



NAVAJO COUNTY PUBLIC HEALTH SERVICES DISTRICT
DEPARTMENT OF ENVIRONMENTAL HEALTH
117 EAST BUFFALO
HOLBROOK, AZ 86025
928-524-4750

Dear Temporary Food Booth Operator,

The Navajo County Public Health Services District requires all Temporary Food Establishments operating within the County to obtain a 'Permit to Operate.' Attached you will find this application as well as a set of minimum guidelines to follow to assure the safety of the food you have to offer. Also, please fill in and return the 'Event Schedule' indicating the time and date for the events that you plan to offer food in Navajo County.

Navajo County uses the [Arizona Food Code](#) as the basis for the food safety requirements.

Please submit your application, your application fee, and your 'Event Schedule' in time for the Health Department to provide your 'Permit to Operate.'

Please contact at (928) 524-4750 or (928) 532-6050 should you have any questions.

Sincerely,

Department of Environmental Health



NAVAJO COUNTY PUBLIC HEALTH DISTRICT



PERMIT APPLICATION TO OPERATE AN ESTABLISHMENT

MAIN OFFICE
117 EAST BUFFALO
HOLBROOK, AZ 86025
PHONE: 928.524.4750
FAX: 928.524.4754

SHOW LOW OFFICE
600 NORTH 9TH PLACE
SHOW LOW, AZ 85901
PHONE: 928.532.6050
FAX: 928.532.6054

PLEASE PRINT CLEARLY OR TYPE INFORMATION

TYPE OF ESTABLISHMENT (check "✓" all that apply): Temporary Food Service Restaurant Retail
 Bar/Lounge Pool/Spa Mobile Hotel/Motel Campground/RV/Trailer Park Plan Review
 Potable Water Hauler Waste Water Hauler Not for Profit – Tax Exempt Status, Exemption # _____

ESTABLISHMENT INFORMATION

ESTABLISHMENT'S NAME: _____

PHYSICAL ADDRESS: _____ **AZ** _____
(NUMBER and STREET) (CITY) (ZIP CODE)

(PHONE NUMBER) (FAX NUMBER)

MAILING ADDRESS: _____ **AZ** _____
(NUMBER and STREET or PO BOX) (CITY) (ZIP CODE)

OWNER / CORPORATION INFORMATION - FOR BILLING PURPOSES

OWNER or CORPORATION NAME: _____

OWNER OR CORPORATION MAILING ADDRESS:

(NUMBER and STREET or PO BOX) (CITY) (STATE) (ZIP CODE)

(PHONE NUMBER) (FAX NUMBER)

OWNER OR CORPORATION CONTACT EMAIL: _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

***** TURN OVER TO COMPLETE APPLICATION *****

CHECK (✓) ALL THAT APPLY

✓	FEE NAME	FEE CODE	PERMIT FEE
	Restaurant, 1-30 seats	EH-1	\$200.00
	Restaurant, 31+ seats	EH-2	\$300.00
	Food Service, Temporary (1-5 days)	EH-3	\$ 50.00
	Food Service, Temporary (6+ days)	EH-4	\$ 75.00
	Caterer/Commissary	EH-5	\$300.00
	Daycare (Sanitation)	EH-6	\$ 50.00
	Food Warehouse	EH-7	\$100.00
	Mobile Food Vendor	EH-8	\$200.00
	Bar/Lounge	EH-9	\$150.00
	Bar/Lounge in a Restaurant	EH-10	\$150.00
	Swimming Pool / Spa	EH-11	\$100.00
	Potable Water Hauler	EH-12	\$100.00
	Continental Breakfast	EH-13	\$ 50.00
	Retail Food	EH-14	\$150.00
	Meat Establishment	EH-15	\$100.00
	Bakery	EH-16	\$150.00
	Delicatessen	EH-17	\$150.00
	Hotel/Motel, 1-30 rooms (Simple)	EH-18	\$175.00
	Hotel/Motel, 31+ rooms (Complex)	EH-19	\$300.00
	Campground/RV/Trailer Park	EH-20	\$175.00
	Waste Water Hauler	EH-21	\$100.00
	Limited Retail	EH-22	\$ 50.00
	Notice of Violation w/One Inspection	EH-23	\$100.00
	Re-Inspection Fee (per inspection)	EH-24	\$100.00
	Late Notice Issuance Fee	EH-25	\$ 50.00
	Plan Review – Fixed Establishment, 1-30 seats	EH-26	\$150.00
	Plan Review – Fixed Establishment, 31-100 seats	EH-27	\$175.00
	Plan Review – Fixed Establishment, 101+ seats	EH-28	\$200.00
	Plan Review – Fixed Establishment Remodel	EH-29	\$150.00
	Plan Review – Mobile Food Service	EH-30	\$150.00
	Plan Review – Retail Food, 1 - 2,000 sq.ft.	EH-31	\$150.00
	Plan Review – Retail Food, 2,001+ sq.ft.	EH-32	\$175.00
	Additional Plan Check Reviews	EH-33	\$ 50.00

Dear Applicant:

Your application has been evaluated with the following code(s): _____

The fee total of \$ _____ is due immediately. If not paid within 30 calendar days, a late fee may be assessed. Please mail this form along with your check and/or money order payable to the *Navajo County Public Health Services District* to:

NAVAJO COUNTY HEALTH DEPARTMENT
 ATTN: ESTABLISHMENT PERMITS
 117 EAST BUFFALO STREET
 HOLBROOK, AZ 86025

After we receive and process your application and payment, your permit will be issued. If you do not receive your permit within 14 calendar days, please contact the Navajo County office at (928) 524-4750.

