Temporary Food Establishment Permit Application
Lincoln-Lancaster County Health Department - Food Safety Program
3131 “O” Street, Lincoln, NE 68510
Telephone 402-441-6280, Fax 402-441-6206
Application must be received 30 days prior to event

(Please print)
Applicant Name _________________________ DOB __________________ Phone __________________
(Last, first, middle initial) (Date of Birth)
Applicant Address _________________________ Zip Code __________________

Event or Establishment Name and Address _______________________________________________
Start Date ____________________________ End Date ____________________________

Complete List of Food to Be Sold: ______________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Type of Permit (check one):

[ ] Single Event Temporary – Maximum 14 days. Food is prepared on-site or in licensed facility; may
include potentially hazardous food. Food manager must be indicated on this application and have a list of all food
handler with permits available when operating.

[ ] Annual Temporary - Each event is 14 days or less. Food service can be set up at numerous locations
and/or dates throughout the permit year. Food manager(s) must be listed on this application and vendor must have
a list of all food handler with permits available when operating. Permit is valid for 12 months from date of issue.

[ ] Event Market with ________ number of vendors. Sponsor is responsible for all food service. Each vendor
must have applicable Food Manager and/or Food Handler Permits. A list of vendors must be submitted with this
application. Each temporary vendor must have a valid Nebraska Food Permit.

Temporary food service is with a:
Linear Food Establishment? YES NO Establishment Name ________________________________
Non-profit Organization? YES NO Organization Name ______________________________

Nebraska Department of Agriculture Food Permit? YES # ______________ NO N/A (non-profit)
If “NO” then a onetime permit fee must also be included for a Nebraska State Food Permit.

Do you need a temporary permit for outside Lancaster County? YES NO ALREADY HAVE

<table>
<thead>
<tr>
<th>Food Manager(s) Name</th>
<th>Manager Permit Number</th>
<th>Expiration</th>
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Lincoln Food Code 8.20.190 requires all employees to have valid food manager/handler permits. Food
Handler permit information available at www.lincoln.ne.gov search “Food” or call 402-441-6280 during office hours.

Will you be using Volunteer Temporary Food Servers? YES NO
Temporary Food Servers: LLCHD by policy allows that temporary volunteer food servers not preparing food, to be
exempted from food handler permit requirements if they are trained as pre-approved by LLCHD. have no bare hand
contact of foods, sign a “Temporary Food Server Roster” verifying training, and sign a “Required Illness Affirmation”
form verifying that the server has not had vomiting or diarrhea within 48 hours of working at the temporary event.
For more information and forms, contact the Food Safety Program at 402-441-6280.
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A commissary is required if temporary is not complete standalone operation for all food preparation, food storage, and/or cleanup. **Is the commissary a licensed food establishment?**  YES  NO

Commissary location used for food preparation, food storage, and/or cleanup:

Permit Type: Check all that apply, call 402-441-6280 for assistance with calculating fees if needed.

- **Single Event Temporary (1 to 14 days)**
  - $175  regular
  - $90  with Lincoln establishment or non-profit
- **Annual Temporary (multiple events over 12 months)**
  - $420  regular
  - $210  non-profit
- **Event Market – Must attach list of all food vendors**
  - $195  1 to 5 vendors
  - $390  6 to 10 vendors
  - $585  11 to 15 vendors
  - $780  16 to 20 vendors

State fees, if applicable:
- $81.61  State Food Permit Fee (onetime fee)
- $81.61  State Food Inspection Fee (renewed annually in July by State)

Credit or debit card payments can be accepted in the Food Safety Program Office. Make checks payable to “LLCHD”

Send to: Lincoln-Lancaster County Health Department
Food Safety Program
3131 “O” Street
Lincoln, NE 68510

Federal ID # ______________________________________________________________________

Signature of Applicant: ___________________________ Date _________________

Electronic Funds Transfer Notification: When you provide a check as payment, you authorize us either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

Revised: August 31, 2021

Health Department Use Only

Permit #HFE ____________________  New  Reissue:  Mail  Hand-deliver
EHS: ___________________ EPH Review: ________________ Food Manager Verified by ________________________
Amount received $_______________  Payment Method _______________ Posted ___/___/____
Permit: _____ laminated; Given to EHS_____ or mailed_____/_____/______ By _______________________
Application scanned into establishment’s permit file