



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMITS (H15)

Selling or serving food in New York City (NYC) requires a permit from the Department of Health and Mental Hygiene (DOHMH). You must have a Temporary Food Service Establishment (TFSE) permit to operate a food vending booth, stand, kiosk, vehicle, cart or other vending unit for selling or serving food at an indoor or outdoor, time-limited event in NYC (e.g. street fair, flea market, etc.).

General Information

1. You may obtain a TFSE Permit at the Citywide Licensing Center located at 42 Broadway NY, NY 10004. Operating hours are 9 AM – 5 PM, Monday – Friday.
2. Food service establishments (FSEs), like restaurants and mobile food vending units with a valid DOHMH permit, are not required to obtain a separate TFSE permit to operate at special events on a temporary basis. A copy of the FSE's permit must be kept onsite at the event and available upon inspection.
3. A TFSE permit costs \$70 and is valid for one year from end of the month in which the original application was submitted and paid for. It may be renewed annually.
4. A person with a Food Protection Certificate or Mobile Food Vending License issued by the City of New York must be present and supervising food operations at a TFSE during all hours of its operation.
5. The Citywide Licensing Center will issue a receipt for each application submitted and accepted. Keep it safe and available at each event as this document is proof of authorization to operate your TFSE. If you require a replacement, please call 311.

Application Requirements

1. Please see the table/chart included in this packet.
2. Your application requirements will depend upon the nature of the business legal structure applying for this permit and in what name the permit will be issued.

Restrictions

1. A TFSE permit is only valid when used in conjunction with an event(s) that meets one of the following criteria:
 - a. A single event with a one-time continuous duration of 14 days or less
 - b. Recurring events that do not exceed 3 total days per week at the same location
 - c. Multiple events at different locations occurring in the same week that do not occur at the same location, day or time, and which do not exceed three days in a given week.
2. You may only use a TFSE permit at one location at a time. Separate TFSE permits must be obtained for each additional event occurring on the same day and time.
3. Mobile Food Vending (MFV) permittees must operate in accordance with geographic boundaries outlined by their specific MFV permit. For example, a Brooklyn borough-specific MFV permit can only vend at events occurring in Brooklyn. In order to vend in another borough, a separate TFSE permit must be acquired.

Event Organizers and Sponsor Responsibilities

Event organizers and sponsors must provide the DOHMH with a list for food vendors scheduled for an event 30 days prior to the event and update the list when changes occur. Please review the "Event Organizers and Sponsor Responsibilities – Food Service" document available at the Citywide Licensing Center or online at www.nyc.gov/health/foodservice.

FAILURE TO MEET THE ABOVE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF NOTICE(S) OF VIOLATION TO THE EVENT ORGANIZER AND FOOD VENDORS, MONETARY PENALTIES, AND THE CLOSING OF FOOD SERVICE ACTIVITIES.



NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE TEMPORARY FOOD SERVICE ESTABLISHMENT - EVENT SPONSOR GUIDELINES

If you are sponsoring or organizing an event in New York City where food is being served or sold, such as a street fair, flea market or any other event, you must follow the guidelines below:

EVENT REGISTRATION

The sponsor of an event must register with one of the following New York City agencies before engaging in any events where food may be served:

STREET EVENTS:

Mayor's Office of Citywide Event Coordination and Management (CECM)

Street Activity Permit Office (SAPO)

100 Gold Street, 2nd Floor

Phone: (212) 788-7567

www.nyc.gov/sapo

EVENTS IN PARKS:

New York City Department of Parks and Recreation

Office of Events Citywide

24 West 64th Street, 5th Floor

New York, NY 10023

Phone: (212) 408-0226

www.nyc.gov/parks

INDOOR OR OUTDOOR OFF-STREET EVENTS WHERE FOOD WILL BE SOLD OR SERVED:

New York City Department of Health and Mental Hygiene

Bureau of Food Safety & Community Sanitation

125 Worth Street, Room 930, CN 59A

Phone: (212) 676-1651

Fax: (212) 442-2629/1864

TempFoods@health.nyc.gov

ADDITIONAL DOHMH REGISTRATION REQUIREMENTS

As the sponsor or organizer of an event where food may be served, you are the contact person for the Department of Health and Mental Hygiene (DOHMH) and a link to the food vendors participating at your event. Should someone attending an event contract a food borne illness, the DOHMH must investigate the source of the illness and the event sponsor/organizer is a critical link in the Department's ability to reach out to the vendor. This action is critical in limiting the extent of an outbreak and assuring that precautions are taken in the future to prevent a recurrence.

REQUIREMENTS

At least 30 days prior to the event, the event sponsor/organizer must submit to the DOHMH a:

1. List of participating food vendors/Temporary Food Service Establishments (TFSEs)
 - a. Every unit from which food is being sold requires a valid TFSE permit issued by the DOHMH.