Thank-you,

 Environmental Health Inspector

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DEPARTMENT USE ONLY

Type of Payment Rec'd: Cash Check # _____ Money Order # _____

Date Permit Issued: _____ Permit #: _____ Approved by: _____



NAVAJO COUNTY PUBLIC HEALTH DISTRICT

TEMPORARY FOOD SERVICE

SANITATION GUIDELINES

Environmental Health Division

Holbrook
Phone: (928) 524-4750
Fax: (928) 524-4754

Show Low
Phone: (928) 532-6050
Fax: (928) 532-6054

Temporary Food Service Establishment

- This information is to help concessionaires, demonstrators, and temporary food vendors to set up and operate in a sanitary and healthful manner and to minimize the possibility of foodborne illness.
- A temporary food service establishment is a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as Fairs, parades, public exhibitions, festivals, fundraisers, or similar transitory gatherings.
- To avoid an inconveniences or problems, you are encouraged to contact the Navajo County Public Health Services District as early as possible before participating in a food event.

Food Source

- All foods must be from an approved source. Home canned and home prepared foods, ice cream made at home, raw milk, or storage of foods at private homes are not allowed. Any food prepared outside the booth must be prepared in an approved facility. (Approved facilities are restaurants, kitchens, and food establishments that are permitted by the Navajo County Public Health Services District.
- Food may be prepared at the temporary food booth assuming that the preparation is very simple. Example: hot dogs, hamburgers, etc. Grills or other cooking equipment may be located outside to comply with local fire codes.

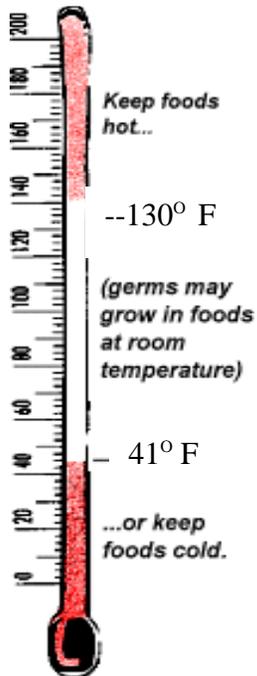
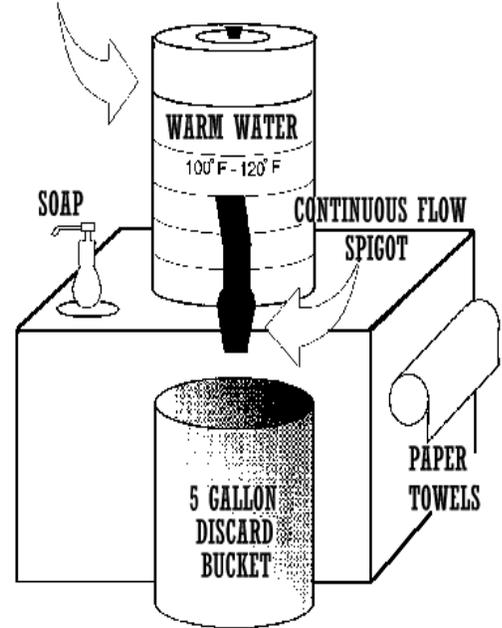
Booth Construction

- Floors – Should be water-tight, smooth, nonabsorbent, and durable. Example: tight-grain wood, sheet vinyl, concrete, blacktop, etc.)
- Ceiling – Shall be wind resistant, waterproof and extend over all food preparation, storage, and service areas.
- Walls (3 full sides) – Should be constructed so they can be quickly, effectively, and securely closed against undesirable condition. Example: wind, rain, dust, flies, etc.
- Counter – Should be smooth, cleanable, nonabsorbent surface. Enclose booth from the bottom of the front service counter down to the ground. Use the front for food service only.

Handwashing / Personal Hygiene

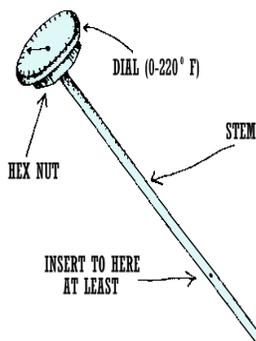
- 5 Gallon container of warm (90° F) water
- Soap dispenser
- Paper towels
- 5 Gallon container to collect waste water
- Be sure that the water dispenser has a spigot or similar device that can allow a continuous flow of water. **Even with the use of disposable gloves, hand sanitizers, or “sanitizing wipes”, all of which are helpful, frequent and thorough handwashing remains essential for preventing food borne illnesses.**
- Food handlers are not to smoke, eat, or drink in the food booth. Hands are to be washed upon entering the booth and as necessary to keep them clean for food handling.
- Nobody who shows symptoms of a communicable disease—cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.—or one who has open sores or infected cuts on the hands should be permitted inside the food booth.

