



Lincoln-Lancaster County Health Department

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:

Lincoln 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

Food Manager(s) Name	Manager Permit Number	Expiration

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.

Lincoln Temporary Food Establishment Permit Application

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:

_____ \$86.19 State Food Permit Fee (onetime fee)

State fees for operating outside Lancaster County for initial permits only

_____ \$86.19 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: June 20, 2023

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