- b. Vendors may obtain TFSE Permits in-person at the Citywide Licensing Center located at 42 Broadway NY, NY 10004. Operating hours are from 9 AM until 5 PM, Monday through Friday.
 - c. An updated list of TFSE vendors must be submitted to the DOHMH Bureau of Food Safety and Community Sanitation whenever changes occur.
2. List of identifying information for each TFSE including:
 - a. TFSE permit number
 - b. TFSE permit expiration date
 - c. Type of food being served

EVENT SPONSOR RESPONSIBILITIES

TFSE PERMITS

The Event Sponsor is required to:

- Ensure that participating food vendors possess a valid TFSE permit or are operating under an existing Food Service Establishment Permit or Mobile Food Vending Permit.
- Ensure that all participating Food Service Establishments (Restaurants) possess a valid FSE permit (H25). A copy must be held on-site and made available upon request by a Department Inspector or NYPD officer.
- Keep and maintain records of all participating food vendors, and management of the event at which TFSEs provide food service for 90 days.

SITE PREPARATION

TFSE events may be held indoors or outdoors, and in public or privately owned or leased premises. If the event is held on a privately owned property, the event sponsor must provide the DOHMH with a signed contract with the property owner authorizing the sponsor to use the property.

WASTE MANAGEMENT

The Event Sponsor is required to:

- Provide an adequate number of receptacles for the storage and disposal of refuse, garbage, and recyclable items during and after the event.
- Arrange for appropriate daily storage and disposal of waste water generated by each TFSE at an event.

CLEANING AND MAINTENANCE

The Event Sponsor is required to provide and maintain portable chemical toilets, hand washing sinks equipped with hot and cold running water, and drying facilities for use by TFSE food workers and patrons.

FAILURE TO MEET THE ABOVE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF NOTICE(S) OF VIOLATION TO THE EVENT ORGANIZER AND FOOD VENDORS, MONETARY PENALTIES, AND THE CLOSING OF FOOD SERVICE ACTIVITIES.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT

HEALTH CODE SECTION 88 (H15 PERMIT)

FREQUENTLY ASKED QUESTIONS (FAQs)

A Temporary Food Service Establishment permit is required before selling food at any temporary public event in New York City (e.g. street fair, flea market, etc.).

1. What is a Temporary Food Service Establishment (TFSE)?

A Temporary Food Service Establishment is a:

- Food vending booth, stand, vehicle or cart in a fixed public or private, indoor or outdoor location that sells or serves food at a time limited event; or
- A person, who vends, dispenses or distributes pre-packaged or other non-potentially hazardous foods from a container or other equipment approved by the Department of Health and Mental Hygiene that is carried upon his or her person at a time limited event may be considered a TFSE.

2. What is a qualifying event?

An event is an activity or occasion:

1. At which access is controlled by the event organizer;
2. That does not to exceed fourteen (14) consecutive days; or does not exceed three days in a week for events that occur over a period of time at a single specified location (for example: weekend flea markets);
3. Which is held indoors or outdoors, in public, privately owned or leased premises, which includes but is not be limited to:
 - a) A street activity, regardless of whether the event requires a permit issued in accordance with the rules of the Mayor's Office of Citywide Events Coordination and Management, or any successor office or agency;
 - b) A business, advertising or media promotion or convention;
 - c) A celebration; a street or other fair; or
 - d) A sporting event, carnival, flea market, circus, public exhibition, festival, religious or fraternal organization function, parade or other similar gathering.

3. What are the responsibilities of the event organizer or sponsor?

Event organizers and sponsors are required to:

- a) Get an event permit from the Mayor's Office of Citywide Event Coordination and Management (CECM) **Street Activity Permit Office (SAPO)** at www.nyc.gov/SAPO where required. This includes, but may not be limited to street fairs, festivals, block parties, greenmarkets, commercial, promotional and other events on the City's streets and sidewalks, including those that are multi-day or involve multi-block street closures. Note: Events that occur on private property may not need a SAPO permit but may still need to be registered with CECM.
- b) Ensure that all participating food vendors have valid permits.
- c) Provide a list of participating food vendors and their permit numbers at least 30 days prior to the event to the Health Department. The list can be provided in person, by mail or fax to the Bureau of Food Safety and Community Sanitation, 253 Broadway, Room 1200, CN59A, New York, NY 10007, fax: (212) 442-2629 or (212) 442-1864.

4. Who needs a TFSE permit?

- Anyone who intends to sell or serve food at an event is required to obtain a permit;
- Exception: Permitted food service establishments or mobile food vendors whose permit allows vending in the area of the event may sell or serve food at an event without a temporary food service establishment permit if they have a copy of their permit on site and vending is supervised on sight by a food protection certificate holder.

5. For how long is a TFSE permit in effect?

The TFSE permit is valid for one year from the end of the month in which the original application was submitted and paid for.

6. How much does a TFSE permit cost?

The fee for TFSE permit is \$70.00. This fee is the same whether you intend to operate for one day or multiple days within a year.

