

NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE
STEPS IN APPLYING FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT

If you want to sell food at a street fair, flea market or any other public event in New York City, you must obtain a Temporary Food Service Establishment permit from the Department of Health & Mental Hygiene (Health Department). Please submit your application eight weeks in advance, and plan to have a supervisor with a Food Protection Certificate that was issued or approved by the Health Department on site during all hours of operations. (See exceptions below.)

Signing and submitting an application implies that you understand and agree to all relevant rules and regulations.

Temporary food establishment permits may be valid for up to 1 year. They are issued for:

1. Events with a one-time continuous duration of 14 days or less
2. Recurring events that never run longer than 3 days per week at the same location

Permit Exceptions:

1. A food service establishment with a current, valid permit from the Health Department does not need a separate temporary food service establishment permit, but the mobile unit must have a copy of the permit available for inspection.
2. A mobile food vending unit with a valid mobile food vending permit from the Health Department can operate in accordance with its permit, as long as the event sponsor approves and the permit is valid in the borough where the event takes place.

Food Protection Certification Exceptions:

1. A food operation serving only non-hazardous commercially pre-packaged foods (for example, bottled water, canned beverages, bags of potato chips, packaged cookies) may operate without a Food Protection Certificate holder present, but only after receiving a modification from the Health Department. However, the food operation still must have a Temporary Food Service Establishment permit. Call the Bureau of Food Safety and Community Sanitation at (212) 676-1651 for information about how to apply for a modification.
2. A valid mobile food vending license is acceptable as proof of food protection certification.

Before including food vendors in a public event, the organizers must:

1. Notify the Health Department's Bureau of Food Safety and Community Sanitation 30 days in advance by calling (212) 676-1651
2. Provide a list of participating food vendors.
3. Ensure that all participating food vendors have valid permits.
4. Get event approval from the Mayor's Office of Citywide Event Coordination and Management - Street Activity Permit Office (SAPO) (available at www.nyc.gov/html/cecm/html/office/office.shtml) where required. Events such as street fairs, festivals, block parties, green markets, commercial/promotional and other events on the City's streets and sidewalks including those that are multi-day or involve multi-block street closures require a permit from SAPO.

These requirements are the responsibility of event organizers. Failure to meet them puts the organizer and vendors at risk of citations and may result in the closing of food service activities.

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Step 1: Sign Up for the Food Protection Course

- A) Online (free course, plus \$24 for exam)
 - B) In-person class at the NYC Health Academy (\$114, including exam fee)
- Plan Ahead! There is an approximately three weeks' wait for the in-person class.



Step 2: Take and Pass the Food Protection Course Exam

Exams are offered in-person only at the Health Academy
(413 E. 120th Street, 2nd Floor, Manhattan)

Plan Ahead! If you take the Food Protection Course at the Health Academy, you can take the exam and receive your certificate at the same time. If you take an exam at the Health Academy after completing the course online, your certificate will be available two weeks later.



Step 3: Apply for a Temporary Food Service Establishment Permit

Application for Temporary Food Service Establishment Permit [H15] is available through NYC Business Express (www.nyc.gov/businessexpress)

Required paperwork:

- 1) FPC
- 2) Completed TFSE application
- 3) Proof of SS number, or Tax ID #
- 4) Home address
- 5) Photo ID
- 6) Signed "Rules and Guidelines for Operating Food Service Establishment" form
- 7) Vendor-Sponsor contract/letter of agreement



Step 4: Submit Your Application to the Citywide Licensing Center

42 Broadway, 5th Floor, Manhattan

Fee: For events not exceeding 14 consecutive days, \$20 for permit. Pay the fee by certified check, personal check, money order or credit card.

Note: Keep your receipt! This is your permit to vend at a street fair.



Step 5: Carry Your Permit and a Copy of Your Food Protection Course Certification or Mobile Food Vending License

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. You must also carry a copy of your food protection certificate or your original mobile food vending license.