**La Paz County Health Department** / Environmental Health Division

1. Joshua Avenue Suite 206, Parker, AZ 85344

\*928-669-1100 \*Fax 928-669-6703

LA PAZ COUNTY

TEMPORARY VENDER FOOD GUIDE & APPLICATION

INCLUDING COOK-OFF & CHALLENGE EVENTS

Food vendors are required to follow the

2017 FDA Food Code AND State and County regulations for Food Establishments.

A permit is NOT required to sell pre-packaged, non-potentially hazardous food such as bottled water and candy bars, whole (uncut) produce and uncooked nuts. Items must be packaged at a permitted food establishment and meet all local, state, and federal requirements for food manufacture including proper labeling. A permit is NOT required to sell home baked foods, which are properly labeled, from an Arizona Cottage Food licensed individual. *Any sampling of product requires a permit – no exceptions*.

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A Temporary Vendor means a food establishment that operates during an event to dispense food/beverages for immediate consumption from a vehicle, trailer, or booth. Permit can be a period of no more than 14 consecutive days in conjunction with a single event or celebration.

This may include sampling.

Each unit must be operated in full compliance with all La Paz County Regulations, the 2017 FDA Food Code, and all Town zoning and business regulations (contact Towns of Quartzsite and Parker). Separate food licenses will be required when operating on the Colorado River Indian Reservation (CRIT) – please contact CRIT Health Department for more information.

Town of Parker, 1314 11th Street, Parker, 928-669-9265

Town of Quartzsite, 465 N Plymouth Avenue, Quartzsite, 928-927-4333

CRIT, Environmental Department, 12033 W Agency Avenue, Parker, 928-669-2137

**A certified food manager must be onsite during all hours of operation.**

**La Paz County Food Handler cards are required of all people working in the food unit.**

**Pre-opening inspection is required, and subsequent license renewal inspections shall be brought to the Health Department unless previous arrangements have been made.**

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| La Paz County Health Department Office Hours |
| **Location:** 1112 Joshua Avenue #206, Parker, AZ 85344**Hours:** Monday – Thursday, 7:00 am –6:00 pm (Closed Holidays)**Inspection/ Consultation:** BY APPOINTMENT ONLY IN PARKER OFFICE 928-669-1100  |
| **A.R.S. §11-1602: REGULATORY BILLS OF RIGHTS** A. To ensure fair and open regulation by counties, a person: 1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against a county in a court proceeding regarding a county decision as provided in A.R.S. **§**12-348**.** 2. Is entitled to receive information and notice regarding inspections as provided in A.R.S. §11-1603. 3. Is entitled to have a county not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in A.R.S. §11-1604. 4. May have a county approve or deny the person’s license application within a predetermined period of time as provided in A.R.S. §11-1605. 5. Is entitled to receive written or electronic notice from a county on denial of a license application that: (A) Justifies the denial with reference to the statute, ordinance, regulation, delegation agreement or authorized substantive policy statements on which the denial is based as provided in A.R.S. §11-1605. (B) Explains the applicant’s right to appeal the denial as provided in A.R.S. §11-1605. 6. Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in A.R.S. §11-1606. 7. May inspect all ordinances, regulations, and substantive policy statements of a county, including a directory of documents, at the office of the county or on the county’s website, as provided in A.R.S. §11-1607. 8. Unless specifically authorized, may expect counties to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual licensing to the maximum extent practicable as provided in A.R.S. §11-1604. 9. May file a complaint with the Board of Supervisors concerning an ordinance, regulation or substantive policy statement that fails to comply with A.R.S. §11-1602. 10. As provided in A.R.S. §11-1604, is entitled to have a county not request or initiate discussions about waiving any of the rights prescribed in A.R.S. §11-1602.  |

**ARS §11-1606 Application Process Notice for Temporary Food Vendor Permits**

The following steps are required to obtain a Temporary Food Vendor permit to operate:

1. Obtain a copy of the Guide and Application and read thoroughly. If you have questions, contact the Health Department at 928-669-1100 and ask to speak to a Health Inspector. Your booth must meet the requirements outlined in the Guidelines and the *Arizona Food Code*. If, upon inspection, the inspector finds priority and/or priority foundational violations or noncompliance with building/temporary food guidelines, the booth will be closed by the Health Department.

