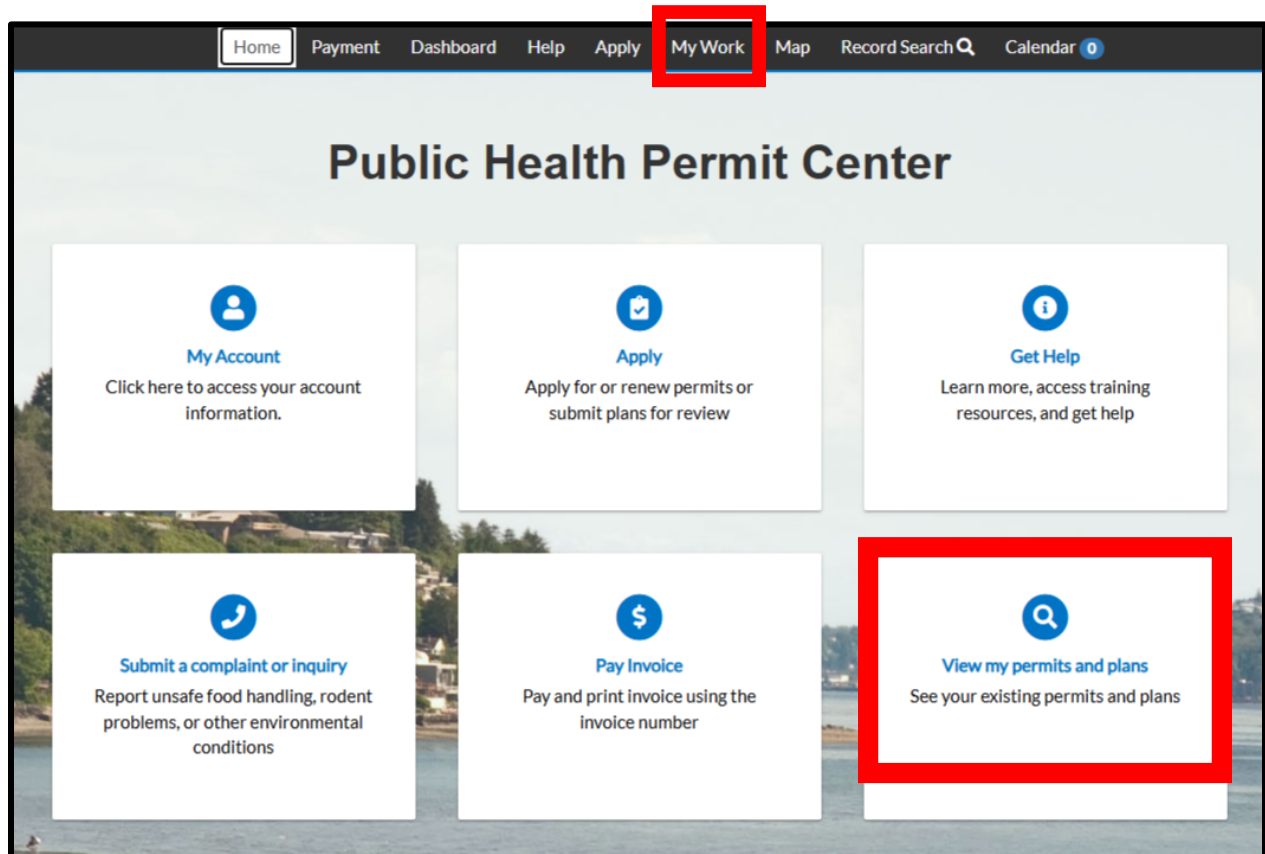


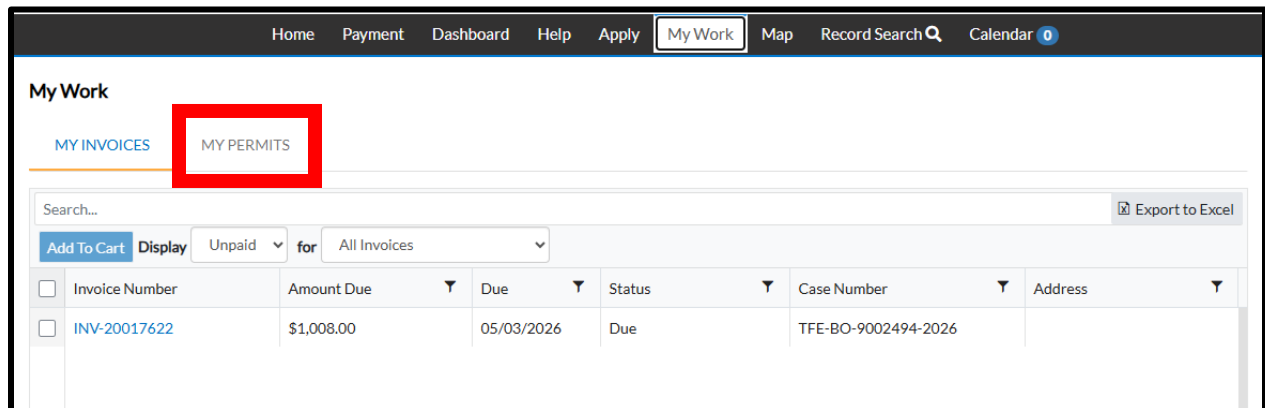
## How to Apply for Event 01

After submitting and paying for your multiple or unlimited permit package, you must apply for Event 01 so that