



City of Portsmouth
Health Department

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

OFFICE USE ONLY:

Reviewed by:
Date:
License No:
Amt. Pd:
Check No.

Temporary Food Permit Application Form

Please send this completed application to your Event Coordinator.

Name of Event:

Location of Event:

Date(s) & time(s) of event: Rain Date & Time:

Applicant Information: Name:
d/b/a

Address, City, State & Zip

Home Telephone# Work # Fax #

Person in charge on-site: Mobile 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 own the commissary, check here: Date and time preparation begins:

Describe:

- Cold Holding Equipment: Yes No Digital Thermometer Available? Yes No
Hot Holding Equipment: Yes No Reheating Equipment: Yes No
Transportation Equipment: Yes No Length of time in transit:
Cooking Equipment: Yes No Handwashing Facilities at Booth: Yes No
Dispensed Soap? Yes No Gravity flow, spigot dispenser Yes No
Paper Towels? Yes No Sanitizing Solution: Bleach & water Yes No
Plumbed Sink? Yes No Sanitizer (bar) tablets Yes No

Bare hand contact with all foods must be avoided.

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

List foods to be served at Event:

Table with 3 columns: Food, On-Site Prep, Off-Site Prep. Rows 1, 2, 3.

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.
\$125-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.
\* \$200-Fundraiser Fee. Covers all vendors who are donating all food to a fundraising event to benefit a non-profit. If applying for a \$200 Fundraiser Fee, you must be a non-profit and sign the legal statement below:
100% of foods and proceeds from food sales will be donated to:
Signature Date: