

## Annual Event Food Establishment

### Definitions

- “Annual Event Food Establishment” means a food establishment that operates in conjunction with one event that operates for not more than one-hundred twenty (120) consecutive days. Annual Event Food Establishment permits are issued for one (1) year to vendors operating at multiple Department-approved events.
- “Commissary” means a food establishment that acts as a base of operation for a mobile food establishment, food vending establishment or an adventure food establishment.

### Additional permit requirements

The Annual Event Food Establishment Permit is limited to food preparation that is simplified to reduce excessive steps and prevent contamination. Excessive steps include, but are not limited to, cooking overnight without oversight, cooling, or cutting large volumes of food items. These complex/excessive steps may be conducted only in an approved commissary or other permitted permanent “fixed” food establishment.

All produce must be purchased commercially pre-washed or be washed in advance at a permitted permanent “fixed” food establishment/commissary.

All time/temperature control for safety (TCS) foods shall be prepared on the same day of sale or service. Time/temperature control for safety foods shall not be held over from a previous day's operation unless otherwise approved by the Department.

All food held for consumer self-service shall be wrapped or effectively dispensed to protect from contamination.

All annual event food establishments operating at an event greater than 14 days in duration shall operate in conjunction with an on-site commissary or fixed food establishment, unless alternate Department approval is obtained in advance.

When operating at farmers' markets, swap meets, and recurring school functions, the following additional requirements shall be met:

- The event must have a designated responsible person/coordinator.
- Food service will generally be limited only to assemble-serve, heat-serve, cook-serve, and/or hold-serve. Note: Approval for limited on-site food preparation may be granted by the Department following a review of the application.



- All food preparation (breeding, chopping, mixing, marinating, etc.) must take place at a permitted permanent “fixed” food establishment or commissary.

Vendors are required to notify the Department by email to [ENVSpecialtyprograms@maricopa.gov](mailto:ENVSpecialtyprograms@maricopa.gov) at least 7 days prior to attending EVERY event.

## Annual Event Food Establishment Permitting Requirements

- Submit the appropriate application through the Permit Center along with the proposed menu
  - Mobile Food Permit Plan Review (see below for Plan Review Submittal Requirements and Plan Submittal Example)
- Minimum Requirements to Qualify for a Permit:
  - Tent with overhead protection and three side walls
  - If the owner has more than one permitted booth, each booth must bear a unique identifier (e.g., ABC Booth #1, etc.).
  - Non-food contact surfaces (floors, walls, ceilings) shall be smooth, easy to clean, durable, and non-absorbent surfaces.
  - All equipment shall be commercial and NSF/ANSI approved
  - Thermometers
  - Generators/Power Source
- Required to be provided before permit issuance
  - [Commissary Agreement](#)
  - [Route Sheet/Location of Operation](#)
  - Certified Food Protection Manager Certificate
  - Pictures of booth layout/set-up

## Inspection information

- Once your application has been reviewed and approved, Department staff will email you an electronic Pre-Operational Attestation Form to complete. This form will serve as your first inspection. Upon approval of the attestation form, including supporting documentation, you will receive an email with an invoice to pay the annual permit fee. Once the fee is paid, you will receive an email with the Permit Card and Permit Placard.

## Permit Fees

1 year - \$180

## Other Jurisdictions

Approval by this Department does not indicate compliance with any other code, law, or regulation that may be required - federal, state, or local.



