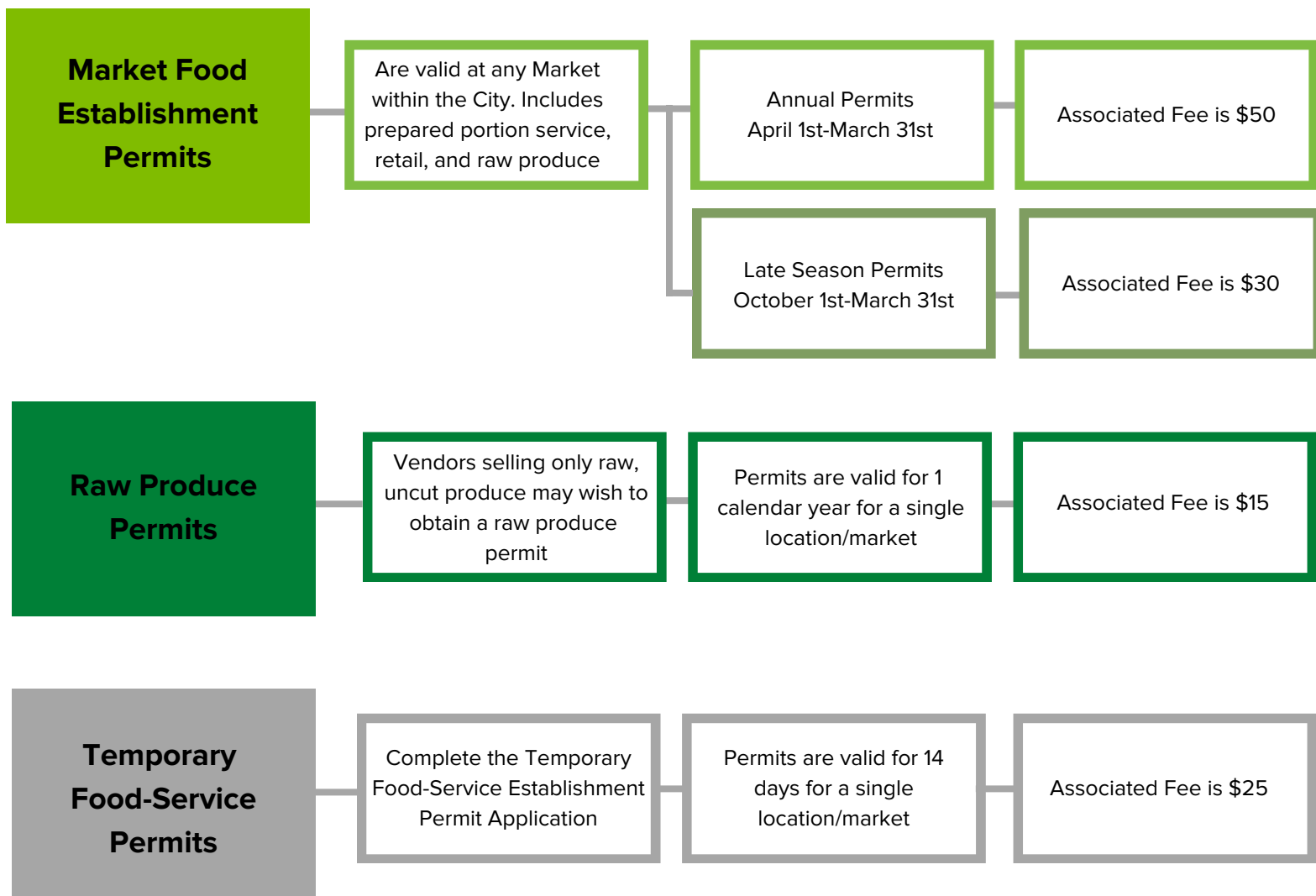


GUIDE TO PERMITTING FOOD VENDORS AT MARKETS IN ALBUQUERQUE

A Permit issued by the City is required to operate at any market, but is not an approval to participate in any specific market. Participation in a specific market is at the discretion of the Market Coordinator.

MARKET: is defined as any temporary gathering of vendors, whether a single or recurring event organized by a market coordinator and operating at a single location, whose primary purpose is the selling of goods.

Please review the permit types below to determine the permit that best fits your needs. Contact the Environmental Health Department's Consumer Health Protection Division at 505-768-2738, or visit the EHD website at www.cabq.gov/tempfood for more information.



SEE REVERSE SIDE FOR A LIST OF
FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

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/>

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 Market Food Establishment permit under the Market Food Vendor Ordinance is the only City of Albuquerque health permit that may be used at multiple locations in the City, but it is limited to participation in markets.
 - 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.
- When the City approves my Market Food Establishment, Raw Produce, or Temporary Food Permit, does that mean I can participate in whatever Market I want?
 - No, A Permit issued by the City is required to operate at any market, but is not an approval to participate in any specific market. Participation in a specific market is at the discretion of the Market Coordinator.

Application Deadlines

- I missed the March 15th application deadline for an Annual Market Food Establishment permit; can I still apply?
 - Yes, your application must be submitted at least one (1) week prior to the commencement of operations to guarantee a permit. Applications received after March 15th will be processed in the order they are received.

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.

Submitting Applications

- Are the permit Applications available Online?
 - Yes, please visit www.cabq.gov/tempfood
- How do I submit my application?
 - All applications should be submitted to the Environmental Health Department through email at consumerhealth.cabq.gov; or in person at the Main EHD office located at 1 Civic Plaza NW, 3rd Floor, Room 3023.