



City of Albuquerque
Environmental Health Department
Consumer Health Protection Division
1 Civic Plaza NW, 3rd Floor, Room 3023, Albuquerque, NM 87103

Applications must be submitted at least 1 (one) week prior to the event

Application for Bake Sale Permit

Submit completed form to City Hall, 1 Civic Plaza NW, 3rd Floor, Room 3023 – Consumer Health Protection Division FAX: 505-768-2617 Email consumerhealth@cabq.gov Phone 505-768-2716

The following public health standards must be complied with in order to receive and maintain approval for any type of bake sale:

1. Potentially hazardous foods, i.e. cream pies, éclairs, etc., are **prohibited**.
2. All products must be wrapped or packaged to prevent the possible contamination of the products by customers, insects or weather. Do not touch baked goods with bare hands when packaging. Use of utensils such as wax paper, napkins, gloves or tongs is required. Whole loaves of bread, trays or pans of baked snacks must be covered before items are taken out.
3. To help prevent food allergy reactions, list ingredients for each type of baked goods. Example: whole wheat bread; whole-wheat flour, sugar, salt, shortening, yeast. Post list of ingredients by baked goods or placed a label on wrapper.
4. All service personnel must wear hair restraints.
5. A sign should be posted indicating who is holding the sale.
6. The table or stand must be located where it is not subject to dust contamination from passing automobiles.
7. The Environmental Health Department Bake Sale Permit must be kept at the scene of the bake sale to be readily available for consumer to view.
8. Failure to comply with the above minimum public health standards will subject the bake sale operation to immediate closure.

BAKE SALE PERMIT APPLICATION

***This application is for non-profit organizations only.**

Name of Organization: _____

Person in Charge: _____

Title: _____

1. Home Address: _____

2. Telephone/Cell: _____

3. Fax Number: _____

Location of Proposed Sale: _____

Date(s) of Proposed Sale: _____

Number expected to attend: _____

Type of Baked Goods to be sold: _____

I hereby agree to abide by all requirements of the City of Albuquerque Food Sanitation Ordinance §§ 9-6-1-1 et. seq. ROA 1994, as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale or distribution of some or all potentially hazardous food in order 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 public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Applicant's Signature

Date

Permit Approved by:

Environmental Health Representative

Date