2. A Temporary Food Booth is limited to 14 days maximum at one event. Any changes must be reported and approved.

3. Fill out application completely. Incomplete applications will delay permit approval or be denied. A $50 fee can be paid to expediate process.

4. Application must be submitted at least 15 days prior to anticipate date of opening with the correct review/permit fee. Review/permit fees are nonrefundable and non-transferrable.

5. The Health Department will review and contact you via some type of written correspondence, either email or by letter with written approval and the operating permit OR a written list of concerns which must be addressed before approval can be issued.

6. If concerns are listed, provide required information and resubmit.

7. Food handler cards are required. A copy of a food handler card from another jurisdiction can be submitted with appropriate fee ($15.00) and a La Paz County Food Handler card will be issued. Otherwise, all food handlers and people working in seasonal booth must come to Health Department for food handler classes and take the test. Proof of Licensing Eligibility is required per AZ ARS 41-1080. Person in Charge shall be a Certified Food Manager.

8. Business Permits are required through the Towns of Parker and Quartzsite as well as the Colorado River Indian Reservation. Please contact the towns/tribe to obtain an application to operate a business.

9. Approval from the Fire Department may be required. Please contact the Fire Department for more information.

-If denied during any part of the permitting process, an appeal of the decision can be requested by written request to: Director, Environmental Health Division, 1112 Joshua Ave., 206, Parker, AZ 85344. Website <https://la-paz-county-health-department.weebly.com/food-safety-security-and-education.html>

Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-104

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| Type of Approval | Statutory Authority | Overall Time Frame | Administrative Completeness Review | Substantive Review |
| Food Establishment License | ARS 30-136(H)(4) | 60 | 30 | 30 |
| Approval of Plans and Specifications under Food Code 8-201.11 | ARS 30-136(H)(4) | 90 | 30 | 60 |
| Approval of HACCP Plan and Food Codee 8-201.13 | ARS 30-136(H)(4) | 90 | 30 | 60 |
| Approval of Quality Assurance Program | ARS 30-136(H)(4) | 90 | 30 | 60 |

Under **ARS §11-1609,** you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states:

1. Your name and address;

2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;

3. Any facts relevant to the requested ruling;

4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;

5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application

Permit/License to Operate shall be posted at all times, clearly visible to customers and Health Department personnel. Owners, operators, food handlers are required to read and understand the Arizona Food Code before operation. This is available at adhs.gov.

Priority and Priority Foundation violations must be corrected immediately, or operation shall be required to cease and be re-inspected before resuming operations. A $100 re-inspection fee shall be assessed. Other violations shall be corrected within the time frame determined by the County Inspector and a plan of corrective action may be implemented.

**A.R.S. §11-1604. Prohibited acts by county and employees; enforcement; notice**

● A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

● Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

● This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

● A county shall not request or initiate discussions with a person about waiving that person’s rights.

● This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

● A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county’s adopted personnel policy.

● This section does not abrogate the immunity provided by Section 12-820.01 or 12-820.02.