7. If I have a Food Service Establishment (FSE) permit for my restaurant, do I need a TFSE permit to participate in an event?

FSEs (restaurants, cafeterias and other fixed-site food service operations) may use a New York City Department of Health and Mental Hygiene FSE permit in lieu of a TFSE permit. The FSE must provide a copy of its permit at the event site.

8. If I have a Mobile Food Vending Unit, do I need a TFSE permit to participate in an event?

Mobile Food Vending Units with a current permit do not need a separate TFSE permit but can only operate according to the Mobile Food Vending Unit permit conditions.

- a) Citywide (full-term and temporary) permits can vend at any event in New York City.
- b) A Green Cart permit can only vend at an event in the borough and Police precinct that its permit was issued for, i.e. a Bronx Green Cart permit can only vend in the police precincts allowed in the Bronx.
- c) A Borough-Specific permit can only vend at an event in the borough that the permit was issued for, i.e. a Brooklyn-Borough Specific permits can only vend in events in Brooklyn.
- d) A Restricted Area permit can only vend at an event that includes the location for its permit.

9. Do I need a Food Protection Certificate issued by the NYC Department of Health and Mental Hygiene to operate a TFSE?

The operator or supervisor of food services at each TFSE must hold a food protection certificate issued by the Department or a certificate issued by another jurisdiction that is acceptable to the Department. The holder of the certificate must be present at the TFSE whenever it is operating (including times when the TFSE may not be open, but is preparing food). The Department may also accept food protection certifications issued by organizations such as the National Restaurant Association (ServSafe) upon request. TFSEs serving only commercially prepared, pre-packaged, non-potentially hazardous foods such as canned beverages, bags of potato chips,

candy bars, baked goods, etc., may be exempted upon request. For information about obtaining a Food Protection Certificate, go online to www.nyc.gov/healthacademy, or call 311.

10. Are there any exceptions or exemptions to the TFSE permit requirement?

The following food operations are not considered TFSEs and do not require a TFSE permit:

- a) A food service establishment issued a permit in accordance with Article 81 may operate a TFSE with a copy of its FSE permit on site of the event; or
- b) Food served at an event where a distinct neighborhood, school, religious, fraternal or other affinity group prepares, provides, or serves foods for consumption by such group, and where the public is not invited (for example: a community block party at which neighbors prepare and/or serve food, or a school bake sale); or
- c) Incidental refreshments served to participants or attendees at a business meeting or social function. The refreshments served must be pre-packaged or not potentially hazardous, and prepared by the organization or group holding the meeting or social function; or
- d) Food, nutrition and cooking demonstrations by governmental agencies or not-for-profit organizations or their contractors, for the purpose of providing education on nutrition, healthful eating, diet quality, food selection and preparation, safe food handling, or storage practices and food resource management.

11. How do I apply for a TFSE permit?

Obtain a TFSE permit application by calling 311, going online to NYC Business Express (www.nyc.gov/businessexpress) or going in person to the Citywide Licensing Center.

Applications and supporting required documents must be submitted in person at the Citywide Licensing Center, which is located at 42 Broadway, between Exchange Place and Morris Street, in Manhattan. Operating hours are 9 AM – 5 PM, Monday – Friday.

12. How do I renew my TFSE permit?

Your TFSE permit can be renewed at the Citywide Licensing Center. The cost to renew your permit is \$70.00.

13. What proof will I be given to show that I have a Temporary Food Service Establishment permit or other acceptable permit issued by the Department of Health and Mental Hygiene?

If you applied for a TFSE permit you will be issued receipt for the \$70 permit fee that you paid. This receipt is your proof of permit. The Department does not currently issue Temporary Food Service Establishments a formal permit document. You must retain your receipt and show it upon request to any government official. If you lose your receipt, call 311.

14. What documentation is required for a TFSE permit application?

The information required to apply for a TFSE permit will depend upon the nature of the business legal structure applying for this permit and in what name the permit will be issued.

Please see the table/chart included in this packet for what is appropriate for your situation.

15. Where can I sell or serve food with a TFSE permit?

You may sell food at the event location designated by the sponsor or organizer of the event. You cannot legally operate at a location that is not part of an event.

16. Do TFSEs get letter grades?

No, TFSEs do not receive letter grades.

17. How do I get help with my TSE permit application?

You should call 311 if you have a question or need assistance with your Temporary Food Service Establishment permit application.

18. Do I have to prepare food only at my TFSE or can I prepare food at another location, such as my home, and sell it at my Temporary Food Service Establishment?

All food served or sold at a TFSE must be either prepared at the TFSE, another food service establishment permitted by the NYC Department of Health, or other facility duly licensed by a government agency for food operation. Food cannot be prepared at your home and served or sold at a TFSE.

