



**La Paz County Health Department/Environmental Health Division**  
 1112 Joshua Ave.. Parker AZ 85344 \* 928-669-1100 \* Fax 928-669-6703 \* www.lpchd.com

## Temporary Food Vendor/Food Cook Off/Challenge Event Guide and Application for La Paz County Arizona



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La Paz County Health Department  
 Town of Parker  
 Colorado River Indian Tribes

928-669-1100 (Health Dept. permit required)  
 928-669-5247 (Business license required)  
 928-669-5247 (Tribal permit required on tribal  
 property)

### A.R.S. §11-1602: REGULATORY BILLS OF RIGHTS

- A. To ensure fair and open regulation by counties, a person:
1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against a county in a court proceeding regarding a county decision as provided in A.R.S. §12-348.
  2. Is entitled to receive information and notice regarding inspections as provided in A.R.S. §11-1603.
  3. Is entitled to have a county not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in A.R.S. §11-1604.
  4. May have a county approve or deny the person's license, application within a predetermined period of time as provided in A.R.S. §11-1605.
  5. Is entitled to receive written or electronic notice from a county on denial of a license application that:
    - (A) Justifies the denial with references to the statute, ordinance, regulation, delegation agreement or authorized substantive policy statements on which the denial is based as provided in A.R.S. §11-1605.
    - (B) Explains the applicant's right to appeal the denial as provided in A.R.S. §11-1605.
  6. Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in A.R.S. §11-1606.
  7. May inspect all ordinances, regulations, and substantive policy statements of a county, including a directory of documents, at the office of the county or on the county's website, as provided in A.R.S. §11-1607.
  8. Unless specifically authorized, may expect counties to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in A.R.S. §11-1604.
  9. May file a complaint with the Board of Supervisors concerning an ordinance, regulation or substantive policy statement that fails to comply with A.R.S. §11-1602.
  10. As provided in A.R.S. §11-1604, is entitled to have a county not request or initiate discussions about waiving any of the rights prescribed in A.R.S. §11-1602.

#### NOTICE A.R.S. §11-1604. Prohibited acts by county and employees; enforcement; notice

- A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- A county shall not request or initiate discussions with a person about waiving that person's rights.
- This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- This section does not abrogate the immunity provided by Section 12-820.01 or 12-820.02.

#### ARS §11-1606 Application Process Notice for Temporary Food Establishment Permits

The following steps are required to obtain a Temporary Food Establishment permit to operate:

1. Obtain a copy of the "Temporary Food Vendor/Food Cookoff/Challenge Event Guide" and read thoroughly. If you have questions, contact the Health Department at 928-669-1100 and ask to speak to a Health Inspector. Your booth must meet the requirements of a Temporary Food Booth as outlined in the Guidelines and the *Arizona Food Code*. If, upon inspection, the inspector finds critical violations or noncompliance with building/temporary food guidelines, the temporary booth will be closed by the Health Department.
2. A Temporary Food Booth is limited to 14 days maximum at any one event.
3. Fill out application "Application for Temporary Food" completely. Incomplete applications will delay permit approval or be denied.
4. Application must be submitted at least 15 days prior to event with the correct review/permit fee. Review/permit fees are nonrefundable.
5. The Health Department will review and contact you via some type of written correspondence, either email or by letter with written approval and the operating permit OR a written list of concerns which must be addressed before approval can be issued.
6. If concerns are listed, provide required information and resubmit.

7. Food handler cards are required. A copy of a food handler card from another jurisdiction can be submitted with appropriate fee (\$15.00) and a La Paz County Food Handler card will be issued. Otherwise, all food handlers and people working in Temporary booth must come to Health Department for Food Handler classes and take the test. Proof of Licensing Eligibility is required per AZ ARS 41-1080.
8. Business Permits are required through the Towns of Parker and Quartzsite as well as the Colorado River Indian Reservation. Please contact the towns/tribe to obtain an application to operate a business.
9. Approval from the Fire Department may be required. Please contact the Fire Department for more information.

-If a reinspection is required during any part of the permitting or inspecting process, a reinspection fee of \$100.00 will be assessed.

-If denied during any part of the permitting process, an appeal of the decision can be requested by written request to: Director, Environmental Health Division, 1112 Joshua Ave., 206, Parker, AZ 85344.

- If application is not received at least 15 days before event, a \$50 Late Fee will be assessed and must be paid before a permit is issued.

Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-104

Type of Approval	Statutory Authority	Overall Time-Frame	Administrative Completeness Review	Substantive Review
FOOD ESTABLISHMENT LICENSE	ARS 36-136(H)(4)	60	30	30
Approval of Plans and Specifications under Food Code 8-201.11	ARS 36-136 (H)(4)	90	30	60
Approval of HACCP PLAN and Food Code 8-201.13	ARS 36-136(H)(4)	90	30	60
Approval of Quality Assurance Program	ARS 36-136(H)(4)	90	30	60

Name/telephone number of a person who can answer questions or provide assistance during the application process: Environmental Health Staff at 928-669-1100. If you are unable to receive assistance from an inspector, you may contact the Environmental Health Director at (928)669-1100.

Under ARS §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states:

1. Your name and address;
2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;
3. Any facts relevant to the requested ruling;
4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;
5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application

## Temporary Permit Types/Fees

A temporary food permit is a permit for a temporary food booth at a special event. The permit can be for a maximum of 14 consecutive days at any one event.

**NOTE:** A permit is NOT required to sell pre-packaged, non-potentially hazardous food such as bottled water and candy bars, whole (uncut) produce and uncooked nuts. The items must be packaged at a permitted food establishment and meet all local, state, and federal requirements for food manufacture including proper labeling. Any sampling of product requires a Type 1 Food Permit – no exceptions.

**Type 1 Food Permit** – Permit is \$50 for a maximum of 14 days at any one event.

Examples are fountain drinks, coffee, popcorn, hotdogs (no chili or cheese).

- Only pre-packaged potentially hazardous foods are available or sold; and/or
- The potentially hazardous foods served are commercially pre-packaged in an approved food processing facility; and/or
- The facility only has limited preparation of potentially hazardous foods and beverages; and/or
- The facility provides sampling of pre-packaged products or sampling of fruit/vegetables; and/or
- The facility dispenses samples only, and/or
- The facility only serves beverages.

**Type 2 Food Permit** – Permit is \$50 PLUS \$10 per day (including first day). For example a two day permit would be \$70.00. There is a maximum of 14 days at any one event.

Examples are hamburgers, deli sandwiches, turkey legs, cook and serve food (no holdover to next day)

- The food prepared in the facility is from raw ingredients and requires minimal assembly; and/or
- Hot or cold food prep in the facility is restricted to same day service; and/or
- Foods requiring preparation in the facility are from approved processing facilities.

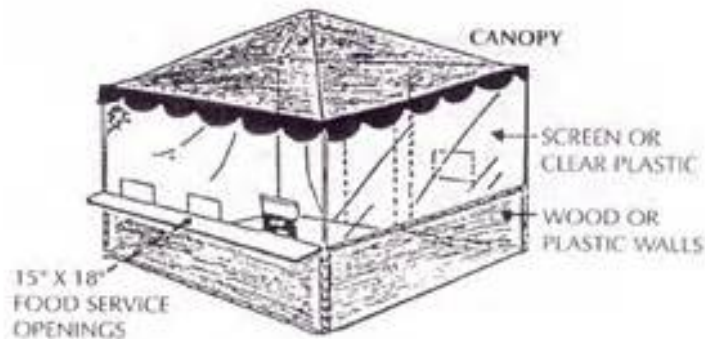
**Type 3 Food Permit**– Permit is \$50 PLUS \$15 per day. For example a one day permit would be \$65.00. There is a maximum of 14 days at any one event. A commissary may be required for a Type 3 Permit.

Examples are beef brisket, rice, beans – food that is cooked and then held for next day (or later) service

- The facility prepares and holds hot or cold food for more than 12 hours before serving; and/or
- The facility cooks and cools three or more foods during the food handling process; and/or
- The facility prepares food for off-site service; and/or
- The facility vacuum packs food; and/or
- The facility serves a highly susceptible population

### **Food Challenge/Cook-off Events**

- Event Coordinator can get a permit for entire event and is responsible for food safety during the event.
- The Event Coordinator is the Person in Charge and must be present during all hours at event or assign another person who is knowledgeable in food safety.
- Booths can share ware washing and hand wash stations. Stations must be set up close to all booths.
- All participants including Event Coordinator must have current La Paz County Food Handler Cards.
- Sanitizer buckets and wiping cloths must be set up in each booth.
- Booth construction and guidelines must be followed unless event is 4 hours or less.



### Permitting Requirements:

Permit fees are nonrefundable.