## Plan Review Submittal Requirements

- Complete layout of booth/plans that are legible
- Plan Review Fee (\$75/unit—standard review; \$150/unit—expedited review)
- Proposed Menu (describe concepts in detail of how the menu items will be prepared)
- Top View Layout/Equipment (including food equipment, hand sink, food storage compartments, and food prep area)
- Indicate if using a self-contained hand wash sink (recommended) or a temporary hand wash setup
  - Requirements for a self-contained hand-wash sink include:
    - Side View Plumbing Schematic of self-contained hand sink or temporary hand wash setup
    - Fresh Water Tank Dimensions (minimum 5 gallons for handwashing)
    - Waste Water Tank Dimensions (minimum 15% greater than the freshwater tank)
    - Hand Wash Sink Dimensions (minimum 9" x 9"x 5")
    - Combination mixing faucet of hot & cold water at the sink with a flow rate of one-half gallon per minute
    - Fresh Water inlet inner diameter  $\frac{3}{4}$  inch or less
    - Wastewater drain valve greater than 1 inch
    - All plumbing connections shall be different sizes
    - Waste water tank on the drain at the lowest point of the tank
    - Water is continuously evacuated by opening the valve
    - Tanks fill connection at top or higher point
  - Requirements for temporary hand-wash setup include:
    - Minimum 5-gallon **insulated** container for potable water
    - 15% or greater wastewater catch basin
    - Soap and paper towels
    - Spigot that allows for free/continuous flow of water
- NSF or FDA approved water hose (food grade)
- Water heater or other approved hot water source
- Design & construction materials used
- Food contact surface materials
- Food Protection, Sneeze-Guards
- Storage equipment/steam table
- All Equipment NSF/ANSI approved
- Lighting (50-ft candles)