5 GALLON THERMAL CONTAINER



Food Temperatures

- Potentially Hazardous Food shall mean any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, all cut melon, or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Examples are hamburgers, tacos, hot dogs, spaghetti, and chili. Cooked rice, potatoes, and bean are also considered to be potentially hazardous because they will support rapid bacterial growth. All potentially hazardous foods must be cooked to an internal temperature as follows:
 - Poultry, Stuffed Meats, Stuffings containing meat.....165° F
 - Ground Beef.....155° F
 - Whole Meats and Fish.....145° F
 - All other potentially hazardous foods.....130° F
- Reheating- All potentially hazardous foods that have been cooked and then cooled, shall be rapidly reheated to 165° F or more throughout within 30 minutes, before being served or placed in a hot food storage unit. Crock pots, steam tables, or hot holding units are not approved for cooking or reheating of foods.
- Thawing- Foods are to be thawed in a refrigerated unit at temperatures not to exceed 41° F, under cold running water, or in the microwave as a continuous cooking process.
- Holding- Potentially hazardous foods must be stored at temperatures below 41° F or above 130° F at all times, except during immediate preparation.
- Thermometers- A metal-stem cooking thermometer must be available and used to verify proper temperatures and internal food temperatures. Obtain a thermometer which reads from 0 to 220° F. All refrigerators and other cold holding devices must also have an accurate thermometer.



Sanitizing/Dishwashing

- Sanitizer- Sanitizing solution used in dishwashing and in wiping cloth buckets must be maintained at proper concentrations at all times(unless the manufacturer's guidelines are provided and specify otherwise).
Chlorine.....50 to 100 parts per million
Iodine.....12.5 - 25 parts per million
Quaternary Ammonia.....200 to 450 PPM (or per manufacturer)
- If you choose to use bleach as sanitizer, the recommended concentration is ½ tablespoon of unscented liquid bleach added to 1 gallon of water. Do not add soap to the water, because the soap “ties” up the available chlorine making it ineffective as sanitizer. Sanitizers must be labeled as such and be provided with the manufacturer's use guidelines. Chemical test strips are required to verify the proper concentrations are reached and maintained. Store all chemicals “low and away” from foods.
- Wiping cloths/towels used for wiping down counters and table tops must be clean and used for no other purpose. The towels must be rinsed in sanitizing solution frequently.
Note: It has been found that flies will avoid surfaces which have been wiped down with bleach solution.
- Dishwashing- Use disposable cups and plates for food service. Keep your hands off the food contact surfaces and never re-use a single service item. Use 3 adequately sized (fits your largest cooking utensil) containers, plastic buss tubs work very well. Wash equipment and utensils in a four step process:
 1. Wash.....HOT (110⁰F) SOAPY WATER
 2. Rinse.....HOT WATER
 3. Sanitize.....WARM (75⁰F) WATER, Proper sanitizer concentration
 4. Air Dry

Food Protection

- All food must be stored at least 6 inches off the ground and covered to prevent contamination. Foods and utensils must be covered to protect from insects, droplets, and manual contact.
- Foods on display must be covered and the public not allowed to help themselves to opened containers. Condiments, such as ketchup, mustard, coffee creamer, sugar, and so forth, should be served in individual packets.
- Ice must be obtained from an approved and licensed source. Ice must be transported and stored in a clean food-grade container. Appropriate dispensing devices consist of a scoop with a handle that is not to come in contact with the food. Ice used for cold holding of bottles, cans, and foods must not be used in beverages.

Waste/Garbage

- Liquid waste should not be discarded into streets or storm drains, or onto the ground. Use a container to transport the waste to a toilet or other sewer connection.
- A refuse container with a tight-fitting lid should be available for the garbage.

REMEMBER: Any questions should be directed to the Navajo County Public Health Services District.



Checklist for Temporary Food Service

- _____ 5 Gallon container to provide warm (90° F) running water for handwashing.
Example: insulated “thermos” w/ continuous flow spigot.
- _____ Dispensable soap (Pump) and paper towels
- _____ Extra buckets for waste water for handwash waste and sanitizer solution.
- _____ Approved floor, ceiling, counter, and 3 walls.
- _____ Cloth wiping towels.
- _____ Hair restraints.
- _____ Ice, as needed from an approved source.
- _____ Ice chests.
- _____ Gloves, serving spoons, spatulas, knives, tongs, ice scoop, cutting boards etc.
- _____ Bleach or other type of sanitizer solution.
- _____ Plastic wrap for covering foods.
- _____ Washable, food grade, containers for food storage.
- _____ Platforms for elevating food and paper goods from the ground.
- _____ Garbage can and plastic garbage bags
- _____ Sneeze Guards
- _____ Metal Stem Thermometer (0° F – 220° F)
- _____ Thermometers for refrigerator, ice chest, and hot holding units
- _____ Confirmed source for fresh water, waste water disposal, and restrooms.
- _____ 3 Tubs for ware-washing: large enough to fully submerge largest utensil.