Handwashing Facilities shall be stocked and conveniently located:

* Warm running water, heated to 100 degree F minimum
* Water from approved source
* Soap
* Individual paper towels
* Bucket to catch water
* Trash can
* Splash guard, if risk of contaminating surrounding surface/food/food items

Ware Washing Facilities shall be readily available:

* One sink (tub) for clean, soapy water, heated to 110 degrees F minimum
* One sink (tub) for clean rinse water
* One sink (tub) for sanitizer solution water
* Tubs shall accommodate largest dish
* Sanitizer strips to test strength available
* Sanitizing solution, such as bleach
* Area to air dry free from risk of contamination
* Water shall come from an approved source

Wiping Cloths shall be stored in a bucket of sanitizer and readily available:

* Cloths used to clean table tops, counters, equipment…
* Sanitize water shall be changed frequently throughout the day
* Water shall come from an approved source
* Sanitizer strips to test strength available
* One capful of liquid bleach added to one gallon of room temperature water is acceptable

Cold Holding shall be ensured for temperature sensitive foods:

* Refrigeration is required to operate longer than four hours per day
* A Commissary Agreement may be obtained if warranted for food safety
* All cold foods shall be maintained at 41 degrees F or below
* Thermometers must be available and used
* Temperature logs may be checked at inspection

Hot Holding shall be ensured for temperature sensitive foods:

* Electrical/Propane/Gas equipment is required for hot holding purposes
* Mechanical method of hot holding is required to operate longer than four hours per day
* Crockpots, steam tables, and other hot holding devices shall NOT be used to heat up food. Reheating shall meet Food Code temperature requirements
* All food held hot must be maintained at 135 degrees F or hotter
* Appropriate thermometer must be available and used to check internal food temperature
* Temperature logs may be checked at inspection

Transport, Storage, and Service of Food shall protect the integrity of the food:

* Food shall be honestly presented with appropriate labeling
* Purchase locally (within 45 miles) on a daily basis
* Transport in a refrigerated truck or other method of cold storage
* Food shall be come from an approved, permitted food establishment (USDA, FDA)
* Food stored, prepared, or cooked in a private residence is NOT permitted
* Food shall be prepared and cooked in booth or unit
* Use of a Commissary shall be disclosed
* Food on display shall be covered
* Condiments should be served in individual packets or squeeze containers
* Food, paper products, and single-use single-service utensils shall be stored six inches above ground
* Food handlers shall use non-latex disposable gloves or use tongs/deli paper for dispensing of ready to eat foods. Bare hand contact is strictly prohibited for RTE foods.
* All garbage containers must be covered

Preparation of Foods shall minimize the risk of food borne illness:

* Food grade potable water hose shall be used
* Use canned gravy/ beans rather than making from scratch
* Use frozen, precooked meats rather than raw, cut-up, cook, hold process
* Prepare meats immediately before serving rather than cooking ahead
* Practice a thorough wash and chill process for fresh vegetables
* When in doubt – Throw it out! Promote a Safe Food Culture!

All booths must be fully enclosed:

* + Three sides with screening as required by wind/ insects
	+ Ceiling
	+ Flooring
	+ Service counter, partially enclosed
	+ Protectfrom dust, birds, insects, contaminants!

Sampling requires a permit:

* All requirements noted in guidelines are required
* Self-service is prohibited
* Samples on display shall be covered
* Food safety plan shall be submitted describing method used to dispense samples
* Distributed in appropriate single-use single-service dispensing (napkin, toothpick)
* Lined, waste container provided for disposal of single-service single-use items

Labeling of prepackaged foods shall be in accordance with FDA guidelines in English:

* Name of product
* Processor’s name
* Address/location/phone number of processor
* Weight
* Ingredients (if more than one)
* Allergen information, if applicable
* Nutrition information, if applicable

A TEMPORARY PERMIT is a permit for a temporary food booth at a special event and can be for a maximum of 14 consecutive days at one event. Only valid in La Paz County.

A SEASONAL PERMIT is an annual permit for a list of approved special events or for a season to include a maximum of five consecutive months. Approved variance under Arizona Food Code. Variance is specific to one set-up per location, one layout, and one specific menu. Any alterations shall be approved prior to implementation. Re-inspection fee may be assessed. Only valid in La Paz County.

An ARIZONA MOBILE UNIT is an annual license. It can be used to permit in another Arizona County.



