

ALiS

Centralized Licensing, Inspections and Complaints System (CLICS)

Add New License (Permit) - Burning Man - Consumer Application Instructions

Enter through
<https://nvdpbh.aithent.com/login.aspx>

Pick your Program:
Environmental Health

The screenshot shows the 'Online Licensing System' login page. At the top, there is a navigation bar with tabs for 'HCQC', 'Child Care', 'Environmental Health', and 'Emergency Medical Services'. Below the navigation bar, a 'PLEASE NOTE' message is displayed. The main content area is divided into sections: 'USER LOGIN' with input fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button; 'NEW APPLICANTS APPLY' with various links for applying for different licenses; and 'LICENSE VERIFICATION, FACILITY' with a link for applying for an initial, provisional or temporary dietitian license. A modal dialog box titled 'Please select business unit' is open in the center, featuring a dropdown menu for 'Business Unit' with the text '--Choose one--' and an 'OK' button. A red arrow points from the 'Environmental Health' tab in the navigation bar to the dropdown menu in the dialog box.

Online Licensing System

PLEASE NOTE: For optimal use of the Online Licensing System, we recommend using Internet Explorer 9-11, Safari 5.0 and Firefox 26-40. Please do NOT use Google Chrome and Microsoft Edge.

The screenshot shows the homepage of the Online Licensing System. At the top, there are navigation tabs for 'HCQC', 'Child Care', and 'Environmental Health'. The main heading reads 'Welcome to the online Permits and Renewals system for the Environmental Health Section:'. Below this, there are instructions for return users and new users. A 'USER LOGIN' section contains input fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button. A red circle highlights the login fields, and a red arrow points from this circle to a zoomed-in view of the same section below. To the left of the login section, there is a 'NEW APPLICANTS APPLY HERE' section with links for applying for various licenses. At the bottom right, there are logos for accepted payment methods: VISA, MasterCard, echeck, and DISCOVER.

This is a zoomed-in view of the 'USER LOGIN' section. It features two input fields: 'Login Name' and 'Password'. Below the password field is a link for 'Forgot Login/Password' and a blue 'Login' button.

Step 2: Select Statement of Deficiency/OOC, and follow the prompts to confirm your information.

The screenshot shows the 'Home' page of the online licensing system. At the top right, it says 'Welcome EHS TEST PROFILE | Home | Logout'. Below this is a 'Home' navigation bar. On the left side, there is a 'Contact Information' box with the following details: Name: EHS TEST PROFILE, 4150 TECHNOLOGY WAY, CARSON CITY NV 89511, Phone #: 775-687-7553, Email: THAYES@HEALTH.NV.GOV. Below the contact information is a 'WHAT DO YOU WANT TO DO?' menu with several options: 'View Pending Online Application(s)', 'Renew', 'Apply for New License' (circled in red), 'Print Receipt', 'Statement of Deficiency/OOC', 'Pay Invoice(s)', 'Remodel', 'Change Contact Information', 'View Credential(s)', and 'Change Password'. On the right side, there is a large white box with a black border containing the following text: 'Welcome to the Online Permit and Renewals system. From this screen you may apply for a new license, maintenance an existing license or renew your license. You may respond to your Out of Compliance Inspection Report using the "Statement of Deficiency" Tab. Email questions to EHScustomerservice@health.nv.gov Call us at (775) 687-7533 For a list of contacts see our the Environmental Health Section Web Pages at www.dpbh.nv.gov

Step 3:

Application Type: Temporary Events

Select the type of application you would like to apply for, by selecting **“Temporary Event – Burning Man.”**

Then in the area that appears below, click the checkbox for the license or Credential you are applying for. Temporary Food Establishment, or Portable Water Hauler.

Completing the “Risk Category” section is not necessary, you may proceed and leave this section blank. If you chose to do so, you may pick the category you believe you fit into, the Health Division will change if needed when reviewing your application. Choosing the wrong category will NOT slow the processing of your application.

IMPORTANT: If you are registering a Temporary Mass Gathering, please contact us at (775) 687-7533 and see the guide for Temporary Mas Gathering.

When you are finished click the **Next** button.

Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

Temporary Event - Burning Man Temporary Mass Gatherings
 Temporary Event - Local Events

Credential

<input checked="" type="checkbox"/> TEMPORARY FOOD ESTABLISHMENT - BURNING MAN INFORMATION	Endorsement	<input type="checkbox"/> CATEGORY 1 - LOW RISK	<input type="checkbox"/> CATEGORY 2 - MODERATE RISK (NON-PHF'S)
<input type="checkbox"/> POTABLE WATER HAULER PERMIT - BURNING MAN (INFORMATION)	Endorsement	<input checked="" type="checkbox"/> CATEGORY 3 - MODERATE RISK (PHF'S)	<input type="checkbox"/> CATEGORY 4 - HIGH RISK
		N/A	

ResetNext

Step 4: Entity Information:

- **Business Entity Information**

- **Facility Name (DBA):** **Enter your food service booth name or camp name** - This will be automatically filled in from your registration, however if you mistyped you may correct it here
- **Registered Name/Legal Business Name:** This should be the exact name on your state business license, if applicable. It may be different from your DBA name.
- **Ownership Type:** Select from this list. LLC, Corporation, etc. depending on the business type.
- **Primary Contact Information:** The contact information including name, phone, and email should be for the person that will receive correspondence on licensing issues for

the business. *This should be the food service manager or person-in-charge over the food service.*

- o **Event Date(s) and Time(s):** *Enter the date and time when food service begins and ends each day. List YOUR Food Preparation and Service Times- Indicate the time frames when you will be in operation, preparing and serving the food. We will attempt to inspect you during this timeframe. Please try your best to operate when you have scheduled. This event date and time is not the Burning Man festival information, but food operations times specific to you.*
 - o Click the "Add" link to add new lines for each day from the beginning to the end of the event. On each line, select the date and then select the specific hours you will be open. Change "Serving Food" setting depending on whether you are serving food or not.
- When you are finished filling out the form, click the **Next** button.

Please review Information for accuracy. «Back Next»

Business Entity Information

Nevada Business ID is issued by Secretary of State (SoS) through common business registration process using SilverFlume To find more details about common business registration process [Click Here](#)

Facility Name (DBA Name) *	Temporary Inc	NV Business ID	
Registered Name with Secretary of State (Legal/Business Name)	Temporary Inc	Ownership Type *	Corporation
Primary Contact First Name *	Steven	Primary Contact Middle Name	
Primary Contact Last Name *	Segal	Primary Contact Role *	Owner
Primary Contact Email *	bestburningman@thebu	Primary Contact Phone *	111-111-1111

Event Date and Time

Please click 'Add' to add a new row.
Enter the date and time when food service begins and ends for each day.

Event Date *	Event Hours	From	To	Serving Food
10/26/2015	Open 24 Hours			Yes <input type="checkbox"/>
10/27/2015	Closed			Yes <input type="checkbox"/>
10/28/2015	Open 24 Hours			Yes <input type="checkbox"/>

«Back **Next**»

Address Information:

Most of the information in the mailing address section should appear based on what you have entered previously. The mailing address is where correspondence will be sent. When you have entered these click the **Next** button.

Please review Address Information for accuracy. «Back Next»

Mailing Address

Country *	United States	Apt/Unit/etc.	
Address *	123 temporary lane	County *	Carson City
City *	carson city	State/Province *	Nevada
Zip *	12345	Primary Phone # - Ext *	111-111-1111
Fax		Alternate Phone # - Ext.	
		Primary-Email *	TemporaryEventPlanner
		Alternate E-mail	

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Additional Information:

The Additional Information section will be shown. For a Burning Man permit, it will display like this:

Requested Credential(s) : **TEMPORARY FOOD ESTABLISHMENT - BURNING MAN(CATEGORY 3 – MODERATE RISK (PHF'S))**

Entity Information — Address Information — **Additional Information** — Questions — Attestation

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Event Information

Establishment Name * Burning Man Pizza Shack

Responsible Entity Name * Robert Blake x

Camp Name * Blue Team Registered with Theme Camp? * Yes No

Theme Camp Location * Delta

Open Date 08/28/2017 Close Date 08/29/2017

Which county will this event take place in? * PERSHING

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This information is extremely important for accurate records. It has a section for each license with the same fields: **If this information changes, upon arrival at the event (such as Theme Camp Location), you must inform EHS staff of all changes to this information!**

The accuracy of this section will determine the fees charged at the end of the on-line application process.

- **Establishment Name:** This is the specific name of the booth *or camp* (usually DBA name) for each license. They may be the same or different depending on how the business is structured.
 - o **Example: The Red Porch Fine Dining**
 - o **Example: Red's Bar**
- **Responsible Person:** This should be the person-in-charge or owner of the booth establishment that will be present during an inspection or complaint, and present during the event.
- **For Temporary Event Permits:**
 - o **Event Name:** Enter the name of the event you will be participating in, Burning Man
 - o **Coordinator Name:** Enter the name of the main event coordinator for your camp.
 - o **Event Location:** Enter the address where the event will be held, street address or place of food service.
 - o **Religious, Charitable, or Non-Profit:** Select whether the event falls into one of these categories.
- **For Burning Man Permits:**
 - o **Camp Name:** The name of the camp your establishment will be associated with. If you are located within in theme camp or
 - o **Registered with Theme Camp:** Select if you are registered or not with a theme camp or village

- **Theme Camp Location:** If affiliated with a theme camp, list the location of the camp. List the cross streets by Letter and Time. List the street you camp faces first. for example- A + 7:30)
- **Open Date and Close Date:** *Enter the open and close date for your food service operation. Do NOT list dates of the Burning Man event opening and closing, unless your food service coincides with it.*
- **County:** *Burning Man is in Pershing County.*

This page contains fields that are used by other programs. You may leave them blank if they are not applicable to the facility type.