Public Health can process the application.

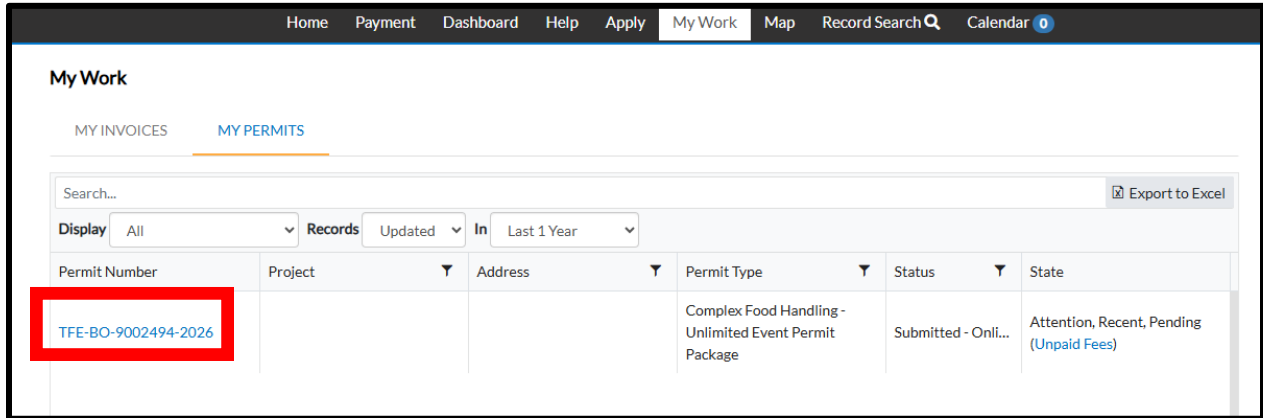
1. After logging into the Public Health Permit Center, click on “My Work” in the black banner OR the box labeled “View my permits and plans”



