

- Hand washing facilities must be set up at all times. This includes a minimum of five (5) gallons of hot water in an insulated container with a continuous flow spigot, a container for wastewater, hand soap, and paper towels. Employees must wash their hands, as a minimum, before starting work, between tasks, after smoking, and before returning from a toilet break.
- A three (3) bin set-up for the wash, rinse, and sanitizing of utensils must be set up at all times.
- Wastewater from the hand wash stations and utensil wash must be disposed of into an approved sewer or holding tank. The wastewater tank must be 15% greater in size than the fresh water tank.
- The establishment must have sufficient equipment to maintain all food at the proper temperature (greater than 135°F or less than 41°F).
- A metal-stem or digital probe thermometer is required to check cooking, hot-holding, and cold-holding temperatures.
- An approved sanitizing solution and test strips must be available to check the concentration of these approved sanitizers: chlorine, quaternary ammonia, or iodine.
- Employee drinks must have lids and straws to prevent hand-to-mouth contamination and should be properly stored. Employees cannot eat or smoke in the food establishment area at any time.
- Employee food handler cards and the certified food manager card must be on-site for the length of the event for inspection purposes.
- All Caterers, Food Peddlers, Pushcarts, and Mobile Units operating above and beyond their permit requirements are required to obtain a Temporary Food Service Permit.
- Each permit certificate shall be kept onsite and displayed in a conspicuous place. Failure to have the permit certificate onsite could result in closure of the establishment.



Maricopa County
Special Events Program

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Special Events Program Minimum Requirements for Food Establishments



Environmental Services
Department
Maricopa County



Frequently Asked Questions

1. What type of permit do I need?

A Temporary Permit, Seasonal Permit, Catering Permit, Mobile Food Unit, Pushcart, or Food Peddler Permit. Please contact the Special Events Program for questions related to your permit.

2. How do I connect my water lines correctly?

Water lines must be constructed of a proper NSF/Food grade hose and connected through a hose bib that is raised from the ground. All water line connection points must also be lifted off the ground. If you would like assistance during your set-up, please contact the Special Events Program.

3. How do I connect my waste water lines correctly?

All waste water lines must be greater in size than the potable water inlet (at least 3/4"). The waste water drain can not be on the same plane as the potable water connection and may not be reduced in size (a 3" drain modified to a 3/4" drain). The hose connected to the drain must be of approved materials and properly graded to drain on its way to the sewage vault box. All connections must be tight fitting and free from leaks, cracks, holes, and openings. If your menu consists of items that are grease laden, a grease trap may be required. If you would like assistance during your set-up, please contact the Special Events Program.

4. How do I dispose of grease?

Grease from fryers may be properly stored and disposed of through grease bins or grease traps. Grease that is properly stored in tight, leak free containers can also be recycled by an approved company.

5. Can I carryover food?

The department will approve the carryover of non-cooked potentially hazardous (TCS) food items on a case-by-case basis. Cooling of foods is prohibited.

6. What food code do you operate by?

[The Maricopa County Environmental Health Code.](#)



7. Do I need a commissary?

Only limited preparation is allowed in a Temporary Seasonal or Mobile Food Establishment. All extensive food preparation is required to be conducted in a commissary. For example: all vegetables must be purchased pre-washed/pre-cut unless these activities are conducted in a commissary. The department will review your commissary requirement during your application process. A Commissary Agreement is required for all preparation of food before an event. The vendor must maintain the commissary visits log onsite.

8. Can I bring in food from another State?

All food must come from an approved source. Due to Federal and State Regulations, food cannot be transported across State lines by the vendor. All meat/dairy items must be purchased within Maricopa County. Food that is purchased from an out of state distributor and shipped directly to the vendors commissary that is located within Maricopa County is also approved. **No home prepared food is allowed.**

9. How often will I get inspected?

Temporary permit holders will receive one inspection. Seasonal permit holders will receive two inspections. All other permittees will be inspected subject to their permit requirements.



10. Can I use one (1) permit for multiple locations?

No. A separate permit is required for each individual booth.

11. Do I need an ID to obtain a permit?

Yes. A valid ID such as a driver's license is required. Business organizations that operate under a corporation or LLC are exempt.

12. How do I apply for a permit?

Applications may be submitted in person at 1001 N. Central Avenue Suite 100 Phoenix, AZ 85004 or via email to specialevents@mail.maricopa.gov.

13. How do I pay for my permit?

After the application has been approved. You may pay in person at any of our regional office locations, through email with the credit card authorization form, or via phone at 602-506-6824.

Are You Ready for Your Inspection?

Check the box if completed.	X
Permit card is posted.	
Commissary log is completed and onsite.	
All PHF/TCS foods from day prior have been discarded unless otherwise approved.	
Receipts are onsite (all food is from an approved source).	
Hand wash station is complete, accessible, and functioning.	
Waste water catch bucket (tank) is 15% larger than fresh water container (tank).	
Cold holding equipment is holding less than 41°F.	
Hot holding equipment is provided with a constant heat source greater than 135°F.	
Probe thermometer is available and calibrated.	
Cooking equipment is operational.	
Plumbing is properly constructed and free from leaks.	
Freshwater tank has been properly flushed prior to use.	
All produce has been washed in a commissary or purchased pre-washed.	
Approved flooring, overhead covering, and side walls are in place.	
Location identified for waste water and grease disposal.	
Proper sneeze guards/barriers in place.	
Non-latex gloves are available.	
An employee illness policy is in place.	
All food contact surfaces are clean to sight and touch.	
All food and non-food contact surfaces are in good condition.	
Sanitizer is prepared and in proper concentration. <i>Test Strips available.</i>	
Three compartment sink is set-up and functioning.	
Adequate water, soap, and paper towels are available for the duration of the event.	
Certified food manager and food service worker cards onsite.	

Please note that this is not an all-inclusive list. Each vendor is responsible for following all local, state, and federal regulations.