PERMIT TYPES

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| **Type** | **Fee** | **Operation Requirements:** |
| Type 1Limited Risk | $50 | No Preparation of Time/Temperature Control for Safety Foods:* Only pre-packaged potentially hazardous foods
* Commercially processed and individual packaged frozen foods Sampling of pre-packaged products or fruit/vegetables
* Sampling of Cottage Foods
* Minimal preparation with no assembly and no heating
* May include: beverages, popcorn, packaged frozen treats, shaved ice
 |
| Type 2Moderate Risk | $50 PLUS$10 Per Day(2 day permit costs $70) | Moderate Preparation of TCS Foods:* Food prepared from raw requires minimal assembly with ***no hold over for next day***
* Hot and/or cold food prep is restricted to same day service
* Minimal hot/cold holding
* Sampling that requires heating or assembly
* May include: hot dogs, hamburgers, turkey legs, deli sandwiches, coffee drinks, ice cream
 |
| Type 3High Risk | $50 PLUS$15 Per Day(one day permit costs $65) | Complex Preparation of TCS Foods:* Food is prepared then held for next day service
* Hot and/or cold food prepared/held for more than 12 hours
* Cooks and cools 3 or more foods during handling process
* May prepare food for off-site service
* Fresh and Wastewater tanks required, Wastewater 15% greater than freshwater
* Continuous flow of water by opening valve, ½ gallon per minute
* May include ethnic foods, beef brisket, rice/beans, vacuum pack
 |
| Food ChallengeCook-Off | $50 PLUS$15 Per Day(one day permit costs $65) | Event Coordinator is Responsible for Food Safety:* Event Coordinator can get permit for entire event
* Event Coordinator is Person in Charge and must be present during all hours or assign another person as Person in Charge
* Any foods prepared off-site shall be done in a licensed kitchen with a plan to protect the integrity of food during transport
* Booths can share ware washing and hand washing stations but must be conveniently located
* Preparation of raw TCS foods shall have a hand wash station in booth
* Sanitizer buckets and wiping cloths shall be set up in each booth
* Booth construction and guidelines shall be followed unless event is 4 hours or less
 |

The Food Code is a model for safeguarding public health and ensuring food is unadulterated and honestly presented when offered to the consumer. It represents FDA's best advice for a uniform system of provisions that address the safety and protection of food offered at retail and in food service.

<https://www.fda.gov/food/fda-food-code/food-code-2017>

**ARS 41**‐**1001.01. Regulatory bill of rights; small businesses**

A. To ensure fair and open regulation by state agencies, a person:

1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against an agency in a court proceeding regarding an agency decision as provided in section 12-348.

2. Is eligible for reimbursement of the person's costs and fees if the person prevails against any agency in an administrative hearing as provided in section 41-1007.

3. Is entitled to have an agency not charge the person a fee unless the fee for the specific activity is expressly authorized as provided in section 41-1008.

4. Is entitled to receive the information and notice regarding inspections and audits prescribed in section 41-1009.

5. May review the full text or summary of all rulemaking activity, the summary of substantive policy statements and the full text of executive orders in the register as provided in article 2 of this chapter.

6. May participate in the rulemaking process as provided in articles 3, 4, 4.1 and 5 of this chapter, including:

(a) Providing written comments or testimony on proposed rules to an agency as provided in section 41-1023 and having the agency adequately address those comments as provided in section 41-1052, subsection D, including comments or testimony concerning the information contained in the economic, small business and consumer impact statement.

(b) Filing an early review petition with the governor's regulatory review council as provided in article 5 of this chapter.

(c) Providing written comments or testimony on rules to the governor's regulatory review council during the mandatory sixty-day comment period as provided in article 5 of this chapter.

7. Is entitled to have an agency not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized by statute, rule or state tribal gaming compact as provided in section 41-1030, subsection B.

8. Is entitled to have an agency not make a rule under a specific grant of rulemaking authority that exceeds the subject matter areas listed in the specific statute or not make a rule under a general grant of rulemaking authority to supplement a more specific grant of rulemaking authority as provided in section 41-1030, subsection C.