19. Do I need a hand-wash sink at my Temporary Food Service Establishment?

TFSEs must have a hand washing sink dispensing hot and cold, potable, running water, equipped with soap dispensers and drying devices or paper towels. Hand wash sinks must be available in or adjacent to each TFSE and in or adjacent to all toilet facilities at an event. Hand washing facilities may be shared if they are conveniently located to the establishments vending at an event. When the operator of an establishment or the event sponsor cannot meet the hand washing requirements, the operator or event sponsor can make a request, in advance of the event, to obtain prior Department approval for alternate hand washing arrangements.

20. What type of equipment is required for a Temporary Food Service Establishment?

The nature of the food to be prepared and stored dictates the type of equipment necessary for a TFSE. This may include the equipment necessary to store, prepare, serve and hold the food to be sold or served safely and ware washing and/or culinary sinks. NYC Health Code Articles 88 and 81 details equipment requirements.

21. Is there any food that I cannot prepare, serve or sell at my TFSE?

The following food items and activities are prohibited at a TFSE:

- a) Raw fish or shellfish cannot be served or sold, unless a modification is granted by the Commissioner of Health and Mental Hygiene.
- b) Any other specific potentially hazardous foods or types of foods at the discretion of the Commissioner of Health and Mental Hygiene.
- c) Whole animals may not be butchered, de-boned, dressed, or cut into portion size at a TFSE.

d) At the end of each day's service, leftover potentially hazardous food that has been cooked and exposed to contamination (reheated, presented for sale or service, etc.) must be discarded if not sold.

22. Where can I get more information about operating my TFSE?

You can go online to www.nyc.gov/health/foodservice or call the Department's TFSE Inspection Program at (212) 676-1651.

23. What are the regulations that apply to operating a TFSE?

A TFSE shall be constructed, maintained and operated in accordance with this Articles 81 and 88 of the New York City Health Code, Subpart 14-2 of the New York State Sanitary Code or successor regulations, and Chapter 23 ("Food Service Establishment Sanitary Inspection Procedures") of Title 24 of the Rules of the City of New York. These regulations can be found by going online to www.nyc.gov/health.



NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE GUIDE TO APPLY FOR A NEW TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT

PROCESS STEPS

Steps to Apply Online:

- No online process available at this time

Steps to Apply In-Person:

1. Determine the documentation required to submit an application by reviewing the list of prerequisites included as part of this packet. This will depend upon to whom the permit will be issued (e.g., an individual, a corporation, or a partnership).
2. Complete the Application for Permit form in accordance with the instructions provided within this guide. If you intend to manufacture or sell frozen desserts (MFD), a separate Application for Permit form must be completed. (The fee for the MFD permit is \$25.)
3. Bring the completed forms and the required supporting documentation to the Citywide Licensing Center, located at 42 Broadway, New York, NY 10004 between 9:00 AM and 5:00 PM at least 5 business days before the event. Applications must be submitted in person; none will be accepted by mail.
4. Pay the \$70.00 permit fee after the application for a Temporary Food Service Establishment permit is reviewed and accepted. Add another \$25.00 if you are also submitting an application for the MFD permit.
5. The Citywide Licensing Center will issue you a receipt for each application submitted and accepted. You may operate with the receipt(s) since it (they) will list all relevant information. It will be accepted as proof of authorization by DOHMH inspectors and by the police.
6. Whenever you operate your mobile food stand, you must carry copies of your Food Protection Course certificate and the receipt for your temporary food establishment permit **OR** you must carry your original mobile food vending license and the receipt for your temporary food establishment permit.
7. Special Note: If you wish to submit multiple applications for different events for yourself or on behalf of those you represent, you will have to see a Licensing Center supervisor for a "bulk drop-off" arrangement. Depending upon the number of applications you wish to submit, you may have to allow several days to a week for processing. Those submitting on behalf of others must have the Granting Authority to Act form (attached to this packet) or similar form, allowing them to submit on behalf of the applicant. All paperwork must be the original signed documents.

FEES AND PAYMENT INFORMATION

Fees:

- \$70.00 for each permit to be valid until one year from the end of the month in which it is applied for.
- \$25.00 additional for each application for the Permit to Manufacture Frozen Desserts (MFD), if applicable.



Health

- \$114: Registration fee for the Food Protection Course. This must be submitted separate from the payment for the permit application(s). Note that there must be someone present at each location who has taken and passed this course.

Payment Types Accepted:

- Check or Money Order (made payable to the New York City Department of Health & Mental Hygiene)
- Credit Card: American Express, Discover, or Master Card

Note: **WE CANNOT ACCEPT VISA CREDIT CARDS or VISA DEBIT CARDS AT THIS TIME.**

ADDITIONAL NOTES

This permit is limited to the use of the specific applicant named in the receipt. It is not transferable to another applicant. Organizers of special events where food will be served should contact the DOHMH Bureau of Food Safety and Community Sanitation (212) 676-1600 at least 6 weeks before the event to ensure they understand their responsibilities. Applying for a DOHMH permit does not satisfy the regulatory requirements of other City and State Agencies. It is the business owner's responsibility to apply for all other permits, licenses, and authorizations required by other City and State Agencies. Pursuant to NYC Charter Section 645, no premises may be used or occupied until a Certificate of Occupancy has been issued by the NYC Commissioner of Buildings. Failure to comply with all relevant regulations, including those under the jurisdiction of other Agencies, may result in the suspension of DOHMH permits until proof of compliance is provided.

