



HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
Lena H. Jones, MPA • Health Director

Parcel Id #: \_\_\_\_\_

Permit #: \_\_\_\_\_

## Temporary Food Event Coordinator Application

To be completed for events with more than one food vendor

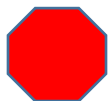
**COORDINATOR(S) BE ADVISED:** Food vendors seeking Temporary Food Establishment permits must submit application and fee payment to the Environmental Health Department no later than **15 days prior to commencement**. Late application submittals WILL NOT be accepted. It is your responsibility to advise perspective food vendors of their requirements and responsibilities in obtaining a temporary food service permit.

### MOBILE FOOD UNITS AND PUSHCARTS:

Mobile Food Units and Push Carts that have a valid permit from a North Carolina county may operate under the conditions of their permit without a TFE permit from this department. However, those units must be able to leave the site after each days' operation to report to their commissary as required by law.

### NON-PROFIT FOOD VENDORS:

Non-profit food vendors working under a non-profit, tax-exempt status with a valid Tax Exempt ID Number may prepare and serve food for not more than 2 consecutive days (each month) in conjunction with the event. Food service operations occurring under these provisions do not require a TFE permit from this department.



**STOP! IF YOU ARE NOT THE EVENT FOOD SERVICE COORDINATOR  
THIS IS NOT APPLICATION FOR A FOOD SERVICE PERMIT.**

Name of event \_\_\_\_\_

Location of event \_\_\_\_\_

Dates of event \_\_\_\_\_

Hours of event \_\_\_\_\_

(Lighting is required in Temporary Food Establishments during nighttime events therefore vendors may need access to power)



o. 704.736.8426



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lincolncounty.org



115 West Main St. | Lincolnton, NC 28092

**1. EVENT COORDINATOR(s) / RESPONSIBLE INDIVIDUAL(s) Contact Information:**

Name	Email	Phone Number
1.		
2.		
3.		
4.		
5.		

Describe the site of the event    Grass Field    Gravel Lot    Parking Lot    Other,  
Describe:

**2. List the date and time food vendors will be set up for permitting:**

(Date and time must be verified with the Regulatory Agent)

a. Date: \_\_\_\_\_

b. Time: \_\_\_\_\_

**3. Expected Number of Temporary Food Establishments** \_\_\_\_\_

**4. Provide a plat or map of the event property showing the location where food vendors will be set up specifying where each vendor will be stationed. Include the location of the water tap (if provided) dumpster, grease waste dump station, gray water dump station, and restrooms.**

**Utilities provided for food vendors:** Describe or check how the following services will be provided for food vendors:

**1. Potable Water Supply:**

Public water supply with proper backflow protection

Onsite well (requires approval and sampling)

Other, explain: \_\_\_\_\_

Disposal of Wastewater: (water used by vendors to wash hands and utensils)

Grey water bin, barrel, container by organizer.

Name of person or company responsible for maintenance \_\_\_\_\_

Contact for person or company responsible \_\_\_\_\_

Portable toilet at event designated for grey water disposal only

Direct connection to onsite wastewater disposal system private or public

Other: \_\_\_\_\_

**3. Bulk Garbage Disposal:**

Event dumpster(s)

Name of person or company responsible for maintenance \_\_\_\_\_

Contact for person or company responsible \_\_\_\_\_

Other: \_\_\_\_\_

4. Grease Waste Disposal:

Grease receptacle

Name of person or company responsible for maintenance \_\_\_\_\_

Contact for person or company responsible \_\_\_\_\_

Packaged and taken off site by food vendors

Other: \_\_\_\_\_

5. Electricity for each Temporary Food Establishment:

Onsite permanent connection by Organizer

Generator by Organizer

Electricity connection is not provided by Organizer

6. What type of toilet facilities are provided?

Portable Toilets. Responsible company \_\_\_\_\_

Contact for responsible company \_\_\_\_\_

Permanent facilities

Number of toilets

Number of handwash lavatories or stations provided

**Temporary Food Establishments:** List the name of each Temporary Food Establishment (food vendors obtaining a TFE permit from this department)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**Food Trucks & Push Carts:** List all Permitted Food Trucks (Mobile Food Units) and Push Carts (hot dog carts) that will be operating under their county-issued permits. Include the name of each unit and a contact number or email:

Each Mobile Food Unit and Push Cart owner must email this department at [foodtrucks@lincolncountync.gov](mailto:foodtrucks@lincolncountync.gov) with their contact information and the dates and times of operation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Non-profit food vendors:** List all non-profit food vendors operating under a tax-exempt ID number and include the Tax Exempt ID Number for each vendor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Be advised that basic utility services must be provided so that Temporary Food Establishments can operate in accordance with the NC Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the NC Food Code. Should an interruption occur during any event that affects the water supply or electricity (if provided) to a Temporary Food Establishment, or should a problem occur with waste disposal, Temporary Food Establishments must cease operation until services are restored. The Rules Governing the Food Protection and Sanitation of Food Establishments and the Food Code can be found at <http://ehs.ncpublichealth.com/rules.htm>

Print Coordinator name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_