2. In MY Work, click “MY PERMITS”



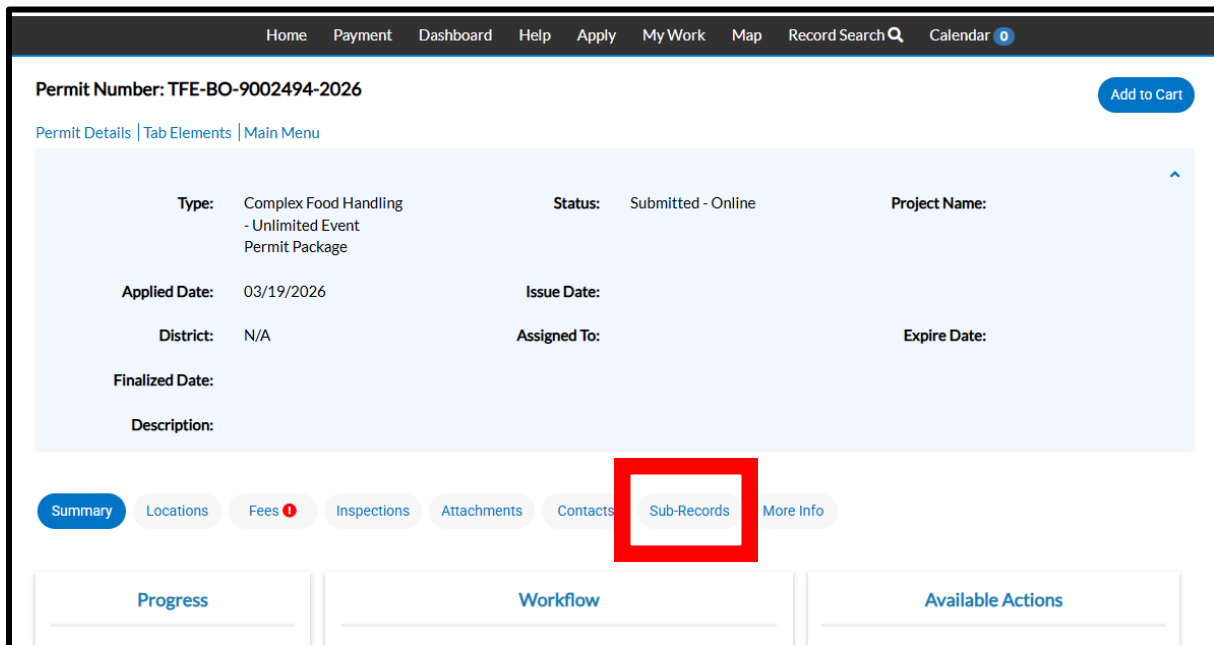
- In “MY PERMITS”, click the blue TFE-BO link which will take you into the permit package



The screenshot shows the 'My Work' dashboard with the 'MY PERMITS' tab selected. A table lists permit records. The first record is highlighted with a red box:

Permit Number	Project	Address	Permit Type	Status	State
TFE-BO-9002494-2026			Complex Food Handling - Unlimited Event Permit Package	Submitted - Onli...	Attention, Recent, Pending (Unpaid Fees)

- Next click on “Sub-Records”