When you are finished entering all the information for all licenses, click the **Next** button.

Questions:

This page displays a list of questions that must be answered regarding your facility. A hidden box may pop up requesting more information depending on your answers. When you are finished select the **Next** button.

Requested Credential(s) : **TEMPORARY FOOD ESTABLISHMENT - BURNING MAN(CATEGORY 1 - LOW RISK)**

Entity Information

Address Information

Additional Information

Questions

Attestation

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Questions

#	Question	Response
1	Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, please list the state Agency, type of license and license number.	<input type="radio"/> Yes <input type="radio"/> No
2	Have you ever applied for a Temporary Event Permit? If so under what facility name, what event and what was the last event date.	<input type="radio"/> Yes <input type="radio"/> No
3	Are food or drinks to be served at this event? If yes, please list all food and drinks below. If needed, attach full list to the end of this application.	<input type="radio"/> Yes <input type="radio"/> No
4	Are you transporting foods to the event? If yes, state how these foods will transported.	<input type="radio"/> Yes <input type="radio"/> No
5	You must purchase all foods or ingredients from a permitted retail or wholesale food establishment. List each grocery store, club store or other location where you will be purchasing food. If more space is needed, attach a full list at the end of this application. <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
6	Are you holding food cold? If yes, state how food will be maintained at 41 degrees Fahrenheit or less. List the equipment to be used.	<input type="radio"/> Yes <input type="radio"/> No
9	Are you cooking foods at the event? If yes, state at what temperatures food will be cooked. List the cooking equipment to be used.	<input type="radio"/> Yes <input type="radio"/> No
10	Are you cooking eggs? If yes, what temperature will you cook eggs to? ___ degrees F	<input type="radio"/> Yes <input type="radio"/> No
11	Are you cooking fish? If yes, what temperature will you cook fish to? ___ degrees F	<input type="radio"/> Yes <input type="radio"/> No
12	Are you cooking beef? If yes, what temperature will you cook beef to? ___ degrees F	<input type="radio"/> Yes <input type="radio"/> No
13	Are you cooking poultry? If yes, what temperature will you cook poultry to? ___ degrees F	<input type="radio"/> Yes <input type="radio"/> No
7	Are you reheating food? If yes, what temperature will you reheat food to? ___ degrees F	<input type="radio"/> Yes <input type="radio"/> No
8	Are you cooling any cooked food for later service? If yes, how do you intend to cool the food? Note that you must receive advance approval to cool foods, and must strictly comply with instructions on cooling from DPBH-EHS.	<input type="radio"/> Yes <input type="radio"/> No
14	Are you holding food hot? If yes, state how food will be maintained at 135 degrees Fahrenheit or above. List equipment to be used.	<input type="radio"/> Yes <input type="radio"/> No

15 Are you preparing any food off-site? If yes, state where the food will be prepared. Yes No

16 Is this off-site location a permitted food establishment? If yes, tell us what food establishment. Please state the name of the establishment and provide the permit number. If the establishment does not hold a permit with the State of Nevada Division of Public & Behavioral Health, please attach a copy of the current permit and most recent inspection report at the end of this application. Yes No Not Applicable

19 Will the booth have a dedicated hand washing set up? If yes, describe the hand washing set up. Yes No

20
List all sources for potable water to be used for cooking, drinking, or washing at your event. Note that water from a domestic well is not permitted.

21 How will you set up your dishwashing station? See the guidance documents for recommended set-ups.

22 What type(s) of thermometer(s) will you be using? See guidance documents for the thermometers appropriate for different uses.

23 Describe how you will set up your sanitize buckets or spray bottles. What type of sanitizer will you use? Will you have test strips, and what kind?

24 How will you handle and dispose of waste water at your camp?

25 How will you handle trash, recyclables, and other solid waste at your camp?

26 Have you saved a copy of the [Burning Man Self-Inspection Checklist](#)? By selecting yes and submitting this application, you are agreeing to use this document to assist you in setting up your kitchen. Be prepared to review this document during your inspection. Yes No

27 Have you read the [2017 Burning Man Food Service Guidance Document](#)? By selecting yes and submitting this application, you are agreeing to comply by all regulations listed in and/or referenced in this document. Yes

28 Have you read and do you understand [NAC 446.630 - 446.669: Temporary Events Regulations](#)? By selecting yes, you are agreeing to abide by these regulations, and understand that failure to comply may result in closure. Yes

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Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select “Submit Application”.

