

ALiS

Centralized Licensing, Inspections and Complaints System (CLICS) Burning Man - Consumer Application Instructions

IMPORANT NOTICE:

APPLICATIONS MUST BE RECEIVED BY AUGUST 15TH

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 shows the ALiS login and application interface. At the top, there are three tabs: "HCQC", "Child Care", and "Environmental Health", with the latter being highlighted in a yellow circle. Below the tabs, the page is titled "Welcome to the online Permits and Renewals system for the Environmental Health Section:". There are two main sections: "USER LOGIN" and "NEW APPLICANTS APPLY HERE". The "USER LOGIN" section includes fields for "Login Name" and "Password", a "Forgot Login/Password" link, and a "Login" button. Below this, it states "Password is case sensitive." and provides a link to "Register Here" for users already licensed by NV DPBH. The "NEW APPLICANTS APPLY HERE" section lists three options: "To apply for a Common Business Application: Click Here", "To apply for Temporary Food Permit: Click Here" (circled in yellow), and "To Search for an Environmental Health Facility Licensee: Click Here". To the right of the login section, there is a list of license types under the heading "Select the Common Business Application on the left hand side to apply for the following annual license types:". The list includes: Food Establishment, Food Establishment Exemption, Cottage Food Registration, Farm to Fork Registration, Shellfish Distributor, Certificates of Free Sale, Public Bathing Places, Public Accommodations, Drug/Cosmetic Manufacturer, Camping and Recreational Vehicle Park, Institutions, and Sewage Programs. Below this list, it says "Select Temporary Food Establishment for special event permits." At the bottom, there is contact information: "Email questions to EHScustomerservice@health.nv.gov", "Call us at (775) 687-7533", and "For a list of contacts see our the Environmental Health Section Web Pages at www.dpbh.nv.gov". At the very bottom, it says "We accept:" followed by logos for VISA, MasterCard, echeck, and DISCOVER.

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 camp.
- **NV Business ID:** If you have a state business ID, enter it here. It would be “NV” followed by 11 numbers. However, this is not required. You may leave this blank. Only the asterisked items must be filled out.
- **Mailing Address Section:**
 - o Address is the street address where you receive correspondence for this operation
 - 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, 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.

Fields marked with asterisk (*) are required.

Preliminary Step

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	

Entity Information:

- **Business Entity Information**

- o **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
- 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. *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

Add Delete

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

«Back **Next»**

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))**



<< Back Next >>

Event Information

Establishment Name *	Burning Man Pizza Shack		
Responsible Entity Name *	Robert Blake		
Camp Name *	Blue Team	Registered with Theme Camp? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Theme Camp Location *	Delta		
Open Date	08/28/2017	Close Date	08/29/2017
Which county will this event take place in? *	PERSHING		

<< Back **Next >>**

Reset

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
 - o **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.

Entity Information

Address Information

Additional Information

Questions

Attestation

<< Back

Next >>

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: 500px; margin-top: 10px;"></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

Be sure to answer all the questions correctly;

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
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.	
	<input type="text"/>	
21	How will you set up your dishwashing station? See the guidance documents for recommended set-ups.	
	<input type="text"/>	
22	What type(s) of thermometer(s) will you be using? See guidance documents for the thermometers appropriate for different uses.	
	<input type="text"/>	
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?	
	<input type="text"/>	
24	How will you handle and dispose of waste water at your camp?	
	<input type="text"/>	
25	How will you handle trash, recyclables, and other solid waste at your camp?	
	<input type="text"/>	
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.	<input type="radio"/> Yes <input type="radio"/> 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.	<input type="radio"/> 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.	<input type="radio"/> Yes



Reset

<< Back

Next >>

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))**

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

[<< Back](#)

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 entitiy 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 *

[<< Back](#)

Submit Application

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 an 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](#)

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

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

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.

After successfully submitting your application, it will be reviewed by Environmental Health staff and a “Tentative Approval Notice” will be emailed to you. However, you are NOT permitted or fully approved to serve food until you pick up your permit at Playa Info at the event. If you have not received the “Tentative Approval Notice” by August 20th, you contact 775-623-6588 to check on the status of your application.

WHERE TO PICK UP YOUR REAL PERMIT- PLAYA INFO- SATURDAY, AUG 26TH- WEDNESDAY, AUG 30TH FROM 1-3PM

It is a violation of Nevada State law to operate a food service establishment without a posted, valid permit. The valid permit must be picked up at Playa Info at the event. You will need to verify your camp location when you pick up your permit.

REMEMBER TO REVIEW AND PRINT OUT AND USE OUR FOOD SAFETY REQUIREMENTS AND GUIDES TO ENSURE YOU ARE PREPARED FOR SAFE FOOD SERVICE. VISIT http://dphh.nv.gov/Req/Temp-E/Temporary_Events_Home/