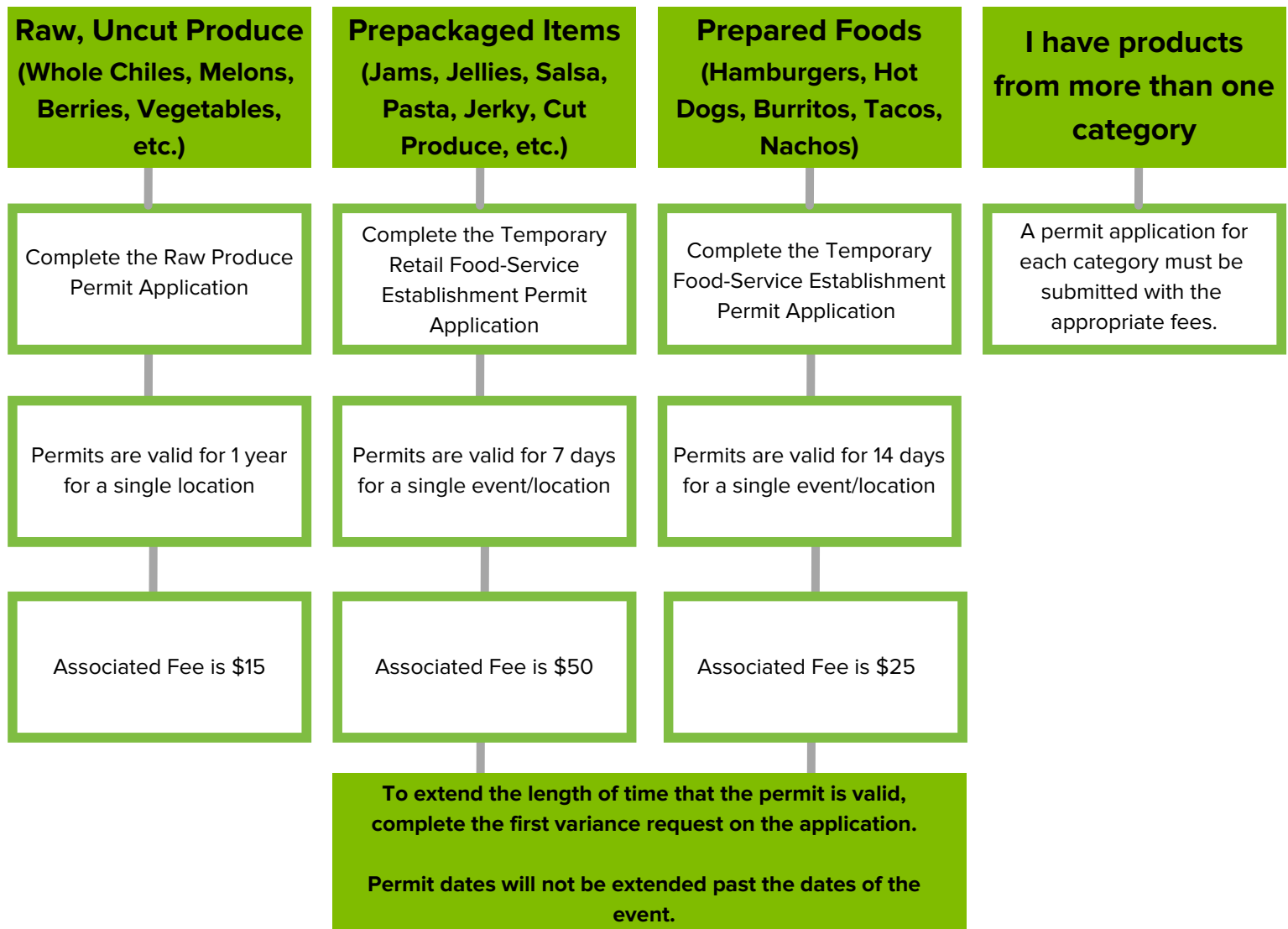


# GUIDE TO TEMPORARY PERMIT APPLICATIONS FOR VENDING AT FARMER'S MARKETS

All applications must be submitted through the Market Manager. All applications must be submitted to EHD at least 5 days prior to the start of the event or date of participation.

Follow the chart below to determine which application(s) are needed for your food operation.

## I am selling food in the following category:



# Frequently Asked Questions

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## Homemade Foods Act

I produce products under the Homemade Food Act, how do I get a permit to sell at a grower's market?

- The City of Albuquerque is not authorized to provide permits for foods produced under the Homemade Food Act. You must have the permission of the market you wish to participate in and follow all guidance as outlined by the Homemade Food Act. You will be required to obtain a food handler's card in order to produce foods at home. More information may be found by visiting: <https://www-archive.env.nm.gov/foodprogram/homemadefood/>

## Variances

I want to participate in the full market season, but the permit application has a 7 or 14 day limit. How can I obtain a permit for a longer period of time?

- In order to obtain a permit for longer than the pre-approved timeline, you will need to fill out the first variance section of the appropriate application. You will input the dates you wish to be approved for, check one of the two boxes for the reason for the request, and fill out a short justification for the request. Note that when participating in a Special Event, your variance dates will only be approved for the dates listed on the Special Events Application for that event; you may need to reach out to the event organizer to verify those dates.

I noticed that there are some limitations on the menu items under the different permit types. How can I sell other items that are not included?

- In order to sell a wider variety of items, you will need to fill out the second variance section on the appropriate permit application. Check one of the two boxes for the reason for the request then give a brief description of the process you will use to prepare the additional menu items. Include any variance menu items in your full menu list on the final page of the application. Menu items such as sushi and sprouts are prohibited. Pasteurized eggs must be used. Meats from an approved source (USDA certified) must be used.
- Note that if you are trying to sell retail items such as salsa or jams under a Temporary Food-Service Establishment Permit, you will need to submit a separate Temporary Retail Food Establishment Permit Application for those items.

## Multiple Markets or Locations

I would like to use my permit to participate in multiple markets or at other locations around Albuquerque; can I do that?

- The City of Albuquerque Food Sanitation and Retailers, Meat Markets, and Wholesalers Ordinances limit temporary permits to a single location/event. To sell at other locations, you will need to submit separate applications. Your permit is valid for the location and dates listed.

I always participate at the markets and submit my applications through the market manager, how do I apply to vend on my own?

- Contact the City of Albuquerque Environmental Health Department's main office at 505-768-2738 and we can assist you in submitting the correct application for your situation.

## Commissaries

What is a commissary?

- A commissary is a commercial kitchen that holds a permit with the City of Albuquerque, Bernalillo County, or the NM Environment Department and is used for the storage and preparation of foods to be sold under a temporary permit.
- When using a commissary permitted by another agency, please provide proof of permit if possible with your application.
- When using a commissary permitted by City of Albuquerque, please provide the facility name and address.

Why do I have to use a commissary?

- It is required that all foods be prepared in a kitchen that meets the requirements of City Ordinances and the FDA Food Code. If foods are being prepared at home, or in an unpermitted kitchen, the City of Albuquerque does not have the authority to provide a permit.

## Annual Permits

I have a permitted restaurant; do I still need a temporary permit?

- Yes, you may use your restaurant as the commissary for the temporary event. However, serving food outside of your permitted facility will require a temporary permit be issued.

I have a permitted mobile unit; do I still need a temporary permit?

- No, your permit covers your mobile operations, therefore you are able to fully operate under your annual health permit.