CONTACT INFORMATION

DCA Citywide Licensing Center :
42 Broadway
New York, NY 10004

For further assistance please call 311 and ask for: Temporary Food Service Establishment Permit
Website: <http://www.nyc.gov/health>

DISCLAIMER

This packet gives general information only. To start or run your business, you may need more information about City, State and Federal laws. If you do not comply with all laws and rules you may have to pay fines and you may lose your licenses or permits. This loss may be temporary (suspension) or permanent (revocation). You may also be subject to other penalties allowed by law.

This information is not legal advice. You can only obtain legal advice from a lawyer. For more information or help:

- Contact the issuing agency, using the contact information above
- Visit [311 online](#)
- Call 311 (or 212-NEW-YORK if outside New York City)



Checklist for a NYC Department of Health & Mental Hygiene Permit Application for a New Temporary Food Service Establishment

Items Needed <i>Be sure the applicant's name is the same on all documents. See "Instructions for Completing an Application" for more details.</i>	Legal Business Structure		
	Individual	Partnership	Corporation or LLC
Permit Application <ul style="list-style-type: none"> All applicable sections completed (Do not complete section F) Signed by applicant (example: owner, officer, director or shareholder) 	✓	✓	✓
Permit Fee <ul style="list-style-type: none"> \$70.00 per application. \$25.00 per application additional if manufacturing frozen desserts. Money order or check payable to "DOHMH" or Credit card (American Express, Discover, or Master Card). 	✓	✓	✓
Proof of Home Address (one of the following) <ul style="list-style-type: none"> Valid driver's license or non-driver ID Current lease or mortgage statement Utility bill, bank or credit card statement dated within the last 90 days "Affidavit of Home Address" form, completed by a person living with applicant and a recent utility bill or lease in that individual's name 	✓	✓ (needed for partnership of individuals only)	
Photo Identification One government-issued ID with photo, such as: <ul style="list-style-type: none"> Driver's license or non-driver ID Alien Registration Card or Naturalization Certificate U.S. or foreign passport 	✓	✓	✓
Proof of Social Security # or Sales Tax Collecting Authority <ul style="list-style-type: none"> Original Social Security Card (no photocopies or printouts) An Individual Tax Identification Number (ITIN) may be used in place of a social security number. (original card or letter only) Valid original NYS Certificate of Sales Tax Authority <i>Obtain at http://www.nys-opal.com. Complete Form DTF-17 on-line or mail it to New York State Tax Department, Sales Tax Registration Unit, W A Hariman Campus, Albany, New York 12227. Takes 4-6 weeks.</i> 	✓	✓	✓
Proof of Incorporation <ul style="list-style-type: none"> Certificate of Incorporation (stamped to show it was filed with the New York State Department of State) or Filing Receipt issued by the NYS Secretary of State. <i>If located outside of New York State, obtain "Certificate of Good Standing" from your Secretary of State and file with application for "Authority to Conduct Business in New York State" with NYS Department of State. You must then present this "Authority" issued by the NYS Department of State when you apply for this permit.</i> 		✓ (needed for partnership of corporations or LLCs only)	✓
Payment of Outstanding Fines for DOHMH Violations (if any) <ul style="list-style-type: none"> <u>Certified</u> check, credit card or money order payable to "OATH Health Tribunal" 	✓	✓	✓
Power of Attorney or Authority to Act Affidavit (if applicable) <ul style="list-style-type: none"> If someone else will turn in the application for you 	✓	✓	✓



Instructions for Completing an Application

New York City Health Code, Section 3.19 states: “No person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report, or other document required to be prepared pursuant to this Code. No person shall make a false, untrue or misleading oral statement to the Department as to any matter investigated by the Department.”

NOTE: Any form with alterations, corrections, whiteout, etc., will not be accepted.

Complete all sections of the application. If completing it by hand, please use ink and write in CAPITAL LETTERS.

1. License or Permit Name

- Enter the name of the permit or license you want to obtain. Example: Temporary Food Service Establishment

2. Section A

- Enter the individual owner's name, or all partners' names or corporation name in the box labeled “Name of Corporation, partnership or individual owner”. (The permit will be issued to the corporation, partnership or person named here)
- Enter the name of the business entity in the space labeled “Trade Name/DBA” if it is different from the name of the applicant.
- Provide the address of the business entity applying for the permit. If the applicant is an “individual”, then enter the home address. If the applicant is anything other than an individual (for example, a corporation or partnership), enter the business address of the business entity. Please include in the space labeled “Premises Location” the apartment number, floor, booth number, or store number associated with the applicant.
- Enter the applicant's telephone, fax and the email address (if any). All correspondence sent by email will be sent to this address.
- Provide your date of birth, if applying as an individual

3. Section B

- Enter the date you expect to start operating.