Requested Credential(s) : **TEMPORARY FOOD ESTABLISHMENT - BURNING MAN(CATEGORY 3 – MODERATE RISK (PHF’S))**



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Attestation

You must check the following:

- The act of affixing and executing the following signature is made with the present intent to identify myself as the authorized person signing this document and with the present intent to authenticate my signature as such.
I am declaring, under penalty of perjury, that the information I am about to submit to the Nevada Division of Public and Behavioral Health is true and correct, is not submitted for any improper purpose, and that I am authorized to submit the information.
I understand it is unlawful to submit any illegal, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by state and federal law, to the Nevada Division of Public and Behavioral Health, and agree to indemnify the Nevada Division of Public and Behavioral Health, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Nevada Division of Public and Behavioral Health by my use of this electronic filing system. I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law.
I understand and agree that all information submitted is the property of the Nevada Division of Public and Behavioral Health, and may be monitored for all lawful purposes.
I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any authorized purpose.
I understand that I am responsible for any errors or omissions in the input of information and that I am also responsible for reviewing all information for completeness and correctness prior to submission.
I declare under penalty of perjury that the foregoing is true and correct.
- I hereby attest that the above information is true and correct. I have read, understand and agree to comply with the rules and regulations pertaining to the specific statutory type of entity for which this licensure application is made.
- Fees paid will not be refunded for failure to obtain approval, voluntary withdrawal or cancellation of the event.

Name *

Date *

Submit Application

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Fee Review

On the next page, the license fee preview will be displayed. Click “Pay Now”.

Fee Detail

Fee Details

Licensing fee (044-TEMPORARY FOOD ESTABLISHMENT - BURNING MAN)	\$50.00
Total Fee	\$50.00

Do NOT push the “Pay Now” button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on “Edit Application”.
Failure to comply with these instructions may result in multiple charges.

Edit Application **Pay Now**

Checklist: Applications and Documentation

The site will guide you to the checklist and you will need to add your applications and other documentation. Note your transaction number in bold. There is also the option to print the application summary for your records.

Below that section is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s). Example:

Temporary Event - Burning Man Submitted

Confirmation

YOUR APPLICATION IS NOT COMPLETE AND A PERMIT CANNOT BE ISSUED UNTIL THE APPLICATION AND OTHER REQUESTED DOCUMENTS ARE ATTACHED BELOW.

IF THERE IS NO CHECKLIST OR DOCUMENTS ATTACHMENT SECTION HERE YOU ARE NOT REQUIRED TO ATTACH A DOCUMENT.

Thank you for using our online services. Your **Temporary Event - Burning Man** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **175222**. If we need any additional information, we will contact you.

The payment receipt has been sent to: JROLLER@HEALTH.NV.GOV

If you would like to print your payment receipt: [click here](#)

To view the application summary: [click here](#)

Checklist

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	All	Additional supporting documents	Documents (0)	N/A
2	TEMPORARY FOOD ESTABLISHMENT - BURNING MAN	Application for Temporary Event (Burning Man) Click Here to view pdf form	Documents (0)	Pending

[Return to Home](#) [Logout](#)

When all required items are uploaded and/or reviewed, your application will be processed.

Returning to complete an application:

To return to your account to complete and application or manage your licenses, go to:

<https://nvdpbh.athent.com/login.aspx> and then enter your user name and password and then click the **Login** box:

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

Already Licensed by NV DPBH:
[Register Here](#)

You will see a menu on the left side:

Contact Information
 Name: Chuck's Steakhouse
 222 steak road
 Carson City NV 12345
 Phone #: 111-111-1111
 Email: chuck@chuckssteakhouse123.net

WHAT DO YOU WANT TO DO?

- [View Pending Online Application\(s\)](#)
- [Renew](#)
- [Apply for New License](#)
- [Statement of Deficiency/OOC](#)
- [Pay Invoice\(s\)](#)
- [Remodel](#)
- [Change Contact Information](#)
- [View Credential\(s\)](#)
- [Change Password](#)

Click on "View Pending Online Application(s)". You will see a list of applications for review. Select "View Details" for the application you want to look at:

Pending / Incomplete Online Application(s)

[Return To Home](#)

Pending / Incomplete Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Temporary Event - Burning Man	175223	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Burning Man	175222	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175221	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175218	05/31/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175220					Continue Application - Withdraw

Now you will see the check list again where you can review the status of each item and attach additional documents if needed (the actual items will depend on your license type):

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Temporary Event - Burning Man	175223	Review by State

Checklist

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	All	Additional supporting documents	Documents (0)	N/A
2	TEMPORARY FOOD ESTABLISHMENT - BURNING MAN	Application for Temporary Event (Burning Man) Click Here to view pdf form	Documents (0)	Pending

[Back To Pending Application List](#)