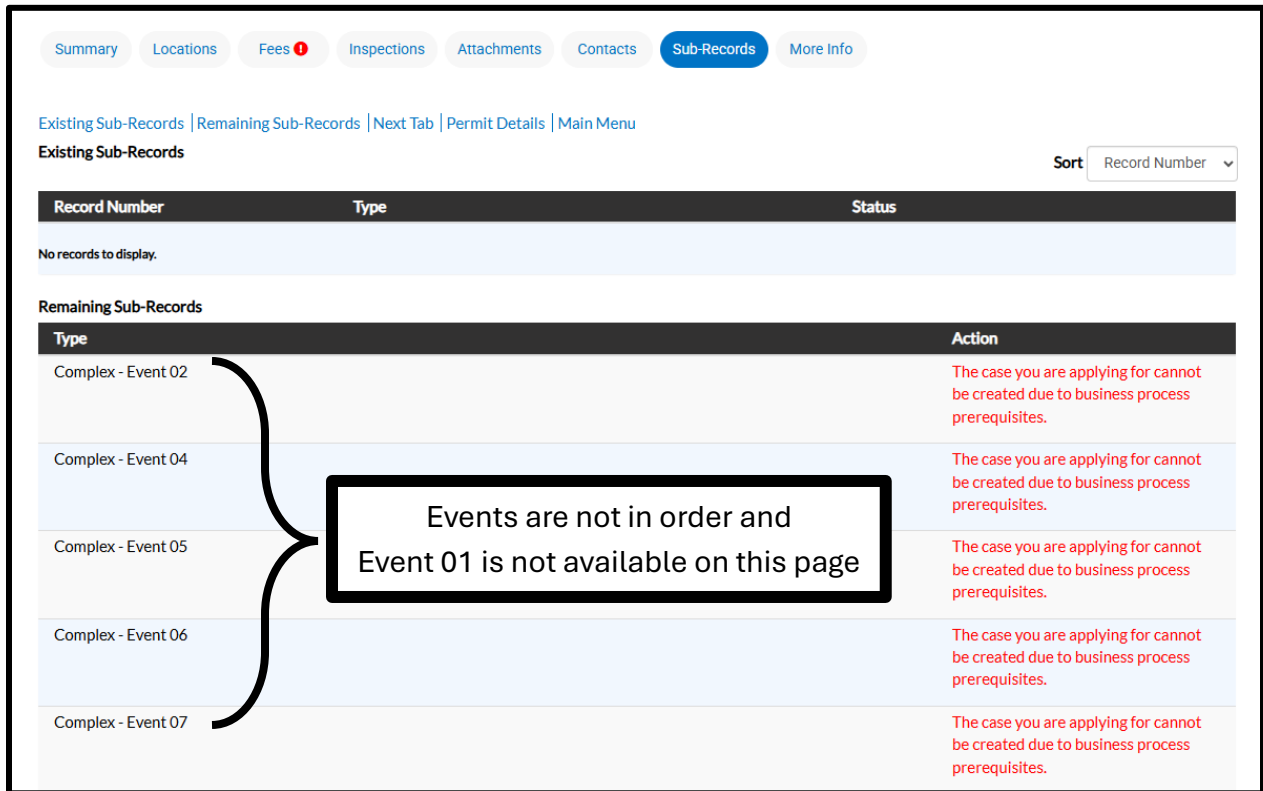


The screenshot shows the permit details page for 'Permit Number: TFE-BO-9002494-2026'. The 'Sub-Records' tab is highlighted with a red box. The page displays various details for the permit:

- Type:** Complex Food Handling - Unlimited Event Permit Package
- Status:** Submitted - Online
- Project Name:**
- Applied Date:** 03/19/2026
- Issue Date:**
- District:** N/A
- Assigned To:**
- Expire Date:**
- Finalized Date:**
- Description:**

At the bottom, there are several tabs: Summary, Locations, Fees (1), Inspections, Attachments, Contacts, **Sub-Records** (highlighted), and More Info. Below the tabs are three main sections: Progress, Workflow, and Available Actions.

5. In Sub-Records, you may notice that the Events are not listed in chronological order and Event 01 may not be visible on this page.



The screenshot shows a web interface for 'Sub-Records'. At the top, there are navigation tabs: Summary, Locations, Fees (with a red notification icon), Inspections, Attachments, Contacts, Sub-Records (selected), and More Info. Below the tabs, there are links for Existing Sub-Records, Remaining Sub-Records, Next Tab, Permit Details, and Main Menu. The 'Existing Sub-Records' section is currently empty, displaying 'No records to display.' The 'Remaining Sub-Records' section contains a table with two columns: 'Type' and 'Action'. The table lists five records, all of type 'Complex - Event' followed by a number from 02 to 07. Each record has an 'Action' column with a red error message: 'The case you are applying for cannot be created due to business process prerequisites.' A callout box with a black border and white background points to the 'Type' column, containing the text: 'Events are not in order and Event 01 is not available on this page'.

Type	Action
Complex - Event 02	The case you are applying for cannot be created due to business process prerequisites.
Complex - Event 04	The case you are applying for cannot be created due to business process prerequisites.
Complex - Event 05	The case you are applying for cannot be created due to business process prerequisites.
Complex - Event 06	The case you are applying for cannot be created due to business process prerequisites.
Complex - Event 07	The case you are applying for cannot be created due to business process prerequisites.

- Navigate to the second page of events and click the blue apply button next to Event 01.

Existing Sub-Records Sort | Record Number ▾

Record Number	Type	Status
No records to display.		
<b>Remaining Sub-Records</b>		
	Type	
	Complex - Event 01	<span style="border: 2px solid red; border-radius: 10px; padding: 2px 10px;">Apply</span>
	Complex - Event 03	The case you are applying for cannot be created due to business process prerequisites.
	Complex - Event 09	The case you are applying for cannot be created due to business process prerequisites.
	Complex - Event 10	The case you are applying for cannot be created due to business process prerequisites.
	Complex - Event 11	The case you are applying for cannot be created due to business process prerequisites.
	Complex - Event 16+	The case you are applying for cannot be created due to business process prerequisites.

Results per page: 10 ▾ 11 - 16 of 16 << < 1 **2** > >> ←

Select to apply for Event 01

Click 2 to navigate to second page.

- Follow the steps to submit an application for Event 01.

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

**Apply for Permit - Complex - Event 01** \*REQUIRED

1 — 2 — 3 — 4 — 5 — 6

Type — Contacts — More Info — Attachments — Signature — Review and Submit

**PERMIT DETAILS**

\* Permit Type:

Description:

Save Draft Next

**Additional Information:**

You will follow these steps to apply for each event you plan to participate in.

You will not be charged for applying for events UNLESS you apply late:

- 3 to 5 days before an event = \$50 late fee
- 1 to 2 days before an event = \$100 late fee