

CITY OF FISHERS

Health Department

Step-by-Step Illustrated User Guide

Applying Online for Temporary Food Events, Temporary Vendors, and Event Organizer Registration in OpenGov/ViewPoint

Prepared for public-facing City of Fishers Health Department guidance. Screenshots labeled “illustrative” are screen-style examples based on the public Fishers application pathway and may differ slightly from the live OpenGov/ViewPoint portal after login or system updates.

Official starting page	Fishers Health Department > Temporary Food Permit & Event Organizers
Permitting office	3 Municipal Drive, Fishers, IN 46038
Phone	317-567-5045
Clinic and administration	11400 Johnson Farm Way, Fishers, IN 46037

Purpose

This guide walks applicants through the online OpenGov/ViewPoint workflow used for City of Fishers temporary food events and temporary food vendor applications. It is written for event organizers, market masters, fairs and festival coordinators, temporary food vendors, and seasonal temporary vendors.

Before You Begin

Gather the event name, event address, dates, food-service hours, applicant contact information, menu, preparation location, commissary or out-of-county permit documentation when applicable, certified food handler information when required, water/wastewater details, and a site map for organized food events.

Choose the Correct Application Type

Use this pathway	Who should use it	Key point
Event Organizer Registration	Market masters, fairs, festivals, celebrations, and other organized events with food vendors.	No charge. Upload a site map and provide vendor information so the Health Department can support food safety at the event.
Temporary Vendor Application	A food vendor operating at one event for 1-14 consecutive days.	Required for less than 14 days of continuous operation at a single event.
Annual Temporary Application	A temporary food vendor operating at multiple event/festival/celebration locations during the calendar year.	Each temporary stand or booth requires a permit unless exempt by law.

Step 1 - Start from the Fishers Temporary Food Events page

- Open the Fishers Health Department Temporary Food Permit & Event Organizers page.
- Review the temporary vendor and event organizer information before beginning.
- Select the applicable ViewPoint/OpenGov application link.

health.fishersin.gov > Temporary Food Events

City of Fishers
OpenGov / ViewPoint Permit Portal

- Select application
- Applicant info
- Event details
- Operation details
- Uploads
- Review & submit
- Payment/confirmation

Start from Fishers Temporary Food Events page

Choose an application

Use Apply for Permit, Temporary Vendor Application, Annual Temporary Application, or Event Organizer Registration.

Account access

Sign in or create an OpenGov/ViewPoint account when prompted.

Use the Fishers Health Department page as the official starting point.

Step 2 - Select the correct application

- Choose Event Organizer Registration for organized events with food vendors.
- Choose Temporary Vendor Application for a single temporary event of 1-14 consecutive days.
- Choose Annual Temporary Application for seasonal or multiple-event temporary operations.

The screenshot displays the 'City of Fishers' OpenGov / ViewPoint Permit Portal. At the top, a browser address bar shows 'fishersin.viewpointcloud.com/categories/...'. Below the header, a sidebar on the left lists seven steps: 1. Select application (highlighted in blue), 2. Applicant info, 3. Event details, 4. Operation details, 5. Uploads, 6. Review & submit, and 7. Payment/confirmation. The main content area is titled 'Select the correct permit or registration' and contains three options, each in a light blue box: 'Event organizer' with the instruction 'Use Event Organizer Registration when hosting an event with food vendors.', 'Single temporary vendor' with 'Use Temporary Vendor Application for one event lasting 1-14 consecutive days.', and 'Annual temporary vendor' with 'Use Annual Temporary Application for multiple events during the calendar year.'

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 3 - Sign in or create an account

- Use an existing OpenGov/ViewPoint account or create a new account.
- Use an email address monitored by the responsible person because portal messages and corrections may be sent there.
- Enter applicant, organization, mailing address, phone, and email accurately.

- 1 Select application
- 2 **Applicant info**
- 3 Event details
- 4 Operation details
- 5 Uploads
- 6 Review & submit
- 7 Payment/confirmation

Enter applicant and business contact information

Legal business / organization name

Enter the food business, organization, market master, or event organizer name.

Primary contact

Enter name, phone number, and email for the person responsible for the application.

Mailing address

Provide complete street, city, state, and ZIP code.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 4 - Enter event details

- Enter event name, event location, dates, and operating hours.
- For organizers, include estimated attendance and expected number of vendors.
- For vendors, identify your booth, stand, truck, or market location as specifically as possible.

- 1 Select application
- 2 Applicant info
- 3 **Event details**
- 4 Operation details
- 5 Uploads
- 6 Review & submit
- 7 Payment/confirmation

Enter event information

Event name and location

Provide the event name, full address, booth location, or market space.

Dates and hours

Enter the start/end dates and daily hours of food service.

Estimated attendance

For organizers, include estimated attendance and anticipated food vendor count.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 5 - Describe the food operation

- List every food and beverage item to be served, sampled, prepared, packaged, or held.
- Identify where food will be prepared: at the event, in a commissary, or in another permitted facility.
- Describe handwashing, utensil washing, cold holding, hot holding, cooking/reheating, water source, and wastewater disposal.

