



Special Event Sanitation Compliance Application
(Toilet, Handwashing, and Site Sanitation Requirements)



Email Application to: eh@carsoncity.gov
Carson City Health and Human Services Environmental Health Division
900 E Long St Carson City, NV 89706
Phone: 775-887-2190 ext. 80029 Gethealthycarsoncity.org

NAC 444.7764 “**Special event**” defined. (NRS 439.200, 444.650) “Special event” means a public gathering that is temporary and held for a specific purpose, and which: 1. Includes, as part of the event, the preparation and serving of food by a food establishment or a temporary food establishment, as those terms are defined in NRS 446.020 and 446.067, respectively; or 2. Due to the nature of the event, requires that toilet facilities be provided.



THIS APPLICATION IS NOT AN APPROVAL.



All fields on this form MUST be filled in.

Toilet Requirement Determination

Toilet facility requirements are based on NAC 444.825 and are determined by event attendance and duration. The minimum number of required toilet facilities will be determined and verified by Environmental Health during application review. Applicants may refer to NAC 444.825, available through the Nevada Administrative Code, for additional guidance. This section can be found on the Nevada Legislature website under NAC Chapter 444 – Sanitation.

Site, Sanitation, and Operations Requirement

Per Nevada Administrative Code (NAC) 446.865, toilets must be located within 200 feet of food/vendor areas and accessible without restriction. Facilities must be clean, sanitary, and fully stocked. Wastewater must be properly collected and disposed of; dumping on the ground or into storm drains is prohibited. Trash containers must be provided and waste regularly removed. Adequate lighting and signage must be provided for toilets and handwashing facilities, as applicable. Facilities must be serviced before, during, and as needed based on event size and duration.

Certification

_____ I certify that all, sanitation, and operational requirements listed above will be met.

Event Information

Event Name:	Event Start Date:	Event End Date:	Event Start Time:	Event End Time:
Event Address:	City:	State:	Zip:	
Event Coordinator Name:	Event Coordinator Contact Number:	Event Coordinator Email:		
Expected Peak Hourly Attendance:	Expected Average Number of Hours Spent at the Even Per Person:			

Toilet and Handwashing Facilities

<p>Method of Facility Provision (Select all that apply)</p> <input type="checkbox"/> Portable toilet units will be provided <input type="checkbox"/> Existing (permanent) toilet facilities will be used	<p>Portable Toilet Units Per NAC 444, portable toilet facilities must be provided by a permitted operator and maintained in a clean and sanitary condition at all times. Units must be properly serviced, stocked, and operated in compliance with applicable sanitation requirements. _____ I acknowledge and agree to comply with NAC 444 requirements.</p>
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Existing Toilet Facilities (Complete only if applicable)				
Business /Location/Owner (Print Name)	Phone Number	# of Toilets	# of Sinks	Authorization (Owner's Signature)

(Attach additional pages if needed)

Authorization Requirement

- Authorization must be provided by the property owner or authorized representative
- Facilities without proper authorization will not be approved or counted

Compliance Calculation

Required Minimum Facilities (per NAC 444.825) Required Number of Toilets: _____ Recommended Handwashing Stations (minimum 1 per 2 toilets): _____	NUMBER OF TOILET FACILITIES REQUIRED										
	EXPECTED PEAK HOURLY ATTENDANCE AT THE EVENT	EXPECTED AVERAGE NUMBER OF HOURS SPENT AT THE EVENT PER PERSON									
		0-1	2	3	4	5	6	7	8	9	10 or more
	1-500	2	4	4	5	6	7	9	9	10	12
	501-1,000	4	6	8	8	9	9	11	12	13	13
	1,001-2,000	5	6	9	12	14	16	18	20	23	25
	2,001-3,000	6	9	12	16	20	24	26	30	34	38
	3,001-4,000	8	13	16	22	25	30	35	40	45	50
	4,001-5,000	12	15	20	25	31	38	44	50	56	63
	5,001-10,000	15	25	38	50	63	75	88	100	113	125
	10,001-15,000	20	38	56	75	94	113	131	150	169	188
	15,001-20,000	25	50	75	100	125	150	175	200	225	250
<i>This table shows required toilet quantities based on Nevada Administrative Code (NAC) NAC 444.825 and event size/duration.</i>											

Sanitation Compliance and Public Health Notice

Facilities must meet minimum requirements based on attendance and event duration. Failure to comply may result in incomplete applications, required corrections, or event suspension or closure. Inadequate facilities may pose public health risks, including disease transmission and unsanitary conditions.

APPLICANT ACKNOWLEDGMENT

I certify that the information provided is accurate and that the event will comply with all applicable sanitation, toilet, and handwashing requirements.

Signature: _____ Printed Name: _____ Date: _____

DO NOT WRITE BELOW-FOR OFFICIAL HEALTH DEPARTMENT USE ONLY

Compliance Verification

Compliant Non-Compliant

Signature (Environmental Health Specialist) _____ Printed Name _____ Date: _____