9. May allege that an existing agency practice or substantive policy statement constitutes a rule and have that agency practice or substantive policy statement declared void because the practice or substantive policy statement constitutes a rule as provided in section 41-1033.

10. May file a complaint with the administrative rules oversight committee concerning:

(a) A rule's, practice's or substantive policy statement's lack of conformity with statute or legislative intent as provided in section 41-1047.

(b) An existing statute, rule, practice alleged to constitute a rule or substantive policy statement that is alleged to be duplicative or onerous as provided in section 41-1048.

11. May have the person's administrative hearing on contested cases and appealable agency actions heard by an independent administrative law judge as provided in articles 6 and 10 of this chapter.

12. May have administrative hearings governed by uniform administrative appeal procedures as provided in articles 6 and 10 of this chapter and may appeal a final administrative decision by filing a notice of appeal pursuant to title 12, chapter 7, article 6.

13 May have an agency approve or deny the person's license application within a predetermined period of time as provided in article 7.1 of this chapter.

14. Is entitled to receive written notice from an agency on denial of a license application:

(a) That justifies the denial with references to the statutes or rules on which the denial is based as provided in section 41-1076.

(b) That explains the applicant's right to appeal the denial as provided in section 41-1076.

15. Is entitled to receive information regarding the license application process before or at the time the person obtains an application for a license as provided in sections 41-1001.02 and 41-1079.

16. May receive public notice and participate in the adoption or amendment of agreements to delegate agency functions, powers or duties to political subdivisions as provided in section 41-1026.01 and article 8 of this chapter.

17. May inspect all rules and substantive policy statements of an agency, including a directory of documents, in the office of the agency director as provided in section 41-1091.

18. May file a complaint with the office of the ombudsman citizens aide to investigate administrative acts of agencies as provided in chapter 8, article 5 of this title.

19. Unless specifically authorized by statute, may expect state agencies to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual licensing to the extent practicable as prescribed in section 41-1002.

20. May have the person's administrative hearing on contested cases pursuant to title 23, chapter 2 or 4 heard by an independent administrative law judge as prescribed by title 23, chapter 2 or 4.

21. Pursuant to section 41-1009, subsection E, may correct deficiencies identified during an inspection unless otherwise provided by law.

B. The enumeration of the rights listed in subsection A of this section does not grant any additional rights that are not prescribed in the sections referenced in subsection A of this section.

C. Each state agency that conducts audits, inspections or other regulatory enforcement actions pursuant to section 41-1009 shall create and clearly post on the agency's website a small business bill of rights. The agency shall create the small business bill of rights by selecting the applicable rights prescribed in this section and section 41- 1009 and any other agency-specific statutes and rules. The agency shall provide a written document of the small business bill of rights to the authorized on-site representative of the regulated small business. In addition to the rights listed in this section and section 41- 1009, the agency notice of the small business bill of rights shall include the process by which a small business may file a complaint with the agency employees who are designated to assist members of the public or regulated community pursuant to section 41-1006. The notice must provide the contact information of the agency's designated employees. The agency notice must also state that if the regulated person has already made a reasonable effort with the agency to resolve the problem and still has not been successful, the regulated person may contact the office of ombudsman-citizens aide.

If you have questions regarding this inspection, you may contact the La Paz County Health Department:

Phone: (928) 669-11001112 Joshua Ave., 206 Parker, AZ 85344

If you have an issue that you cannot resolve with the Department, you may contact the Office of Ombudsman-Citizens’ Aide

**Application for Temporary Food Permit for La Paz County**

1112 Joshua Ave., 206 Parker AZ 85344 928-669-1100 Fax 928-669-6703

**Part 1 Food Booth Information**

Name of Booth:

Owner Name:

If Food Challenge/ Cook-Off, Name of Event Coordinator:

Permanent Mailing Address:

Phone Number:

Email:

