



**City of Albuquerque**  
 Environmental Health Department  
 Consumer Health Protection Division  
 P.O. Box 1293, Albuquerque, New Mexico 87102



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# Application for Temporary Food Permit

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

Event Name: _____	Date From: _____	To: _____
Booth Name: _____	Event Location: I _____	
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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check (✓) Equipment Available for:
- Cooking/Reheating  Gas  Elec  Other
  - Hot Holding  Gas  Elec  Other
  - Cold Holding  Gas  Elec  Other
  - Garbage/Solid Waste  On Site
  - Other Explain \_\_\_\_\_
  - Liquid Waste Disposal  On Site
  - Other Explain \_\_\_\_\_
  - Thermometers  Metal Stem  Refrigerator
  - Gravity Handwash Station  Sanitizer \_\_\_\_\_
  - Test Kit  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: \_\_\_\_\_

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Health Authority Signature      Rev.05/01/2012

**TREASURY DIVISION USE ONLY – TEMPORARY 0204**

**Business Registration Fee: \$35.00** or 501 (c) (3)  
**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: \_\_\_\_\_

# Food Safety Check List Temp Events

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- Cold Holding **41 degrees**
- Hot Holding **135 degrees**
- Cooking/reheating **165 degrees**
- Do not thaw potentially hazardous food at room temperature
  - in refrigeration
  - under cold **running** water
  - in the microwave, **only if you are cooking it right away**
- All food items must be stored at least 6 inches off the floor
- Person in charge must be able to demonstrate food safety knowledge and be on site at all times of operation
- Thermometers must be in all cold holding units and you must have **food thermometers for taking temperatures. Don't guess!**
- **Sanitizers-** Bleach or Quat/Test strips. Test your buckets each time they are made
  - Bleach-** 50 to 100 ppm
  - Quat-** usually 200 to 400 ppm
  - Sani-wipes are allowed to wipe down surfaces**
- 3 compartment sinks- If you are serving food that is not pre-packaged, you need one to wash, rinse, and sanitize
- Hand washing stations/**Gloves do not make you invincible! Wash hands and change gloves in between tasks! Place hand washing stations so they are accessible to all employees, encourage hand washing**
- Hair restraints- Tie your hair back, wear a cap, or a hair net

- **DO NOT EAT, SMOKE, OR DRINK IN FOOD PREP AREAS! THIS IS THE MOST COMMON VIOLATION AT TEMP EVENTS. A STRAW AND A LID IS REQUIRED IF YOU WANT TO DRINK IN FOOD PREP AREAS**
- Personal Hygiene- Clean clothes, trimmed finger nails, no ill employees or infected lesions
- Dispose of solid and liquid waste. No dumping!
- Ice chests will not be used for cold holding for events lasting more than 1 day
- **ABSOLUTELY NO FOOD PREPARED AT HOME! ALL FOOD MUST BE PREPARED ON SITE OR AT A PERMITTED FACILITY**
- **PERSONS IN CHARGE ARE RESPONSIBLE TO GET THIS INFORMATION TO ALL PEOPLE WORKING IN THE BOOTHS!**
- **THE SAME RULES IN RESTAURANT FACILITIES APPLY TO TEMPORARY EVENTS. YOU DO NOT WANT TO GET PEOPLE SICK**