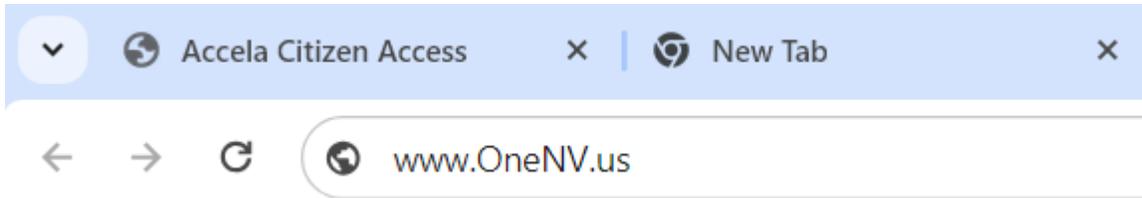


Temp Food Vendor/Sampler/Producer Permit WF Process (ACA Application)

Introduction: This is a document for the process of applying for Temp Food Vendor/Sampler/Producer Permit applications that are submitted online through [OneNV.us](http://www.OneNV.us).

Step 1 – Getting Started:

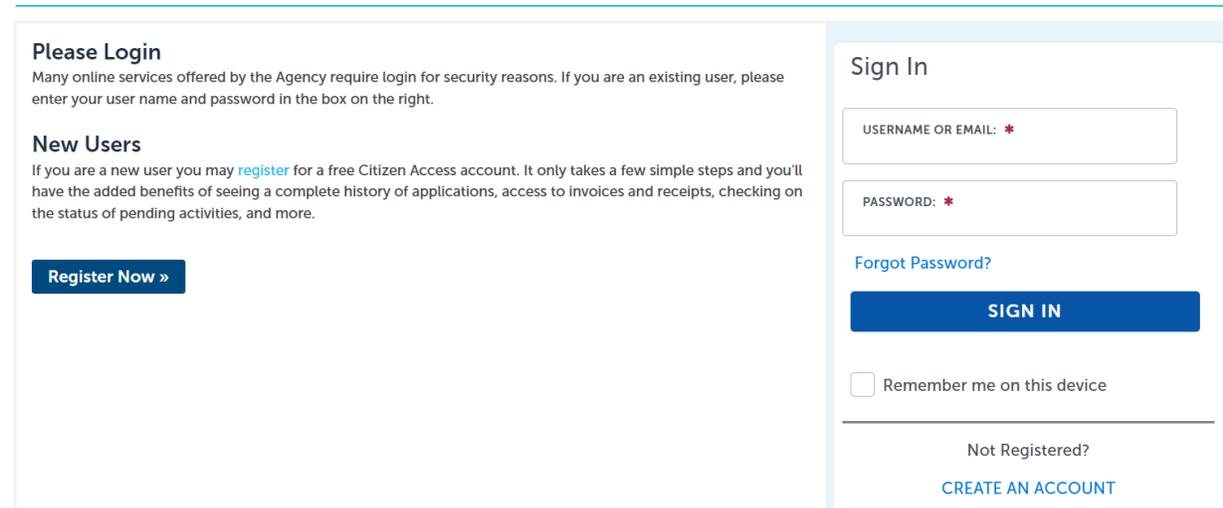
Click the above link, or in your internet browser (Chrome, Edge, Firefox) go to www.OneNV.us



It will bring you to the Accela Citizen Access page:



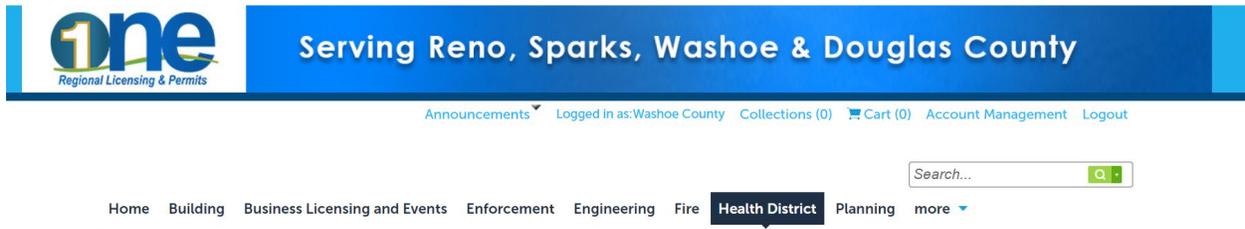
Step 2 – Creating an Account or Logging In:



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First-time users will need to register for an account. If you already have an account, find the login Screen, Log In and skip to **Step 3 – Creating an Application**.

