

Traveling Tea Tavern — Permit & Event Checklist

Maricopa County • October 2026 |

Scope: Brewing and serving gongfu tea on-site at events (i.e. Traveling Tea Tavern events) Bottled potions are handled in a separate guide.

Permit background & quick facts

Permit: Mobile Food Type I, as established through Tea Tavern's prior correspondence with Maricopa County for its on-site tea service. This guide is for tea brewed to order using a gaiwan at a temporary event setup, not packaged potion sales.

Pre-Permit Number: EHR2600938

2026 County fee: \$290 for a one-year Type I permit.

The earlier six-month Type I option was removed in the County's revised fee schedule. Verify the charge shown in Permit Center before payment.

Maricopa County Permit Center — application checklist

Apply / manage permit: <https://maricopacountyaz-energovweb.tylerhost.net/apps/selfservice>

County mobile food guidance: <https://www.maricopa.gov/3977/Mobile-Food-Establishments>

- ☐ Sign in or create a Permit Center account; choose the Mobile Food Establishment application and Type I classification.
- ☐ Enter Tea Tavern's business/owner information and describe live gongfu tea brewing and service accurately.
- ☐ Prepare the live-tea menu, setup photographs, and event/route or operating-location information.
- ☐ Attach the commissary agreement and other supporting documents requested for this operation.

- ☐ Complete any required pre-operational attestation and provide handwashing setup photos if requested.
- ☐ Submit the application; respond to County requests; pay the assessed fee.
- ☐ Save the issued permit card/placard, permit number, expiration date, and County correspondence.
- ☐ Track renewal and update the route sheet and commissary documentation when required.

Before each event

- ☐ Confirm the event date, location, arrival time, loading access, table space, water access, and organizer rules.
- ☐ Check that the permit is active and the event service fits the County-approved operating arrangement.
- ☐ Confirm the current tea menu, expected attendance, staffing, and tea/water supply.
- ☐ Confirm a suitable handwashing and wastewater-disposal location or bring the approved portable setup.
- ☐ Pack printed or offline copies of permits, event details, and key contact information.

On-site equipment & documents

- ☐ Permit card/placard and relevant event authorization; display as required.
- ☐ Clean, stable table and washable service surfaces; gaiwan, tea vessels, cups, tea, and brewing accessories.
- ☐ Safe hot-water source and adequate potable water for tea preparation.
- ☐ Portable handwashing station as required by the approved setup: insulated potable-water supply (previous County guidance: 5 gallons at approximately 100°F), continuous-flow spigot, soap, and disposable paper towels.
- ☐ Wastewater collection container (at least 15% greater capacity than freshwater supply; 5 gallons requires at least 5.75 gallons wastewater capacity).
- ☐ Trash receptacle, cleaning/sanitizing supplies, and safe transport containers for used equipment.
- ☐ Current route/event information, commissary agreement/contact details, and food-handler documentation as applicable.

Setup, service & closing

- ☐ Set up a clean service area and handwashing station before handling tea or equipment.
- ☐ Check potable water, hot-water handling, wastewater capacity, and hygiene supplies.
- ☐ Brew and serve tea using the approved on-site process; keep clean and used equipment separate.
- ☐ Monitor water and waste levels; replenish supplies as needed without contaminating the service area.
- ☐ At closing, secure equipment and supplies; remove trash and wastewater for approved disposal.
- ☐ Record any incidents, missing supplies, or issues to address before the next event.

Quick reference & County contacts

Type I guidelines: <https://www.maricopa.gov/DocumentCenter/View/24860/Mobile-Food-Type-I-Guidelines-PDF>

Mobile Food application (PDF): <https://www.maricopa.gov/DocumentCenter/View/5746/Mobile-Food-Permit-Application-PDF>

County fee update: <https://www.maricopa.gov/DocumentCenter/View/111480/ES-2025-004-Fee-Summary>

Pre-operational attestation: <https://www.maricopa.gov/FormCenter/Environmental-Services-16/Attestation-for-New-Permits-Mobile-Food--392>

Maricopa County Environmental Services

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Separate procedure: Bottled Potions — Arizona Cottage Food production, labeling, storage, and sales. **Do not use this checklist to manage bottled potion compliance.**

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