Application must be submitted a minimum of 15 days before event or \$50 late fee will be incurred. Owners, operators, food handlers are required to read and understand the [Arizona Food Code](http://www.lpchd.com) before beginning operation. It is available online at [www.lpchd.com](http://www.lpchd.com).

### Booth Construction:

Booth must be fully enclosed with –

- Three Sides with screening as required by wind/insects
- Ceiling
- Some type of flooring
- Service counter which is partially enclosed

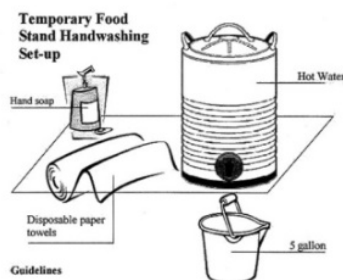
Service counter must not provide entry of dusty, birds, insects and other contaminants.

The permit to operate must be posted at all times, clearly visible to customers and Health Department personnel.

### Handwashing Facilities

Minimum handwashing facilities consist of:

- Warm running water from approved source heated to 100 degrees F at a minimum
- Soap
- Individual paper towels
- Bucket to catch water
- Trash can for paper towels



## Ware Washing Facilities

Equipment and utensils must be washed in three sinks.

Minimum ware washing facilities include:

- One sink (tub) for soapy water
- One sink for rinse water
- One sink for sanitizer solution water
- Sanitizer strips to test sanitizer strength
- Sanitizer such as Chlorine Bleach
- Area to air dry



## Wiping Cloths

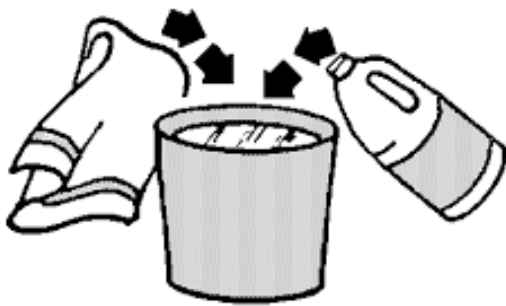
A separate bucket of sanitizer with wiping cloths must be present for storing wiping cloths which are used to clean and sanitize table tops, counters, equipment, and so on.

One capful of liquid bleach added to one gallon of cold water is acceptable.

The water and bleach should be changed frequently throughout the day.

Sanitizer test strips must be available to test the strength of the sanitizer.

- Sanitizer Bucket
- Sanitizer such as Bleach
- Wiping Cloths
- Water
- Sanitizer Test Strips



## Thermometers

- A metal stem type thermometer must be available and used to check internal food temperatures.



## Refrigeration

- Mechanical refrigeration is required for all temporary food booths operating longer than four hours per day.
- Cold food must be kept at 41 degrees F or below.

## Hot Holding

- Electrical/propane/gas equipment is required for hot holding purposes.
- Booths without mechanical methods of hot holding may not operate longer than four hours per day.
- Crockpots, steam tables, and other hot holding devices can not be used to heat up food, only for hot holding purposes.

## Water

- Potable drinking water from approved source must be provided for food preparation, hand washing, ware washing and cleaning.
- Hot water of 100 degrees F must be provided for hand sinks and three bay sinks.

## Priority Violation (formerly Critical Violation)

- Priority and Priority Foundation violations must be corrected immediately or the unit must cease operation and be re-inspected before re-opening. A \$100 reinspection fee will be assessed.
- Other violations must be corrected within the time frame determined by the Health Inspector.

## Samples

- The applicant must provide a written description of how samples will be handled for optimum food safety.
- The food samples must be handed to the customer in the appropriate single-service dispenser (napkin, toothpick, for example).
- Customer self-service is prohibited.
- Booth must have a plastic-lined, waste container for disposal of single-service items.

## Food Protection

- Food and beverages must be from an approved source (inspected and permitted by FDA, USDA, State or local health department).
- It must be honestly presented with appropriate labeling.
- Food prepared or cooked in a private home is not permitted. Exception is home baked food which must be properly labeled, from an Arizona resident kitchen, registered with ADHS, and listed on the ADHS database at time of inspection.

## Labeling

All prepackaged food shall be labeled in accordance with FDA guidelines in English and include:

- Name of product
- Processor name
- Address/location/phone number of processor
- Weight
- Ingredients
- Allergen information if applicable
- Nutrition information if applicable

## Transport and Storage of food

- Food should be purchased locally (within 45 miles) on a daily basis or transported in a refrigerated truck or other method of cold storage.
- Food must be stored in an approved, permitted food establishment prior to event. If using a commissary, this should be disclosed on the application.
- Food on display must be covered.
- Condiments should be served in individual packets or squeeze containers.
- Food and paper products must be stored at least six inches above ground.