4. Section C

- Enter your New York State Tax Authority ID #. If applying as an individual, enter your SSN. If you do not have a Social Security number, you may use an Individual Tax Identification Number (ITIN)

5. Section D

- Enter the mailing address if it is different from the address of the business entity entered in section A. All correspondence sent by mail will be sent to this address.

6. Section E

- Enter the name, home address, zip code, phone number, email address and title of the owner/all partners in the business/all principal officers in the corporation

7. Section F

- Do not complete this section.

8. Signature

- Sign the application.
 - *Note: the person who signs the Application must be named in Section E.*
- Enter the title and telephone number of the person who signed the Application for Permit
- Indicate whether the applicant is 18 years of age or older.
 - *Note: applicants must be older than 18 years of age.*

APPLICATION FOR NEW LICENSE OR PERMIT



FOR OFFICE USE						
CAMIS/ACCELA NUMBER			LICENSE/PERMIT NUMBER			
			TYPE	NUMBER		
			H			
EXPIRATION DATE			FEE AMOUNT	DOLLARS	CENTS	FEE CLASS/SUBCLASS
MO	DAY	YEAR				
			▶			

APPLICATION DATE		
MONTH	DAY	YEAR

NAME OF LICENSE/PERMIT
 (For detailed instructions on what is needed to apply please go to Business Express at <http://www.nyc.gov/businessexpress>)

IMPORTANT: Please type or print legibly in ink using capital letters. Allow spaces between completed words or numbers. Standard abbreviations are permitted. All sections must be completed in ink.

SECTION A – NAME, ADDRESS AND CONTACT INFORMATION OF ENTITY TO WHICH LICENSE/PERMIT IS TO BE ISSUED

READ CAREFULLY: Enter the corporate name and location of business establishment. If not incorporated, enter your name(s) and location of business establishment.

NAME OF CORPORATION, PARTNERSHIP, PARTNERS OR INDIVIDUAL OWNER (Last Name First)			TELEPHONE NUMBER (AREA CODE)		
TRADE NAME/Doing Business As (DBA)			FAX NUMBER (AREA CODE)		
BUILDING NUMBER	STREET		PREMISES LOCATION (FLOOR, STORE #, BOOTH #)		
CITY OR TOWN		STATE	ZIP CODE		E-MAIL ADDRESS
DATE OF BIRTH (If applying as an individual)		MONTH	DAY	YEAR	This contact information will be used by the department in the case of an emergency. OPTIONAL GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female What language do you speak? _____

I agree to receive all official notices from the Department of Health only by **email** at the **email** address provided in this application form. An official notice is any correspondence from the Department of Health that requires a response by a date certain. These include, but are not limited to, permit or license renewal notices; notices of fines or fees owed; collection letters and Dunning Notices, and Notices of Violations.

I would like to receive Department of Health publications, including information about new regulations, newsletters, fact sheets and other educational material, only by **email** at the **email** address provided in this application form.

SECTION B – DATE EXPECTED TO OPEN/START OPERATING			SECTION C – NYS SALES TAX ID#			SOCIAL SECURITY NUMBER (If applying as an individual)			ITIN NUMBER (If no SSN and applying as an individual)		
MONTH	DAY	YEAR									

SECTION D – MAILING ADDRESS, IF DIFFERENT FROM PERMITTED/LICENSED ESTABLISHMENT'S ADDRESS (INCLUDE APARTMENT #, PO BOX #)

STREET ADDRESS

CITY OR TOWN

STATE

ZIP CODE

CITYWIDE LICENSING CENTER – DEPARTMENT OF HEALTH AND MENTAL HYGIENE – 42 BROADWAY, NEW YORK, NY 10004

SECTION E – LIST NAMES (LAST, FIRST) OF OWNER – PARTNER – CORPORATE OFFICERS

1	NAME		PHONE NUMBER	E-MAIL ADDRESS	TITLE
	ADDRESS	STREET	CITY	STATE	ZIP CODE
2	NAME		PHONE NUMBER	E-MAIL ADDRESS	TITLE
	ADDRESS	STREET	CITY	STATE	ZIP CODE
3	NAME		PHONE NUMBER	E-MAIL ADDRESS	TITLE
	ADDRESS	STREET	CITY	STATE	ZIP CODE
4	NAME		PHONE NUMBER	E-MAIL ADDRESS	TITLE
	ADDRESS	STREET	CITY	STATE	ZIP CODE

SECTION F

ALL APPLICANTS MUST COMPLETE THE WORKERS' COMPENSATION AND DISABILITY BENEFITS INSURANCE INFORMATION REQUESTED BELOW **AND** PROVIDE COPIES OF PROOF OF CURRENT INSURANCE.