Person in Charge, if other than owner or event coordinator:

* *Submit copy of Food Manager Certificate.*

Person in Charge Phone Number:

* *If owner is Corporate or Nonprofit please submit proof of status.*

**Part 2 Event Information**

Days and Hours of Operation:

Name of Event:

Location (Street and City Address):

* *Attach Event Schedule if applicable.*

***All changes or updates shall be reported to the Health Department.***

**Part 3 Type of Food Booth (Check one)**

o Type 1 Limited $50

o Type 1 Samples $50

o Type 2 Moderate Risk $50 + $10/Day

o Type 3 High Risk OR Food Challenge/Cook-Off $50 + $15/Day

**Part 4 Food Menu and Preparation**

Will you provide samples?

* If so, attach food safety plan describing how you will dispense samples to the customer
* All food to be sampled must be from an approved processor – please submit copy of label of the prepackaged food
* If AZ Cottage Food, please submit copy of AZ Cottage Food License

Menu of foods to be prepared and served (may attach):

***All changes or updates menu shall be submitted for review and approval.***

Are foods (Check applicable)

* Purchased pre-cooked and then reheated
* Purchased raw and then cooked to temperature *Save receipts*
* Foods are not cooked
* Vegetables are purchased pre-washed and ready to eat
* Vegetables are washed and prepped on site

Where will food be purchased?

How will food be kept cold/hot during transport?

Will all foods be stored and prepared at booth?

*If using a Commissary, please provide a copy of agreement*

What is the power source? O Electric O Generator O Propane O Other:

Is a generator available in the event of an electrical outage?

What type of cooking equipment will be used?

O Grill O Microwave O Oven/Stove O Other:

How many appropriate, calibrated thermometers are available?

Please explain the method of cold holding:

O Refrigerator O Freezer Oice Chest O Other:

Please explain the method of hot holding:

O Grill/BBQ O Steam Table O Oven/Stove O Other:

Please explain the method of thawing:

Please explain the method of cleaning vegetable and foods that need to be prepped:

How will leftover food be handled at the end of each day?

List any foods of animal origin to be served raw or undercooked?

**Part 5 Booth Construction**

Please describe construction of the booth (for example -mobile unit, canvas, wood, metal, screen, concrete, mats):

Walls:

Ceiling:

Floor:

Service Counter:

Please describe signage posted at booth and/or on mobile unit:

Submit a drawing or pictures of your booth/mobile unit that includes location of all sinks, equipment, counter/window, food storage and prep areas, location of entrance/exit, and water storage.

How will hot water be made available to all sinks?

What is the source of water? Location?

O Public Water on site O Public Water hauled O Bottled Water O Other:

How will fresh water be held at the booth/mobile unit?

What type of sanitizer will be used? O Bleach O Quat O Other:

How many sanitizer buckets will be available? Location?

Please describe hand wash station:

O Gravity Flow O Permanent

Please describe ware wash station (include drying/drain basin):

O Temporary O Permanent

Describe location and method of disposal of gray and black water:

O Sewer O Septic O Holding Tank & Disposal:

Where is the nearest toilet room?

O Flush O Portable

**Part 6 Licensing Eligibility Identification**

***(****not required for corporations and nonprofits)* ***-*** *See a complete list on website at www.lpchd.com*

Submit a copy of owner’s licensing eligibility as required by ARS 41-1108 (both sides):

• AZ Driver’s License or other acceptable driver’s license

• HI, IL ME MD NM TX UT WA are not accepted

• US Passport

• US citizenship authorization or naturalization

• Foreign passport with US visa

**Part 7 Owner Signature and Date**

*I agree to abide by the laws and regulations of the State of Arizona and La Paz County.*

*I understand that retention of this permit is contingent upon satisfactory compliance with all state and local laws and regulations.*

*By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States. I further agree to operate under all requirements of the Arizona Food Code and La Paz County regulations as outlined in the statements above.*

**License Applicant Signature and Date X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**