- 1 Select application
- 2 Applicant info
- 3 Event details
- 4 **Operation details**
- 5 Uploads
- 6 Review & submit
- 7 Payment/confirmation

Describe the food operation

Menu items

List all food and beverage items to be served, sampled, prepared, or packaged.

Food preparation location

Identify whether food is prepared on-site, in a commissary, or in another permitted facility.

Equipment and controls

Identify handwashing, cold holding, hot holding, cooking, reheating, water source, and wastewater disposal.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 6 - Upload required documents

- Event organizers should upload a site map showing vendor locations, toilets, handwashing facilities, drinking water access for food vendors, and trash receptacles for vendors and patrons.
- Vendors should upload applicable documentation such as commissary agreements, certified food handler certificates, menus, or proof of permit and inspection from another county when food is prepared outside Fishers.
- Use clear file names and confirm that each upload appears in the portal before moving forward.

- 1 Select application
- 2 Applicant info
- 3 Event details
- 4 Operation details
- 5 **Uploads**
- 6 Review & submit
- 7 Payment/confirmation

Upload required documents

Site map

Organizers should upload a map showing vendor locations, toilets, handwashing, drinking water access, and trash receptacles.

Supporting records

Vendors may need a commissary agreement, certified food handler certificate, menu, or proof of permit/inspection from another county.

File naming

Use clear file names such as EventName_SiteMap.pdf or BusinessName_CommissaryAgreement.pdf.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 7 - Review and submit

- Review names, dates, locations, contact information, menu items, and uploaded documents.
- Submit the application only after all information is complete.
- Save or print the confirmation page or email. Organizers generally receive registration confirmation within five business days.

- 1 Select application
- 2 Applicant info
- 3 Event details
- 4 Operation details
- 5 Uploads
- 6 **Review & submit**
- 7 Payment/confirmation

Review and submit

Application review

Check names, dates, locations, menu, contact information, and uploaded files before submitting.

Certification

Read the certification language and submit the application.

After submission

Organizers generally receive confirmation within five business days; vendors should not operate until the permit is approved and any required fee is paid.

Save or print the confirmation screen for your records.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Step 8 - Track the application and respond promptly

- Use the OpenGov/ViewPoint dashboard to check status, messages, invoices, and issued permit documents.
- Respond to correction requests by opening the record, adding the requested information, and uploading revised documents.
- Temporary vendors should not operate until the Fishers Health Department permit is approved and required fees are paid.

- 1 Select application
- 2 Applicant info
- 3 Event details
- 4 Operation details
- 5 Uploads
- 6 Review & submit
- 7 **Payment/confirmation**

Track status and respond to comments

Dashboard

Use the OpenGov/ViewPoint dashboard to view status, permit documents, messages, and invoices.

Corrections

If Fishers requests more information, open the record, respond to comments, and upload revised documents.

Permit display

Approved vendors should display the active Fishers Health Department permit at the event.

Illustrative OpenGov/ViewPoint screen example. Live portal screens may vary.

Submission Checklist

Event Organizer Checklist

- ☐ Event name, location, dates, and hours
- ☐ Organizer contact name, phone, and email
- ☐ Estimated attendance and anticipated food vendor list
- ☐ Site map showing vendor locations, toilets, handwashing facilities, drinking water access for food vendors, and trash receptacles
- ☐ Confirmation saved after submission

Temporary Vendor Checklist

- ☐ Business and owner/operator contact information
- ☐ Event name, location, dates, and service hours
- ☐ Complete menu
- ☐ Food preparation location and commissary information if applicable
- ☐ Certified food handler information when required
- ☐ Water source, wastewater disposal, handwashing, utensil washing, cold holding, hot holding, cooking, and reheating equipment

☐ Proof of permit/inspection if food is prepared, handled, or packaged in another county

☐ Fee paid before operating

Common Questions

How early should an organizer submit?

Submit as early as possible. The public Fishers page states that organizer registration confirmation is generally received within five business days after submission.

Can food be prepared in a private residence?

No. The Fishers page states that retail food preparation may not occur in a private residence.

What if food is prepared in another county?

Proof of permit from that county must be provided before Fishers issues a temporary permit.

Does each booth need a permit?

Each temporary stand or booth requires a permit unless exempted by law.

Who can help with questions?

Contact the Fishers Health Department at 317-567-5045.

Source Notes

Fishers Health Department, Temporary Food Permit & Event Organizers page: Used for temporary food event requirements, organizer registration, site-map elements, temporary vendor/annual temporary pathway descriptions, five-business-day organizer confirmation timeline, and food preparation limitations.

Fishers Health Department, Food Permit Application page: Used for current Fishers Health Department food permit contact information and permit-fee context.

Fishers Health Department page footer: Used for current clinic/administration and vital records/permitting addresses.