

Online Temporary Food Permit Application

This must be submitted seven (7) days prior to event.

The applicant will be required to supply all the information requested. Please read each bullet item below:

- All fields with an **!** are required fields. The permit request will not submit when a required field is left blank.
- All “Required” attachments must be included upon submittal:
 - ❖ Food Protection Manager
 - ❖ Establishment License for location where food will be prepared.
- Note the permit number in pop-up received after clicking finish.
- Fee must be paid. After clicking on “Finish” on attachment page, log-off and log-in to activate invoice. Scroll down to the invoices section at bottom of page. Select the invoice and proceed through payment process. A convenience fee for credit /debit card is 2.5%. A convenience fee of \$2.00 for personal or business checking account.
- Upon approval you will receive an email with a copy of the permit attached. This permit must be printed and posted at site.

If payment is not received, the permit will not be processed.

This permit is only valid for dates indicated on permit.