YOUR APPLICATION FOR A PERMIT WILL NOT BE ACCEPTED IF YOU DO NOT COMPLETE THIS SECTION AND PROVIDE THIS INFORMATION AND PROOF.

Please check the appropriate box:

The business described in this application has Workers' Compensation and Disability Benefits Insurance as identified below:

Workers' Compensation Insurance Carrier: _____ Policy #: _____ Expiration Date: _____

Disability Benefits Insurance Carrier: _____ Policy #: _____ Expiration Date: _____

OR

Form CE-200 was submitted to the Worker's Compensation Board stating such coverage is not required for this business and a copy with the New York State-assigned Exemption Certificate Number is attached.

Certificate Number: _____ Issuance Date: _____

Form CE-200 attesting to an exemption of this requirement can be found at <http://www.wcb.ny.gov>

Legal reasons for an applicant to qualify for this exemption are listed on Form CE-200. Please review Form CE-200 to see if your business qualifies for this exemption and is not required to obtain Workers' Compensation and Disability Benefits Insurance.

By signing this application for a permit, I agree that I will comply with provisions of the Health Code and other laws that apply to the permitted activity, and that all the statements made in this application are true and complete. Making a false statement is an offense punishable by fines, imprisonment or both. (NYC Administrative Code § 10-154.)	TITLE	ARE YOU 18 YEARS OF AGE OR OVER? <input type="checkbox"/> YES <input type="checkbox"/> NO
	SIGNATURE OF BUSINESS OWNER, PARTNER, OR CORPORATE OFFICER SIGN HERE ➤	

IF YOU ARE NOT REGISTERED TO VOTE WHERE YOU LIVE NOW, WOULD YOU LIKE TO REGISTER TO VOTE HERE TODAY?

YES NO

Applying, or declining to apply, to register to vote will not affect the amount of assistance you will be provided by this agency. If you would like help in filling out the voter registration application, we will help you.

CITYWIDE LICENSING CENTER – DEPARTMENT OF HEALTH AND MENTAL HYGIENE – 42 BROADWAY, NEW YORK, NY 10004



New York City Licensing Center

42 Broadway, New York, New York 10004

Telephone: 311

Affidavit of Home Address

This form is to be completed only by the person with whom you (the applicant) live. It should also be signed by you where indicated. You must bring this form *with* a recent utility bill or lease in the name of that individual.

(Please type or print legibly)

TO: **Citywide Licensing Center**
42 Broadway
New York, NY 10004

(Enter name of the person with whom the applicant lives - must be the same as on the utility bill or lease)

residing at _____
(Street Address, Borough, State and Zip code)

states that: _____
(Enter name of the person applying for permit/license)

is my _____ and lives with me at the above address.
(Relationship to applicant, e.g., wife, husband, sister, brother, mother, father, son, daughter, aunt, uncle, cousin, friend)

_____ SIGNATURE <i>(Note: This name must match the name on the accompanying utility bill or lease.)</i>	_____ PRINT NAME <i>(Note: This name must match the name on the accompanying utility bill or lease)</i>
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I _____ attest to the truth of the above information.
Print name of applicant

SIGNATURE OF APPLICANT

* Please note that submitting false or misleading information is a violation of Section 3.19 of the New York City Health Code and may be prosecuted civilly or criminally as a misdemeanor. It may also result in the revocation of any license or permit issued.



New York City Licensing Center
 42 Broadway, New York, New York 10004
 Telephone: 311

Uniform Granting Authority to Act Affirmation

_____ affirms the truth of the following:
 (Applicant Name)

1. I am the _____ of _____
 (State relationship to business) (Name of business as it appears on the Certificate of Partnership and/or Business)

which is located at _____ and
 (Street Address, Borough, State, and Zip Code)

whose telephone number and email address are _____ and _____
 (Area code & Number) (Email address)

2. I hereby authorize _____ of _____
 (Full name of designated representative) (Full name of representative's business)

who maintains an office/resides at _____
 (Street Address, Borough, State, and Zip Code)

and whose telephone number and email address are _____ and _____
 (Area code & Number)

_____ to represent me before the license, permit, or certificate issuing
 (Email address)

Agency in regard to the preparation and submission of my application for a license/permit

 (License/Permit/Certificate Category)

3. I understand that I will be legally bound by the representations made in said applications and will be held responsible by the license, permit, or certificate issuing Agency for any inaccuracies or misrepresentations.

4. I understand that I may revoke/withdraw the Authority to Act being submitted in connection with this application for a license, permit, or certificate in person by appearing at the Citywide Licensing Center prior to the date of the submission of the permit (license) application and informing the Director of the Citywide Licensing Center of this decision (The office of the Citywide Licensing Center is located at 42 Broadway, New York, NY 10004). I also understand that in the alternative I may notify the Citywide Licensing Center in writing of the revocation/withdrawal of this authority to act on my act.