## Plan Submittal Example – Layout

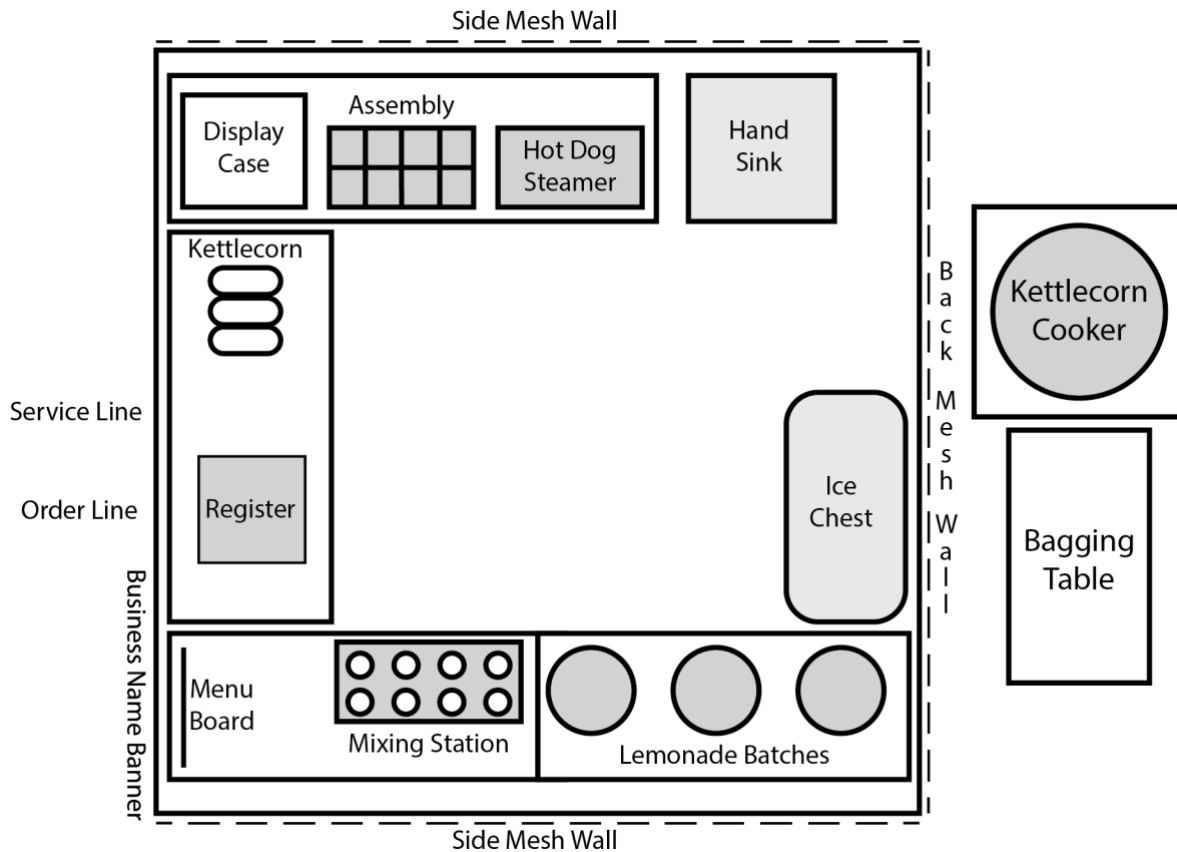


Figure 1. Example of plan for a booth setup



## Plan Submittal Example – Handwashing Station -- Temporary



*Figure 2. Temporary Handwashing Station Example*



## Plan Submittal Example – Handwashing Station -- Self-Contained

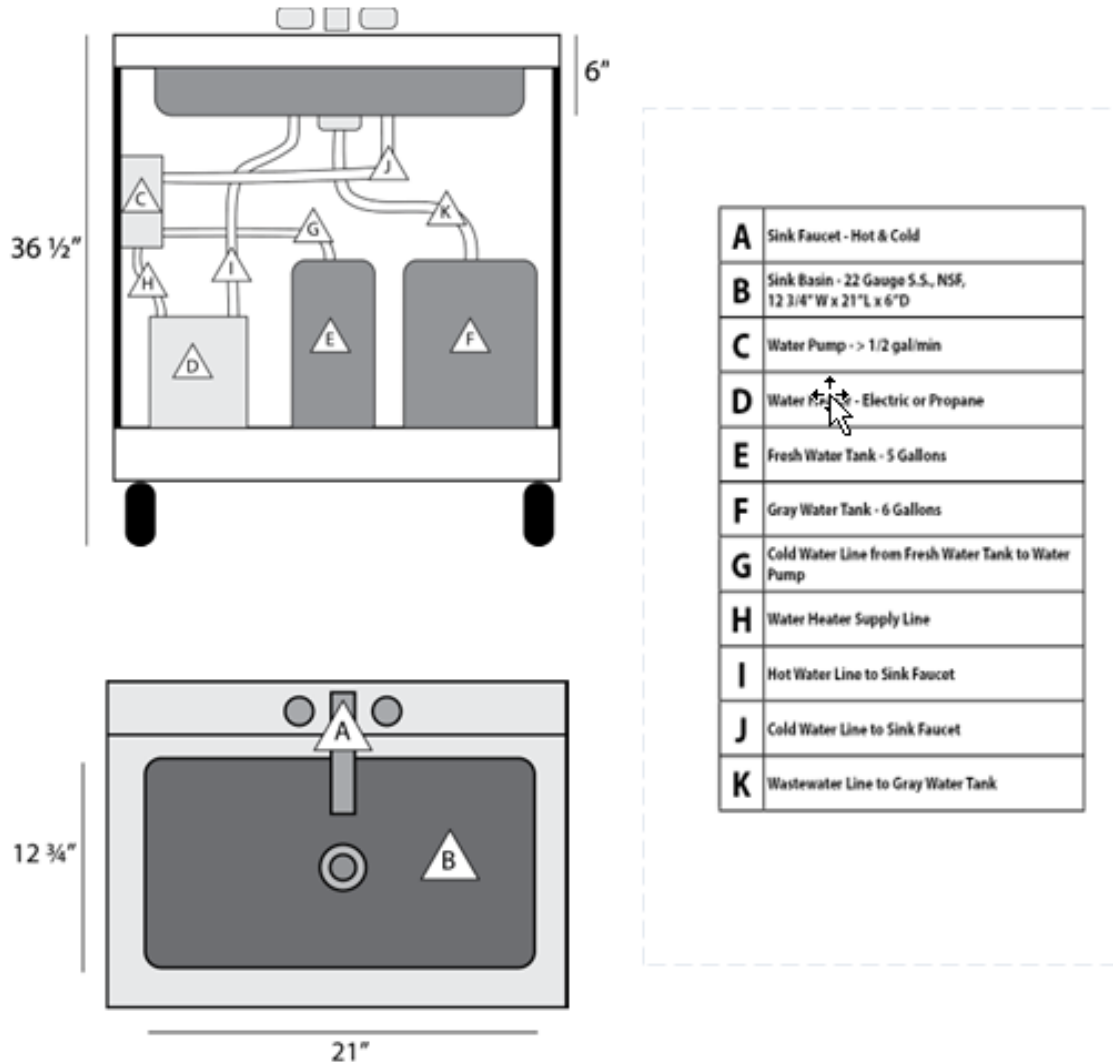


Figure 3. Self-Contained Handwashing Station Example

