



OFFICE USE ONLY: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

License No.: \_\_\_\_\_ Amt. Pd: \_\_\_\_\_ Check No. \_\_\_\_\_

Customer # \_\_\_\_\_

# City of Portsmouth Health Department

1 Junkins Avenue, Portsmouth, NH 03801  
(603) 610-7238 / Fax: (603) 427-1593

## Temporary Food Permit Application Form

Application must be submitted to the Health Department a minimum of two weeks prior to the event.

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date (s) & time(s) of event: \_\_\_\_\_

Will there be a rain date? If so, date (s) and time(s) of rain date: \_\_\_\_\_

Applicant Information: Name: \_\_\_\_\_

d/b/a \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Work # \_\_\_\_\_ Fax # \_\_\_\_\_

Person in charge on-site: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location of any advanced preparation \_\_\_\_\_

**Food Storage or preparation may not occur in any unlicensed location: No home preparation or storage allowed.** *If you are not using your own restaurant as a commissary, attach a commissary agreement (on back).*

If you own the commissary, check here: \_\_\_\_\_ Date and time preparation begins: \_\_\_\_\_

Describe: \_\_\_\_\_

Cold Holding Equipment: \_\_\_\_\_ Cooking Equipment: \_\_\_\_\_

Hot Holding Equipment: \_\_\_\_\_ Reheating Equipment: \_\_\_\_\_

Transportation Equipment: \_\_\_\_\_ Length of time in transit: \_\_\_\_\_

Digital Thermometer Available? \_\_\_\_\_ Dispensed Soap? \_\_\_\_\_ Paper Towels? \_\_\_\_\_

Handwashing Facilities at Booth: Plumbed Sink? \_\_\_\_\_ Gravity flow, spigot dispenser \_\_\_\_\_

Sanitizing Solution: Bleach & water \_\_\_\_\_ Sanitizer (bar) tablets \_\_\_\_\_

**Bare hand contact with all foods must be avoided.**

What means do you have to avoid bare hand contact?  Gloves  Tongs  Other

Describe Other: \_\_\_\_\_

### List foods to be served at Event:

	Food	On-Site Prep	Off-Site Prep
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Fees:**
- No Fee**-Currently permitted Portsmouth Food Service Establishments
  - No Fee**-Portsmouth religious organizations, youth groups or school related organizations operating for the sole benefit of their non-profit organization and charity causes.
  - \$40**-Vendors that do not hold a current annual Portsmouth Food Permit
  - \$15**-Vendors that do not hold a current annual Portsmouth Food Permit and are only sampling on site.
  - \$100**-Late Fee for applications received less than 2 weeks prior to the event.