If you do not have an account, click “Create an Account”. Here is a link to a YouTube video that can walk you through that process <https://youtu.be/H5O0DMMtdyw>. Either click the link or copy and paste it into your browser. After creating your account, Log In and select the Health Tab on the menu.



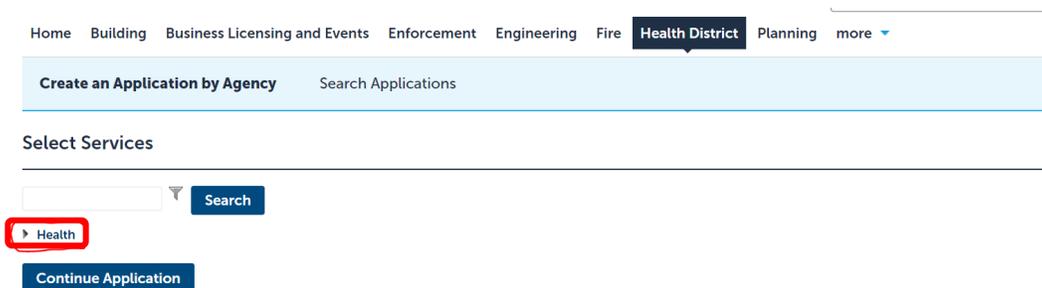
Step 3 – Creating an Application:

To create an application, you will need to know which area that you need the application from. Health encompasses Air Quality and Environmental Health. Contact Environmental Health Services if you have questions on the type of permit to apply for: 775-328-2434 (option 4)

To create a new Temp Food Vendor/Sampler/Producer Permit application, click the Create an Application by Agency link:



Next you click on the Health dropdown arrow



Then select the Application you would like to create (circled in red font below). Click on the permit name and the circle will turn blue confirming the permit type selected. Next click "Continue Application":

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▼ Health

- Washoe County - Air Quality Asbestos
- Washoe County - Air Quality Dust Control
- Washoe County - Annual Food Event Permit
- Washoe County - Child Care Facility
- Washoe County - Cottage Food Operation
- Washoe County - Farm-to-Fork
- Washoe County - Food Event Promoter Permit
- Washoe County - Food Illness Complaint
- Washoe County - Food Permit
- Washoe County - Food Permit Exemption
- Washoe County - Food Vendor Permit
- Washoe County - Garbage Exemption

You can find a full list of requirements on our website www.nnph.org. Here is a brief description for the permits in this tutorial.

Food Vendor Permit:

A food establishment which operates at a fixed location temporarily, for a time-period not to exceed 14 days, at a special event or similar gathering. Examples: Hot August Nights, Balloon Races, Riverfest, or other temporary food events.

Annual Food Event Permit (choose this option for either of the following):

Annual Sampler – a person or business that sells individual sample portions of food/beverage at a special event or similar temporary gathering.

Annual Producer – a person or business that sells packaged nuts, eggs, or other agricultural products at a special event or similar temporary gathering.

Step 4 – Filling Out the Application Information.

Depending on your application, you will be asked for contact info for several parties. A green checkmark will signify that you have met the required criteria.

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1 Application Information	2 Food Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Application Information > Contact Information

* Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

Business Name

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

Billing Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

Business Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

[Save and resume later](#)

[Continue Application »](#)

You will need to add a contact for each of these types:

Applicant:

This is the person filling out the application.

Business Name:

This is the name of the establishment.

Billing Contact:

The person or dept responsible for making and managing the payments of this permit.

Business Owner:

The Person, LLC, or Corporation responsible for this business.

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For each Contact type there are 3 options to add the information:

1. Select from Account (this will auto-populate from your ACA account info):

Click the button and select the address from your account after the box is checked click continue.

The screenshot shows a dialog box titled "Select Contact from Account" with a close button (x) in the top right corner. The content includes the text "Washoe County Applicant" and "Select contact addresses for this contact to attach to the record. Showing 1-4 of 4". Below this is a table with columns for "Address Type", "Recipient", and "Address". The first row is selected with a blue checkmark in the "Address Type" column. At the bottom of the dialog are two buttons: "Continue" and "Discard Changes".

Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business	1001 E. Ninth St., Bldg. C
<input type="checkbox"/>	Home	1001 E. Ninth St., Bldg. C
<input type="checkbox"/>	Mailing	1001 E. Ninth St., Bldg. C
<input type="checkbox"/>	Business	1001 E. Ninth St., Bldg. C

2. Add New:

You will need to fill out all fields and dropdowns then click the Add Additional Contact Address. The second window will pop up and here you will need to select the address type from a dropdown menu and fill in the fields. When complete click the "Save and Close" button

The screenshot shows two overlapping dialog boxes. The background dialog is titled "Contact Information" and contains fields for "Individual/Organization" (a dropdown menu), "First:", "Middle:", "Last:" (text boxes), "Name of Business:", "Work Phone:", "Mobile Phone:", "E-mail:", and "Preferred Channel:" (a dropdown menu). A blue button labeled "Add Additional Contact Address" is at the bottom. The foreground dialog is titled "Contact Address Information" and contains a dropdown for "Address Type:", three text boxes for "Address Line 1:", "Address Line 2:", and "Address Line 3:", and dropdowns for "City:", "State:", "ZIP Code:", and "Country/Region:". At the bottom of this dialog are four buttons: "Save and Close", "Save and Add Another", "Clear", and "Discard Changes".

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3. Look Up (this will pull validated address information from the WC Assesor):

Fill In the fields and click the “Look Up” button

Look Up Contact

--Select--

First: Middle: Last: Home Phone: Primary Phone Number

Name of Business: Work Phone:

DBA/Trade Name: Mobile Phone:

Address Line 1:

City: State: Zip: Country: --Select--

E-mail:

SSN: FEIN: Birth Date: MM/DD/YYYY Gender: Female Male Other

Look Up **Clear** [Cancel](#)

Check the box next to the address you would like to select and click continue.

Look Up Contact

Washoe County CSD - Capital Projects
Business Owner

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Business

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		1001 E. Ninth St Bldg A

Continue [Discard Changes](#)

Click the "Continue Application" button.

[Save and resume later](#)

Continue Application »

NOTE: At any point in the application process, you can click on "Save and resume later" to complete the application at another time. Your partially completed application will be saved in your profile. To resume an application, you will need to login and click on "My Records," find the application, and click on "Resume Application".

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Step 5 – Track your Progress:

Follow the line above the application to see your progress.

1 Application Information	2 Food Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 6 – Filling Out the Food Information

Important information about the application will be in red text at the top of this section.

Annual Food Event Permit

1 Application Information	2 Event Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: *Event Information* > *Event Information*

Please submit applications at least 15 business days before the event starts. Applications and payments submitted within 7 business days of the event will be charged a late fee. Applications and payments submitted within 2 complete business days of the event will not be accepted.

The Red * next to a field indicates a required field:

* Business Name/DBA

Fill out all required fields below. Depending on the selections you make, more or less information will be requested.

Detail Information

* Business Name/DBA	Business Name /DBA : What your customers know you by Detailed Description: What type of Products you are selling.
* Detailed Description:	

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Event Details

GENERAL INFORMATION

Click the question mark icon to receive clarification on the various fields.

* Permit Type:

?
--Select--
Producer
Sampling
Temporary Food Establishment (TFE)

* Have you participated in previous events in Washoe County?:

* Number of booths at Event with Same Menu. Note: Separate applications are required for different menus.:

* Name of Person-in-Charge (PIC). Note: PIC must be present at the event.:

* PIC Contact Number:

* PIC Email Address:

TYPES OF FOOD

Types of Foods to be Served or Sampled at the Event

* Open, Non-TCS Food/Beverages:

? Yes No

* Open/Prepared TCS Food/Beverages:

? Yes No

* List all food/beverage items and describe how each will be prepared and served:

Frozen hamburger patties will be stored in ice chest, cooked on grill-top per order at the event. Whole lettuce, tomatoes, and

* Packaged TCS Foods/Beverages:

? Yes No

* Other:

Yes No

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Acknowledgments Read and check the box next to each acknowledgment.

ACKNOWLEDGEMENTS

Review the following Terms and Conditions for Operation of a Special Event Food Establishment and check the box corresponding to each statement. By checking the boxes, the applicant acknowledges that failure to adhere to these terms and conditions may result in further enforcement action, including permit suspension.

