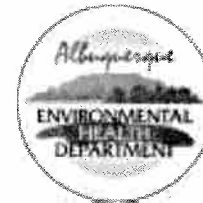




**City of Albuquerque**  
**Environmental Health Department**  
**Consumer Health Protection Division**  
 P.O. Box 1293, Albuquerque, New Mexico 87102



FAX: (505) 768-2617 Email: [L.Roybal@cabq.gov](mailto:L.Roybal@cabq.gov) Phone: (505) 768-2738

# 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: \_\_\_\_\_

Health Authority Signature      Rev.10/27/2010

**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: \_\_\_\_\_

# Albuquerque Environmental Health Department Temporary Vendor Operations Checklist

## Welcome to the City of Albuquerque

The checklist below is to guide you in the set-up of your temporary seasonal food booth. These are minimum requirements. Additional requirements may be listed based on the complexity of your operation.

Check [ ✓ ] when booth / tent is completed:

### TENT / BOOTH SET-UP:

- [ ] TENT overhead and walls covered except for customer service area.
- [ ] FLOORS of tight materials, like wood, asphalt, or other cleanable surfaces, sawdust or straw is not allowed.
- [ ] FIRE RESISTANT MATERIALS ( as per Fire Code) behind and under heat/flame producing equipment. UL electrical extensions cords only are allowed.
- [ ] CEILINGS made of wood, fire resistance materials to protect interior from weather.

### FIRE SAFETY REQUIREMENTS: Fire Marshals Office # (505) 764-6300

Refer to the Fire Safety Instructions. All vendors must be permitted by the Fire Marshal prior to opening.

### OPERATION:

- [ ] HOT HOLDING equipment able to keep food at 140°F or hotter. **NO STERNOS**
- [ ] REFRIGERATORS, ice chests or cold holding equipment should be at 38°F prior to placing food inside. Food must be kept at 45°F or colder.
- [ ] STORAGE racks to keep food, food equipment and supplies a minimum of 4" off the floor.
- [ ] COOKING EQUIPMENT verify it is in good working condition.
- [ ] THERMOMETERS for refrigerators/freezers, cold holding units able to keep food at 45° Long metal stem thermometer to check food temperature: NSF 0-220°F
- [ ] 3-COMPARTMENT SINK set up for ware washing. Steps are: WASH, RINSE, SANITIZE.
- [ ] GRAVITY FED HANDWASH STATION: minimum 5-gallon water jug with spigot filled with warm water, soap and paper towels.
- [ ] BUCKET TO COLLECT WASTE/GRAY WATER from gravity fed hand wash station.
- [ ] BUCKET OR SPRAY BOTTLES TO SANITIZE SURFACES. Items must be labeled.
- [ ] SANITIZER CHEMICAL TEST STRIPS. Approved sanitizers: Chlorine, Iodine and Quaternary ammonia. Test strips should match sanitizers used with the proper concentration range of 50-100 ppm for chlorine, 25-50 ppm for iodine or, 100-200 ppm for quaternary ammonia.
- [ ] FOOD CONTAINERS, hotel pays, pots, pans, serving utensils all washed and sanitized prior to use.
- [ ] HAIR RESTRAINTS for employees, volunteers working at / in the booth.
- [ ] DRINK CONTAINERS with lids and straws stored at a designated area. No eating, drinking, or smoking inside the food booth. Take breaks outside and wash hands often.
- [ ] SINGLE SERVICE ITEMS such as plastic and paper goods for customer use must be stored covered and a minimum of 4 inches above the floor.

### WASTE COLLECTION:

- [ ] SOLID WASTE: Minimum 2 garbage cans per booth (1 inside and 1 outside)
- [ ] LIQUID WASTE / GRAY WATER: Containers with covers to collect handwashing waste water and grease water. Pouring any type of liquids or waste water into storm drains, or on the ground, is prohibited.

# ALBUQUERQUE FIRE DEPARTMENT GENERAL REQUIREMENTS FOR MOBILE FOOD VENDORS

This document is designed to give you the mobile food vendor a general idea of what the Fire Marshals Office is looking for during a routine permitting process. There may be other requirements that could surface during the final permit inspection. For further information on specific requirements refer to the International Fire Code, NFPA, and the City of Albuquerque Fire Ordinance.

[ ] All mobile food vendors shall have a (2A10BC) portable fire extinguisher mounted in a conspicuous place within the kitchen area. IFC906.1

[ ] Mobile food vendors with portable generators shall have a (3A40BC) portable fire extinguisher in addition to the other fire extinguishers. IFC906.1

[ ] All mobile food vendors that produce grease laden vapors shall have a class K portable fire extinguisher within the kitchen area. IFC904.11.6

[ ] All portable fire extinguishers shall be serviced and inspected annually. The fire extinguishers shall have tags proving that they were serviced. NFPA10

[ ] If the vendor produces any grease laden vapors (pan frying, deep-fat frying, using the griddle, etc.), a type 1 hood shall be installed. NFPA96

[ ] All type 1 hood systems shall have a pre-engineered hood suppression system that meets NFPA 17 standards. When a pre-engineered dry chemical system can't be installed or serviced annually, the suppression system shall be up graded to a UL300 suppression system. NFPA179.9

[ ] The hood suppression system shall be serviced and inspected every 6 months. NFPA96.8

[ ] All of the cooking appliances producing grease laden vapors shall be under a type 1 hood. No part of the appliances shall extend beyond the outer lip of the hood. IFC610.1

[ ] All deep-fat fryers shall have a steel baffle between the fryer and surface flames of an adjacent appliance. The baffle shall be 8 inches in height. NFPA96.13

[ ] L.P. Gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy, or membrane structure. For Tents & Canopies, portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and the structure not less than 10 feet. NFPA58,54

[ ] Any hose used to pipe L.P. Gas to a device shall be UL or FM listed specifically for LP Gas service. All couplings, fittings, and any other devices shall meet the requirements for LP Gas Service as outlined in the International Fuel Gas Code, NFPA 58 and 54, or be deemed unapproved and removed from service.

[ ] All mobile units with propane shall post a NO SMOKING sign next to the propane bottle. KFC3807.2