## Food Handling

Food handlers must wear non-latex rubber gloves or use tongs/deli paper for dispensing of ready to eat food.

Minimize the possibility of a foodborne illness by simplifying the food preparation process:

- Use canned gravy and heat it up rather than making gravy from scratch
- Use frozen, precooked chicken strips rather than having raw chicken - cut chicken up – cook chicken – hot holding.
- Prepare taco meat immediately before serving rather than cooking ahead and keeping cool before use.
- Use canned refried beans instead of cooking beans – cooling - storing in refrigerator - then reheating.

## Food Workers

- All booths must have a Person in Charge during all hours of operation who has authority and takes responsibility for food safety and food handling. Food Manager certification may be required.
- All individuals working in the booth must have a La Paz County food handler card (cost is \$15.00 per year). Cards must be posted during all hours of operation.
- Food handler classes are given in the Parker office. Please call 928-669-1100 for times and days.
- If worker has a current food handler card from another jurisdiction, submit a copy with this application with \$15.00 fee.
- The Person in Charge and all food workers are required to know and understand the Arizona Food Code and follow its food safety principles and practices.

The Arizona Food Code is available at [www.lpchd.com](http://www.lpchd.com)







## Application for Temporary Food Permit for La Paz County 14 day maximum at any one event

1112 Joshua Ave., 206 Parker AZ 85344 928-669-1100 Fax 928-669-6703

Submit by email to [jmcluskey@lapazcountyaz.org](mailto:jmcluskey@lapazcountyaz.org)

### Part 1 Food Booth Information

Name of Booth:

Owner Name or Event Coordinator (for Cook Off Events):

Is the owner a Corporation or Nonprofit Corporation?

If so, please submit proof of corporate/nonprofit status.

Permanent Mailing Address:

Phone Number:

Email:

Person in Charge at booth or Cook Off Event:

### Part 2 Event Information

Name of Event:

Dates/Time of Event:

Location (Street Address):

### Part 3 Type of Food Booth (Check one)

- Type 1 Limited Preparation \$50
- Type 1 Samples \$50
- Type 2 Moderate Risk \$50 and \$10/day
- Type 3 Complex Food Preparation \$50 and \$15/day

## Part 4 Food Menu and Preparation

Will you provide samples?

- If so, attach written procedure of how you will dispense samples to the customer
- All food to be sampled must be from approved processor – please attach copy of label of the prepackaged food.

Menu of foods to be prepared and served:

Where will food be purchased?

Will all foods be prepared at booth?

Are foods purchased pre-cooked and then reheated?

Or are foods purchased raw and then cooked to temperature?

How many stem-type thermometers are in the booth?

Please explain the method of cold holding:

Please explain the method of hot holding:

### **Cooking Equipment:**

What type of cooking equipment will be used?

## Part 5 Booth Construction

Please describe construction of the booth (for example -canvas, wood, metal):

Walls

Ceiling

Floor

Service Counter

SUBMIT A DRAWING OF YOUR BOOTH. Please provide a drawing of your booth (below or on separate paper) – show location of all sinks, equipment, counter, food storage areas. For Cook Off Events – provide a site plan of entire event showing hand wash stations and ware washing stations as well as location of all booths. Show an example of an individual booth



How will hot water be made available to sinks?

Describe the sanitizer bucket set up (number of buckets, type of sanitizer)

Please describe the hand wash station.

Please describe the ware wash station:

**Part 6 Licensing Eligibility Identification** (not required for corporations and nonprofits) - See a complete list on website at [www.lpchd.com](http://www.lpchd.com)

Please submit a copy of owner's licensing eligibility as required by ARS 41-1108 – both sides:

- AZ Driver's License or other acceptable driver's license
- HI, IL ME MD NM TX UT WA are not accepted
- US Passport
- US citizenship authorization or naturalization
- Foreign passport with US visa

### **Part 7 Owner Signature and Date**

*I agree to abide by the laws and regulations of the State of Arizona and La Paz County.*

*I understand that retention of this permit is contingent upon satisfactory compliance with all state and local laws and regulations.*

**License Applicant Signature and Date** \_\_\_x\_\_\_\_\_