

ALiS

Centralized Licensing, Inspections and Complaints System (CLICS)

Temporary Events: Consumer Application Instructions

IMPORANT NOTICE:

APPLICATIONS MUST BE RECEIVED NO LATER THAN 5 BUSINESS DAYS BEFORE THE EVENT

To begin the licensing process, go to <https://nvdpbh.athent.com/login.aspx> and then click on the Environmental Health tab. Click on the link "Click Here" under "Apply for a Temporary Food Permit"

The screenshot displays the ALiS website interface. At the top, there are navigation tabs for "HCQC", "Child Care", and "Environmental Health", with the latter being circled in yellow. Below the tabs, a welcome message reads: "Welcome to the online Permits and Renewals system for the Environmental Health Section:". Underneath, instructions for "Return Users" and "New Users" are provided. A list of license types is shown, including "Food Establishment", "Food Establishment Exemption", "Cottage Food Registration", "Farm to Fork Registration", "Shellfish Distributor", "Certificates of Free Sale", "Public Bathing Places", "Public Accomodations", "Drug/Cosmetic Manufacturer", "Camping and Recreational Vehicle Park", "Institutions", and "Sewage Programs". A note indicates to select "Temporary Food Establishment" for special event permits. Contact information is provided, including an email address (EHScustomerservice@health.nv.gov), a phone number ((775) 687-7533), and a website (www.dpbh.nv.gov). At the bottom, it states "We accept:" followed by logos for VISA, MasterCard, echeck, and DISCOVER.

USER LOGIN

Login Name

Password

Forgot Login/Password

Password is case sensitive.

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

NEW APPLICANTS APPLY HERE

To apply for a Common Business Application [Click Here](#)

To apply for Temporary Food Permit: [Click Here](#)

To Search for an Environmental Health Facility Licensee: [Click Here](#)

HCQC Child Care **Environmental Health**

Welcome to the online Permits and Renewals system for the Environmental Health Section:

Return Users: Type in your user name, password and then click on the LOGIN box.
New Users: Click on "create a new account" and follow the on-screen directions.

Select the Common Business Application on the left hand side to apply for the following annual license types:

- ▶ Food Establishment
- ▶ Food Establishment Exemption
- ▶ Cottage Food Registration
- ▶ Farm to Fork Registration
- ▶ Shellfish Distributor
- ▶ Certificates of Free Sale
- ▶ Public Bathing Places
- ▶ Public Accomodations
- ▶ Drug/Cosmetic Manufacturer
- ▶ Camping and Recreational Vehicle Park
- ▶ Institutions
- ▶ Sewage Programs

Select Temporary Food Establishment for special event permits.

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

We accept:

New Applicants

For those who have never used this system it will direct you to set up a Login Name and Password. PLEASE KEEP THIS INFORMATION ON HAND. If you apply for future application you will be signing into the same account to apply for multiple Temporary Event Permits.

Returning Applicants

For those who have already built a profile, when applying for a Temporary Event Permit in the past, use the top box "USER LOGIN" to return to your home site to "apply for a new License," under the: What do you want to do now" section.

Initial Registration Page:

Facility 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) * NV Business ID

Mailing Address

Country *

Address *

City * State/Province *

Zip * Primary Phone # - Ext *

Fax Primary-Email *

Apt/Unit/etc. County *

Alternate Phone # - Ext.

Alternate E-mail

Online Account Information

Login Name *

Password * Password is case sensitive and must be at least 8 letters long with at least one upper case letter and one number and one special character.

Re-type Password *

You will need to fill out the following:

- **Facility Name (DBA):** this should be the registered name of your business.
- **NV Business ID:** if you have a state business ID, enter it here. It would be "NV" followed by 11 numbers.
- **Mailing Address Section:**
 - o Address is the street address where you receive correspondence for your business
 - o City/State/County/Zip: enter the appropriate values that go with the address
 - o Phone/Email: this should be the contact information to receive correspondence for your business
- **Account Information (Login):**
 - o The Login Name can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
 - o Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Application Type: Temporary Events

Select the type of application you would like to apply for then in the area that appears below click the checkbox for the license. Select the highest risk category that is possible based on the type of food you will be selling. Information about the risk categories:

- Category 1-Low Risk = packaged foods only (will not be opened, such as a bag of chips).
- Category 2-Moderate Risk (non-PHF's) = non-Potentially Hazardous Foods, such as beer or alcohol without ice, chips with canned nacho cheese sauce, samples of jams and jellies, samples of dried nuts.
- Category 3-Moderate Risk (PHF's) = Food cooked from a raw state, such as Hamburgers, Sausages, and chicken; items that require Temperature Control for Safety (TCS) such as refrigeration (or ice) or items that must remain hot.
- Category 4-High Risk = food that are commonly associated with foodborne illnesses and/or involve special processing, **THESE ARE NOT COMMONLY ALLOWED AT TEMPORARY EVENTS!**