* I have reviewed and understand the requirements of this permit and of operating a Special Events Food Establishment. I understand that issuance and retention of this permit depends upon acceptable compliance with temporary foodservice requirements as stated in Chapter 170 and Chapter 210 of the Regulations of the Washoe County District Board of Health Governing Food Establishments.:

* I understand that my Special Events Food Establishment will be inspected by the Health Authority. I understand that failure to comply with food safety may result in further enforcement action, including assessment of reinspection fees and/or closure of my Special Events Food Establishment.:

* I acknowledge that interfering with the Health Authority's ability to perform their duties is a violation of Nevada Revised Statute (NRS) 446.885(3) and intimidating behavior against a public officer is a violation of NRS 199.3300 (Intimidating a public employee). I understand these behaviors include, but are not limited to threats of violence, abusive language, unwarranted physical contact; and that partaking in these behaviors may result in a closure of my Special Events Food Establishment. I understand that Washoe County employees will adhere to their Code of Conduct and work with me honestly, respectfully, fairly, and courteously.:

* I understand that my application is NOT approved until I have been successfully interviewed by an inspector regarding the operation of my Special Events Food Establishment. I acknowledge that repeat vendors whose menu has not changed may only receive one interview per year.:

Event Details

EVENT INFORMATION

Add a new row for ALL events/dates. TFE APPLICANTS PLEASE NOTE: list a maximum of 14 recurring, non-consecutive dates for the SAME event, menu, and venue (i.e. Farmer's Markets, weekly events, etc.). TFE applications must fill out separate applications for each separate/different event.

Showing 1-1 of 1

<input type="checkbox"/>	Event Start Date	Event End Date	Event Start Time	Event End Time	Event Name	Event Location	Event Coordinator	Coordinator Phone Number	
<input type="checkbox"/>	06/14/2024	06/16/2024	08:00	12:00	Street Vibrations	Reno	Big Tom	555-555-5555	Actions ▾

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

You will need to click the "Add a Row" button to add a row (add 1 separate row per event).

✕

EVENT INFORMATION

Add a new row for ALL events/dates. TFE APPLICANTS PLEASE NOTE: list a maximum of 14 recurring, non-consecutive dates for the SAME event, menu, and venue (i.e. Farmer's Markets, weekly events, etc.). TFE applications must fill out separate applications for each separate/different event.

* Event Start Date: ?

* Event End Date:

* Event Start Time: ?

* Event End Time:

* Event Name:

* Event Location:

* Event Coordinator:

* Coordinator Phone Number:

Submit

Cancel

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Click on the “Continue Application” button.

[Save and resume later](#)

[Continue Application »](#)

If you Try to continue before filling in all boxes you will get an error listing the missing fields.

✘ **27 error(s) occurred on current page.**
Please click the specific error item below to navigate to the failed field and correct your input.

- 1. Business Name/DBA Required**
- 2. Detailed Description: Required**
- 3. PIC Contact Number: Required**

[more...](#)

Step 7– Add Attachments:

To add an attachment, click the word “Add” in the lower left corner. Some applications require attachments to proceed to the next screen. These will be listed in **RED** text.

Attachments

Please upload any additional documents and select the appropriate document type for the dropdown list. The following types of Documents can be uploaded: Application, External Correspondence, Labels, Menu and Out of Jurisdiction Permit Documentation.

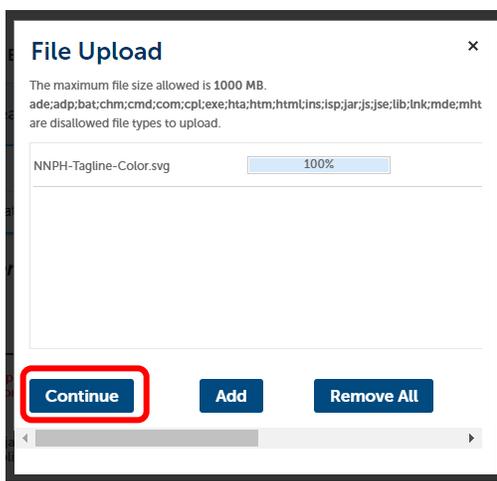
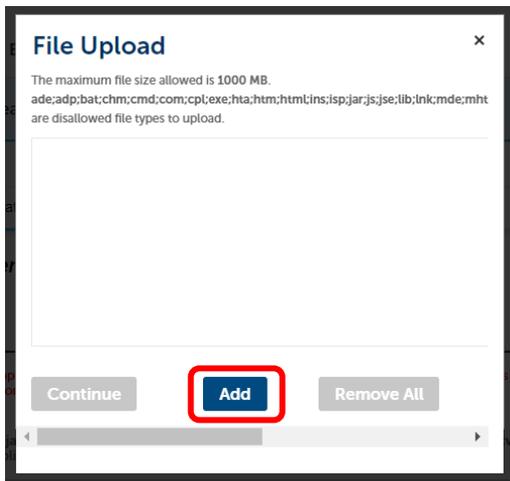
The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.
Menu: Document types required to submit the online application

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

Click the “Add” button to select the files you need to attach

Then select the “Continue” button



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From the drop-down menu, select the type of document you are attaching. Then select the “Save” button.

