

THIS IS NOT A PERMIT



City of Albuquerque
Environmental Health Department
Consumer Health Protection Division
P.O. Box 1293, Albuquerque, NM 87103



Tim Keller, Mayor

Sandra Begay, Director

FAX: 505-768-2617 Email: Fyaros@cabq.gov Phone 505-768-2716

Applications must be submitted at least 3 business days prior to the event

Application for Temporary Food Permit

Submit Completed Form to City Hall, 400 Marquette NW, 3rd Floor, Room 3023 – Consumer Health Protection Division

Event Name:	Date From:	To:
Booth Name:	Event Location:	
Event Hours: Start:	End:	Set Up Time:

Applicant: Owner/Operator	
Address:	City/State/Zip:
Phone #:	Organizer Contact:
Email:	Fax #:

Location of food preparation: On Site Other

List all Menu items: _____

- | | | | |
|---|---|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Cooking/Reheating | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hot Holding | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cold Holding | <input type="checkbox"/> Gas | <input type="checkbox"/> Elec | <input type="checkbox"/> Other |
| <input type="checkbox"/> Garbage/Solid Waste | | <input type="checkbox"/> On Site | |
| <input type="checkbox"/> Other Explain | | | |
| <input type="checkbox"/> Liquid Waste Disposal | | <input type="checkbox"/> On Site | |
| <input type="checkbox"/> Other Explain | | | |
| <input type="checkbox"/> Thermometers | <input type="checkbox"/> Metal Stem | <input type="checkbox"/> Refrigerator | |
| <input type="checkbox"/> Gravity Handwash Station | | <input type="checkbox"/> Sanitizer | |
| <input type="checkbox"/> Test Kit | <input type="checkbox"/> 3-Compartment basin set-up | | |

I hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale of some or all potentially hazardous food to protect the public. I further agree not to sell any home prepared products. I voluntarily agree to destroy any food deemed to be unfit for human consumption or hazardous to the public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Signature: _____
Date: _____
Health Authority Signature

Applications cannot be processed without payment. Please mail in or drop off at our office. Exact change or check only.
Temporary Food Permit Fee: \$25.00

Vendors shall not open for business prior to paying and obtaining a permit from Environmental Health Consumer Health Protection.

Amount Paid: \$ _____ Date: _____

- **Permits displayed in public view during the event.** This allows acknowledgement that city departments are aware of your event.
- **Park Use Agreement** must be obtained through City of Albuquerque Parks and Rec Dept. for any events in City Parks
- **Hand Washing Facilities.** A convenient hand washing facility shall be available for the food handlers on site. Public hand washing facilities are also required at all events. All hand washing facilities must be supplied with soap, paper towels and a trash can. Note; Hand Sanitizer does NOT replace hand washing.
- **Toilets** are required for events with large attendance. If you expect more than 100 people at your event, a minimum of one toilet facility is required and must be ADA compliant. Additional guests will require toilet facilities available in the ratio of 1:250 people.
- **Sanitizing** of hard surfaces and equipment is required to reduce the spread of illness. This can be done with a mixture of bleach and water in the concentration of 100 parts / million or approved sanitizer wipes.
- **Ware Washing** is required unless only single service items are used. A three compartment sink set-up is required if there will be utensils or other items needing to be washed, rinsed and sanitized. Extra utensils may be used instead of the three compartment sink in some cases.
- **Food Source.** No home prepared foods are allowed to be served with the exception of baked goods. All foods must be prepared in a permitted facility. Homemade ice is also not allowed.
- **Menu Review** is required for all applications to determine the permit requirements.
- **Trash.** Sufficient trash receptacles must be provided and located for ease of use. All trash must be removed from the location at the end of the event.
- **Liquid Waste Disposal.** All liquid waste is to be removed and disposed of properly at the end of the event. Liquid waste shall not be poured in storm drains.
- **Water.** Adequate potable water must be available to supply the expected hand washing station and the ware washing activities.
- **Food & Equipment Protection.** Food and equipment must be located in such a way that they are protected from potential contamination.
- **Allergens and Ingredients.** A list of ingredients and allergens shall be posted near the food items.
- **Bake Sales.** Non-hazardous foods, wrapped or protected, are allowed to be prepared at home.
- **Mobile Food Units.** If mobile food units are invited to events, the event organizer is required to verify that the mobile food permit is valid and City fire inspections are current. The mobile food unit permit must be posted on the unit.
- **Catering.** If food is being provided to your event, it is the organizer's responsibility to verify that the caterer has a valid health permit. Caterer's food permit must be posted in public view.
- **Other** _____