



If you are **organizing an event where food will be served** in the City of Fishers, or if you are a **temporary food vendor**, the City uses its online **ViewPoint permitting system**. The process differs slightly depending on whether you are the **event organizer** or the **food vendor**.

Instructions for Event Organizers

1. **Go to the Fishers Health Department Temporary Food Permit & Event Organizers page.**
 - Select "**Event Organizer Registration Application (ViewPoint).**"
2. **Complete the online registration.**

You will be asked to provide:

 - Event name
 - Event dates and hours
 - Event location
 - Organizer contact information
 - Estimated attendance
 - List of food vendors (if available)
3. **Upload a site map.**

The site map should identify:

 - Food vendor locations
 - Restroom locations
 - Handwashing facilities
 - Potable water access for vendors
 - Trash receptacles for vendors and patrons
4. **Submit the application.**
 - There is **no fee** for event organizer registration.
 - The Fishers Health Department states that organizers generally receive a registration confirmation within **five business days**.
5. **Coordinate with your vendors.**
 - Each food vendor is responsible for obtaining the appropriate temporary food permit unless exempt by law.

Instructions for Temporary Food Vendors

1. Visit the **Temporary Food Permit & Event Organizers** page.
2. Select the appropriate application:
 - **Temporary Vendor Application** – for a single event lasting **1–14 consecutive days**.
 - **Annual Temporary Application** – for vendors attending multiple events during the calendar year.
3. Complete the online application by providing:
 - Business information
 - Owner/operator information
 - Event information

- Food menu
 - Food preparation location (commissary, if applicable)
 - Certified Food Handler information (when required)
 - Water and wastewater disposal information
 - Equipment used for hot/cold holding, handwashing, and utensil washing
4. Submit any required supporting documents, such as:
- Commissary agreement
 - Current permit from another Indiana health department (if food is prepared outside Fishers)
 - Other requested documentation
5. Pay the applicable permit fee online.
Temporary permits currently range from **\$20–\$100**, depending on the type and duration of operation.
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Important Requirements

- Temporary food establishments may operate for **no more than 14 consecutive days** at a single event.
- Food may **not** be prepared in a private residence.
- If food is prepared in another county, proof of that county's permit must be provided before Fishers issues the temporary permit.
- Each temporary booth or stand generally requires its own permit unless specifically exempt by law.

Assistance

For questions about the online application process, contact the Fishers Health Department:

- **Phone:** 317-567-5045
- **Permitting Office:** 3 Municipal Drive, Fishers, IN 46038