Attachments

Please upload any additional documents and select the appropriate document type for the dropdown list. The following types of Documents can be uploaded: Application, External Correspondence, Labels, Menu and Out of Jurisdiction Permit Documentation.

The maximum file size allowed is 1000 MB.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;ip;jar;js;exe;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.
Menu: Document types required to submit the online application

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

--Select--
--Select--
Application
External Correspondence
Labels
Menu
Out of Jurisdiction Permit Documentation

Remove

Save Add Remove All

Click on the “Continue Application” button.

[Save and resume later](#)

[Continue Application »](#)

Step 8 – Review and Submit Application:

Review all items before proceeding. Once reviewed, click the “Continue Application” button.

1 Application Information	2 Event Information	3 Review	4 Pay Fees	5 Record Issuance
---------------------------	---------------------	----------	------------	-------------------

Step 3: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Annual Food Event Permit

Applicant

[Edit](#)

Organization

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You will receive a green checkmark and permit number (circled below) if your application was successfully submitted:

Step 3: Receipt/Record issuance

Confirmation



Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

No Address



H24-FDEVT-0015-VENDOR Food Vendor Permit

Your application will be reviewed by Northern Nevada Public Health (NNPH), Environmental Health Services to ensure accuracy and correct fees are calculated. Please allow up to 2 business days for review. Once your application is reviewed, you will receive a confirmation email with instructions on how to proceed with payment to complete the application submittal process.

Step 9 – Pay Fees:

Once NNPH confirms your application is complete, you will receive an email to log into your online account to pay applicable fees.

Click on the My Records link, and then the Health District tab above:

The screenshot shows the website header for "1one Regional Licensing & Permits" with the tagline "Serving Reno, Sparks, Washoe & Douglas". Below the header, there is a navigation bar with the following items: Home, Building, Business Licensing and Events, Enforcement, Engineering, Fire, Health District, Planning, and more. A search box is located to the right of the navigation bar. Below the navigation bar, there is a secondary menu with the following items: Dashboard, My Records, My Account, and Advanced Search. The "Health District" and "My Records" links are highlighted with red boxes.

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You will see your permit under the Records tab. Click the Pay Fees Due link under the Action column:

Create an Application by Agency		Search Applications							
Records									
Showing 1-10 of 70 Download results Add to collection Add to cart									
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	05/13/2024	H24-FDEVT-0015-VENDOR	Food Vendor Permit				Fees Due	Pay Fees Due	

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$301.00

▶ Annual Food Event Permit
24TMP-000399

Total due: \$301.00



Total amount to be paid: \$301.00

Note: This does not include additional inspection fees which may be assessed later. Payments of \$100,000 or more cannot be made online at this time. Please call the jurisdiction below to complete payment. If you receive any error, or your payment does not go through on the first try, DO NOT try again. Failure to do so may result in multiple payments being made. Please call the jurisdiction of the record you are trying to pay for and they will verify/complete your payment.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

After entering your payment details check the box and select “Pay Now”

<input checked="" type="checkbox"/> I understand and accept that my account will be individually charged for each line item above and I may incur a non-refundable convenience fee.	
Pay \$301.00 Now	Cancel

You will receive confirmation of your payment via email (you can also print your receipt here if you like by selecting Print on the receipt).

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Receipt

Completed: 4/25/2024 11:38:18 AM || ID: 1227-ONE-1084900

Payment Confirmation Number:	20000261	
	Agency:	WASHOE_HEALTH
	Items:	1) Health/Food Event/Annual/NA - \$301.00 24TMP-000399
	Convenience Fees:	\$0.00
	Payment Method:	Credit Card
	Total:	\$301.00
	Contact Information:	Phone: 775-328-2434 Email: washoe311@washoecounty.us

[Print](#) [Continue](#)

Click Continue on the receipt to go to your OneNV Permit Dashboard. You will again see a green check mark if your payment was received successfully.

Search...

Home Building Business Licensing and Events Enforcement Engineering Fire Health District Planning more ▾

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information **3 Receipt/Record issuance**

Step 3: Receipt/Record issuance

Confirmation

 Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

After the Fees have been paid your application will be assigned to an inspector for review. You may receive a phone call or email from the inspector to go over additional details on your application.