

Special Event Permitting

What is a special event?

A special event is an event that is temporary (lasts for a day to a few weeks) and has food and/or beverage vendors and/or samplers. Special events can include festivals, fairs, promotional events, and farmer's markets. Special events can occur indoor or outdoor.

What is a recurring special event?

A recurring special event is an event that occurs on multiple, non-consecutive days in a year. For example, a Farmer's market is a recurring event that occurs one day a week for months. A recurring event is not a single day or weekend event that occurs annually.

Do you need a permit?

Food and Beverage Vendors and/or Samplers

All food and/or beverage vendors and/or samplers in Coconino County are required to submit a special event permit application to Coconino County. Based on your application, a fee may be required or waived.

Special Event Coordinators

All coordinators of special events where food and/or beverage vendors and/or samplers are present are required to submit a special event coordinator application to Coconino County. A fee will only be applied if you plan to have a permit that will cover food samplers and limited food service operations. This application allows the County to know what events will be occurring and what vendors will be attending.

Licensed Facilities in Coconino County

Food and beverage vendors that have a licensed mobile food unit in Coconino County or catering license in Coconino County are not required to obtain a temporary event permit. However, a temporary event application is required to be completed and submitted to Coconino county (fee will not be applied).

Licensed facilities in Coconino County (i.e. restaurants, grocery stores) are required to obtain a temporary event permit. A permit is required since the facility is operating outside the scope of their license and will be inspected at special events.

Special Event Coordinator's Overview

If you are a coordinator of a special event in Coconino County where there will be food and/or beverage vendors and/or samplers, you are required to submit a coordinator's application to Coconino County. A fee will only be applied if you plan to have a permit that will cover food samplers and limited food service operations. Limited food service operations include individuals selling pre-packaged food, non-potentially hazardous food (i.e. food that is not temperature sensitive) and participants of the State of Arizona's Cottage Food Program. This is most applicable to farmer's markets and sampling events.

All food and/or beverage vendors and samplers that fall under the special event coordinator permit are required to complete and submit a special event food service application to the special event coordinator. The special event coordinator is required to include all food vendor and sampler applications with the coordinator permit application.

**Note: For the 2020 season, coordinators obtaining a special event coordinator permit will not be required to submit applications for individual samplers/limited food service operations covered under their permit. However, the Department highly encourages coordinators to do so. A vendor list is required. Please contact Elizabeth Richardson at 928-679-8758 or erichardson@coconino.az.gov for more information.*

For recurring events (i.e. farmer's markets) it is the responsibility of the coordinator to submit individual applications for each sampler or limited food service operation covered under this permit to Coconino County no later than 10 business days prior to their operation at the market. This is applicable for vendors/samplers that may join a market during the season.

All special event coordinators are required to submit a vendor list to Coconino County with their coordinator's application. This list needs to include all food and beverage vendors and/or samplers that will be attending the event. In addition, this list needs to include the vendor name, vendor contact name, vendor phone number, and vendor email. Updated lists can be mailed to 2625 N King St. Flagstaff, AZ 86004, emailed to erichardson@coconino.az.gov, or faxed to (928)679-8771. A final vendor list must be submitted to Coconino County at least 10 business days prior to the event.

Special Event Coordinator's Timeframe for Submittal

When do I need to submit an application?

Special event coordinator **applications and payments** are required to be submitted to and received by Coconino County at least **10 business days** prior to the event. If an application **AND** payment is not received at least 10 business days prior to the event, a \$50 late submittal fee will be charged. This includes final vendor lists.

How can I submit an application?

Special event coordinator applications can be submitted via mail to 2625 N King St. Flagstaff AZ 86004, emailed to erichardson@coconino.az.gov, faxed to 928-679-8771, or dropped off at 2625 N King St. Flagstaff, AZ 86004 or 467 Vista Ave. Page, AZ 86046.

Special Event Food and/or Beverage Vendors/Samplers Overview

All food and beverage vendors and/or samplers are required to have a special event permit with Coconino County, if there is open food handling at the event. This includes non-potentially hazardous food (i.e. lemonade, hot drinks, snow cones, caramel apples, popcorn, cotton candy, kettle corn, alcohol) and potentially hazardous food (i.e. hot dogs, hamburgers, pizza, BBQ, etc.).

If a food and/or beverage is pre-packaged, not potentially hazardous (not required to be hot or cold held) and not opened and/or sampled at the event, a special event permit may not be required. (Examples: Canned/bottles of alcohol/soda not poured into cups, wrapped power bars).

Licensed Facilities in Coconino County

Food and beverage vendors that have a licensed mobile food unit in Coconino County or catering license in Coconino County are not required to obtain a temporary event permit. However, a temporary event application is required to be completed and submitted to Coconino county (fee will not be applied).

Licensed facilities in Coconino County (i.e. restaurants, grocery stores) are required to obtain a temporary event permit. A permit is required since the facility is operating outside the scope of their license and will be inspected at special events.

Food and Beverage Vendor/Sampler Applications Timeframe for Submittal

When do I need to submit an application?

Special event vendor permit **applications and payments** are required to be submitted to and received by Coconino County at least **10 business days** prior to the event. If an application **AND** payment is not received at least 10 business days prior to the event, a \$50 late submittal fee will be charged. If you obtain a six month permit and attend more events than were on your initial application, the additional events attended must be communicated to Coconino County.

Additional events can be submitted via mail to 2625 N King St. Flagstaff AZ 86004, emailed to erichardson@coconino.az.gov, faxed to 928-679-8771, or dropped off at 2625 N King St. Flagstaff, AZ 86004 or 467 Vista Ave. Page, AZ 86046.

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State of Arizona's Cottage Food Program Participants Overview

Participants of the State of Arizona's Cottage Food Program are required to submit a special event permit application to Coconino County. However, payment will only be required if there is open food handling at a special event(s). All participants of the State of Arizona's Cottage Food Program need to meet all requirements (including labeling and ingredient requirements) as outlined by the Cottage Food Program. More information can be obtained on the Cottage Food Program at [State of Arizona Cottage Food Program](#).

Cottage Food Program Participants Timeframe for Submittal

When do I need to submit an application?

Special event food vendor permit **applications and payments** are required to be submitted to and received by Coconino County at least **10 business days** prior to the event. If an application **AND** payment is not received at least 10 business days prior to the event, a \$50 late submittal fee will be charged.

How can I submit an application?

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