grade hose, bottled water, etc.) _____	**Electrical Supply** Provided by (choose one): ☐ EVENT COORDINATOR ☐ BOOTH OPERATOR

Terms and Conditions

Review the following Term and Conditions for Operation of a Special Events Food Establishment and initial in the box corresponding to each statement. By initialing, the applicant acknowledges that failure to adhere to these terms and conditions may result in further enforcement action, including permit suspension.

Terms and Conditions for Operation of a Special Events Food Establishment	Applicant Initials
I have reviewed and understand the requirements of this permit and of operating a Special Events Food Establishment. I understand that issuance and retention of this permit depends upon acceptable compliance with temporary foodservice requirements as stated in the Regulations of the Central Nevada District Board of Health Governing Food Establishments.	
I understand that my Special Events Food Establishment will be 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 Special Events 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 Special Events Food Establishment. I understand that the District employees will adhere to their Code of Conduct and work with me honestly, respectfully, fairly, and courteously.	
I understand that my application is NOT approved until I have been successfully interviewed by an inspector regarding the operation of my Special Events Food Establishment. I acknowledge that repeat vendors whose menu has not changed may only receive one interview per year.	

Application Acknowledgement

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.

Print Name:	Date:
Signature:	Date:

FOR OFFICE USE ONLY – ADDITIONAL PERMIT NOTES

SPECIAL EVENTS FOOD ESTABLISHMENT OPERATIONAL CHECKLIST

This form is a tool to help operators ensure they have all the equipment needed to obtain compliance at special events. Complete this checklist as you set up your booth. Present the completed checklist to your Central Nevada Health District (CNHD) inspector at time of inspection.

☐ **STOCKED HAND SINK** • must be set up and used **prior** to any food related activities • must be either hands free (no push-button spigots) **OR** self-contained • must be fully stocked with a minimum of 2 gallons of water, soap, paper towels, and a 5-gallon wastewater bucket • must be located in all food prep areas and accessible at all times • hands must be washed whenever switching activities / gloves, and whenever they may become contaminated	 Hands Free Self-contained
☐ **EMPLOYEE HEALTH AND HYGIENE** • employees must be in good health—no food handling if employee has diarrhea, vomiting sore throat with fever, un-covered lesions on hands, etc. • hands and clothing must be clean, hair must be restrained • no smoking or eating in booth	
☐ **WATER FROM APPROVED SOURCE** • all water used for cooking and handwashing must be from a sealed commercial source or from a permitted food facility • may not use water from garden hoses or personal residences	
☐ **WASTEWATER DISPOSAL** • wastewater must be disposed of in a holding tank or sewer • may be provided by event coordinator, location must be known by operator	
☐ **COVER OVER FOOD PREP, GROUND COVER MUST MINIMIZE DUST** • food prep area must be covered to provide protection from environment • grills and deep fryers can extend beyond the cover to comply with fire codes • floors of booth must be smooth and easily cleanable – no dirt or mud in food prep area	
☐ **COLD HOLDING EQUIPMENT** • all equipment must be clean • must be capable of holding cold food at a temperature of **41°F or less** • ice chests may be used (ice used for refrigeration may not be used for consumption)	
☐ **HOT HOLDING EQUIPMENT** • all equipment must be clean • must be capable of holding hot food at a temperature of **135°F or more** • must use direct power or propane, no Sterno or canister heat allowed outdoors	

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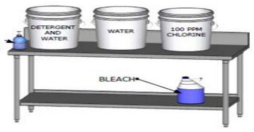
☐ **COVERED GARBAGE CANS** • provide dumpster or covered garbage cans for disposal • garbage must be removed at a frequency that prevents accumulation, odors and pests	
☐**DISHWASHING / CLEAN UTENSILS** • must provide or have access to a plumbed 3-compartment sink for washing with soap and water, rinsing with fresh water, and sanitizing • utensils must be properly washed every 4 hours **OR** booth must have an adequate supply of clean utensils for daily operation so that utensils are switched out every 4 hours • prior approval of a 3-tub system for dishwashing is required before operation	 
☐**SANITIZER AND TEST STRIPS** • must have approved method to sanitize surfaces as needed, such as a spray bottle or sanitizer bucket • must provide test strips to monitor sanitizer concentration *(chlorine 50-100ppm or quat 200-400ppm)*	
☐**FOOD PROTECTION** • must protect displayed foods with a sneeze guard or other effective means • samples must be provided individually, no common bowls • all equipment must be smooth, easily cleanable and in good repair • personal belongings and food/drink must be stored aware from food prep area	
☐**FOOD FROM APPROVED SOURCE** • all food must be from an approved source, *nothing can be made at home* • farms selling produce must have a Dept. Of Agriculture Grower's Certificate on-site	
☐ **NO BARE-HAND CONTACT WITH READY-TO-EAT FOODS** • gloves, utensils, wax paper or other effective means must be used to handle RTE foods • gloves must be changed whenever switching tasks or gloves become otherwise contaminated • hands must be washed prior to donning new gloves	
☐**STEM THERMOMETER** • must have a calibrated stem thermometer to monitor final cook, and hot and cold holding temperatures • operator must have knowledge of temperature parameters for foods being served • thermometer must be able to accurately measure temperatures within 0-220°F.	
☐**FOOD / SINGLE USE ITEM STORAGE** • all food and single use items must be stored at least 6 inches off the ground	

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