 SIGNATURE

 PRINT NAME

Date: _____



TEMPORARY FOOD SERVICE ESTABLISHMENT FOOD PROTECTION GUIDELINES

A Temporary Food Service Establishment (TFSE) shall be constructed, maintained and operated in accordance with this Articles 81 and 88 of the New York City Health Code, Subpart 14-2 of the New York State Sanitary Code or successor regulations, and Chapter 23 ("Food Service Establishment Sanitary Inspection Procedures") of Title 24 of the Rules of the City of New York. These regulations can be found by going online to www.nyc.gov/health.

The Department of Health and Mental Hygiene Permit or receipt thereof, Certificates of Registration and Food Protection Certificates must be conspicuously posted at the Temporary Food Establishment whenever it is in operation.

Handwashing

1. Wash your hands before starting work, and each time after contamination including coughing, sneezing or handling unclean items. Prepackaged moist towelettes (containing alcohol as a base ingredient) may be used to cleanse hands in non-processing establishments.
2. Wash your hands with soap and water after using the toilet.

Food Protection and Storage

1. **Never** allow bare hands to come in contact with food that will not be cooked. Use clean sanitized utensils, deli paper, disposable gloves, etc. **If using gloves, be sure to change them after performing tasks that may contaminate them, such as cleaning, making change, or touching any part of your body.**
2. Keep all foods covered or otherwise protected from outside contamination. Keep all food service equipment, utensils, and paper goods similarly protected from outside contamination.
3. Never store raw foods, especially poultry and meats above raw or uncooked foods, or sanitized equipment, or in a manner that will contaminate other foods.
4. Packaged food is not to be stored in contact with water or undrained ice. Use a mechanical refrigerator or dry ice. Wrapped sandwiches are not to be stored in direct contact with ice.
5. Use only single service dishes and utensils for service to patrons. Handle single service eating utensils in a manner that prevents contamination of surfaces that come into contact with foods.
6. Store all food, food service equipment, utensils, and paper goods off the ground at all times.
7. Do not prepare foods if you are ill or have cuts or infections on your hands.
8. Do not smoke, eat or drink while working. Wear clean outer garments and effective hair restraints.

Food Preparation and Cooking Temperatures

1. Prepare foods as close to transport or service time as possible.
2. Cook poultry to at least 165°F (73.9°C).
3. Cook pork or any food containing pork to at least 150°F (65.6°C).

4. Cook rare beef to at least 130°F (54.4°C).
5. Cook all other foods (except eggs) to at least 140°F (60°C).
6. Cook shell eggs or foods containing shell eggs to at least 145°F.
7. Reheat potentially hazardous hot foods to at least 165°F (73.9°C).
8. Stir with a sanitized utensils.

Hot and Cold Holding

1. Do not use steam tables or other hot holding devices to reheat foods. Use them only for hot holding of foods.
2. Maintain all potentially hazardous hot foods at 140°F (60°C) or above.
3. Maintain all potentially hazardous cold foods at 41°F (72.2°C) or below.
4. Use an appropriately scaled metal stem or thermocouple thermometer to evaluate food temperatures, during holding, cooking, storing or reheating.

Food Protection

1. Have a qualified supervisor for your establishment.
2. Do not sell shell fish unless you obtain a waiver from the NYC Department Health and Mental Hygiene.
3. Sanitize all food contact surfaces and equipment. Chemical sanitization solution may be prepared by mixing one tablespoon of bleach with each gallon of cool, potable water. Do not add soap or detergent to the water, because they reduce the effectiveness of the solution. Rinse wiping cloths frequently in the sanitizing solution.

Structures and Equipment

1. Ensure that the walls, base, floor and food contact surfaces are of sanitary construction, and made of non-corrosive, non-rusting metals. Surfaces must be waterproof, smooth, readily cleanable and resistant to dents and scratches.
2. Provide proper waste receptacles. All waste receptacles must be vermin-proof and provided with tight-fitting lids.
3. Enclose or guard cooking and serving surfaces to provide protection against air-borne contamination.
4. Prevent accidental injury by contact with cooking devices. Shield cooking devices against possible contact with patrons.
5. Properly secure propane tanks. Tanks must be in an upright (vertical) position and provided with a base plate anchor as security against accidental toppling. The connection from fuel tank to burner must be of either a rigid metal tube or an approved, flexible metal tube; connections at fuel tanks and burners must be free of leaks.

Water Requirements

1. There are no sink or hot and cold water requirements for non-processing establishments; however, make available acceptable means of keeping hands clean (e.g., moist towelettes).
2. Provide an adequate supply of potable (drinkable) water for food preparation, cleaning and sanitizing equipment, and hand washing in processing establishments.
3. Place waste water into a leak-proof container labeled "waste water" with a tight-fitting lid.