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?		
<input type="radio"/> Temporary Event - Burning Man <input type="radio"/> Temporary Mass Gatherings		
<input checked="" type="radio"/> Temporary Event - Local Events		
Credential		
<input checked="" type="checkbox"/> TEMPORARY FOOD ESTABLISHMENT - LOCAL EVENTS INFORMATION	Endorsement	<input type="checkbox"/> CATEGORY 1 - LOW RISK <input type="checkbox"/> CATEGORY 2 - MODERATE RISK (NON-PHF'S) <input checked="" type="checkbox"/> CATEGORY 3 - MODERATE RISK (PHF'S) <input type="checkbox"/> CATEGORY 4 - HIGH RISK
<input type="checkbox"/> TEMPORARY EVENT COORDINATOR INFORMATION	Endorsement	N/A
<input type="checkbox"/> TEMPORARY FOOD - LOCAL EVENT EXEMPTION INFORMATION	Endorsement	<input type="checkbox"/> PROVIDING DOCUMENTATION THAT THE EVENT COORDINATOR HAS LEASED THE LOCATION AND THAT THE EVENT COORDINATOR IS A NON PROFIT ORGANIZATION <input type="checkbox"/> PROVIDING DOCUMENTATION THAT THE FOOD ESTABLISHMENT DOES NOT REQUIRE A PERMIT AS PER NEVADA STATE LAW <input type="checkbox"/> PROVIDING DOCUMENTATION THAT THE EVENT IS A COOK-OFF OR JUDGED EVENT AND THAT FOOD WILL NOT BE SERVED TO THE GENERAL PUBLIC.

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Entity Information:

- **Business Entity Information**
 - o **Facility Name (DBA):** This will be automatically filled in from your registration, however if you mistyped you may correct it here
 - o **NV Business ID:** This will be automatically filled in from your registration but cannot be changed here
 - o **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.
 - o **Ownership Type:** Select from this list. LLC, Corporation, etc. depending on the business type.
 - o **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. Their role may be owner, manager, etc.
 - o **Event Date and Time:** 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, select the hours you will be open, and 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"/>

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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 temporay lane	County *	Carson City
City *	carson city	State/Province *	Nevada
Zip *	12345	Primary Phone # - Ext *	111-111-1111
Fax		Primary-Email *	TemporaryEventPlanner
		Alternate Phone # - Ext.	
		Alternate E-mail	

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Edited: 6/01/2017

Additional Information:

The Additional Information section will be shown. For a temporary event it will display like this:

Temporary Event - Local Events

Fields marked with asterisk (*) are required.

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

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

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Event Information

Establishment Name *

Responsible Entity Name *

Event Name * Coordinator Name

Event Location *

Is this Temporary Food Establishment operated by a Religious, Charitable, or Other Non-Profit Organization? * Yes No

Open Date Close Date

Which county will this event take place in? *

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This information is extremely important for accurate records. It has a section for each license with the same fields:

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 company (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.
 - o **Coordinator Name:** Enter the name of the main event coordinator.
 - o **Event Location:** enter the address where the event will be held.
 - 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.
 - o **Registered with Theme Camp:** Select if you are registered or not with a theme camp
 - o **Theme Camp Location:** If affiliated with a theme camp, list the location of the camp
- **Open Date and Close Date:** Enter the open and close date for the event.
- **County:** Select the County that the business is located in. Do not select “All” unless instructed by staff.

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 - LOCAL EVENTS(CATEGORY 1 - LOW RISK)**



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#	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 gray; height: 20px; width: 100%; margin-top: 5px;"></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.	<input type="radio"/> Yes <input type="radio"/> 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.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
19	Will the booth have a dedicated hand washing set up? If yes, describe the hand washing set up.	<input type="radio"/> Yes <input type="radio"/> No

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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”.

Temporary Event - Local Events

Fields marked with asterisk (*) are required.

Requested Credential(s) : **TEMPORARY FOOD ESTABLISHMENT - LOCAL EVENTS(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.
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 the 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 *

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Submit Application

Fee Review

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

Fee Details	
Licensing fee (034-Temporary Food Establishment - Local Events)	\$50.00
Total Fee	\$50.00

[Edit Application](#) [Pay Now](#)

Confirmation Page: Application Submitted

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. You may now Logout or Return to Home and apply for any additional licenses you may require.

Temporary Event - Local Events 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 - Local Events** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **175221**. 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.

[Return to Home](#)

[Logout](#)

When all required items are reviewed, your application will be processed. You may receive a call from an EHS staff to conduct a telephone interview. Once approved, a copy of your permit will be e-mailed to you. YOU MUST POST YOUR PERMIT DURING THE EVENT IN A LOCATION THAT IS EASILY VISIBLE TO THE PUBLIC. Confirm with the event coordinator that you have submitted your application and when you have received your permit.

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)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Cottage Food Registration	451	10/02/2015	Review by State	Application Summary	View Details	Withdraw
Food Establishment	449	10/01/2015	Review by State	Application Summary	View Details	Withdraw

Or click on "continue Application" to continue where you left off; or "Withdraw" to withdraw the application:

Pending / Incomplete Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
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

If continuing an application, the system takes you back to the "Entity Information" section, but remembers the information entries you have made, with the exception of the attestation page. Just confirm the information and select "NEXT" to proceed forward.