



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

Parcel Id #: _____

Permit #: _____

TEMPORARY FOOD ESTABLISHMENT APPLICATION

§ 130A-247 "Temporary food establishment" means an establishment not otherwise exempted from this part pursuant to G.S. 130A-250 that (i) prepares or serves food, (ii) operates for a period of time not to exceed 30 days in one location, and (iii) is affiliated with and endorsed by a transitory fair, carnival, circus, festival, public exhibition, or agritourism business.

Temporary Food Establishment and Temporary Food Establishment Commissary applications must be submitted no later than **15 calendar days prior to commencing operation**. Late submittals cannot be accepted.

Name of Food Establishment: _____

Owner/Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Name of Event Organizer: _____

Mailing Address of Event Organizer: _____

City: _____ State: _____ Zip code: _____

Phone Number of Event Organizer: _____

Email of Event Organizer: _____

Event Name: _____

Event Location: _____

Event Dates of Operation: _____

Event *Hours of Operation: _____

*Lighting is required in Temporary Food Establishments during nighttime events

A food booth may be exempt from the requirements if the following exceptions apply:

Establishments that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90 or that are political committees as defined in G.S. 163-278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days.

If you are representing a church or other nonprofit organization list your affiliation and tax exempt ID number: _____

APPLICATION SUBMITTAL REQUIREMENTS & DEADLINE

1. Application and fee payment must be submitted no later than 15 calendar days prior to commencing operation. Late submittals cannot be accepted.
2. Completed Application
3. Application fee: **\$75.00** per Food Establishment. Must be paid at the time of application.
4. Applications for substitute vendors may be submitted no fewer than 3 business days prior to the event.
5. **NO REFUNDS.** Refunds will not be given to vendors who miss the appointed inspection time for any reason.

DO'S & DON'TS

6. A Temporary Food Establishment Commissary may commence operation not more than 7 days prior to the event and operate for the length of the event up to a time period not to exceed 21 consecutive days.
7. Food sources must comply with NC Food Code 3-201. Foods prepared before the event in another location are **PROHIBITED** unless documentation is presented verifying compliance with the NC Food Code and the Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600.
8. Where food sources cannot be verified, you will be required to dispose of the food. Maintain purchase receipts and invoices.
9. 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>
10. Arrive early to set up your food booth for inspection so that you are completely set up by the appointed inspection time. Late arrivals will not be allowed to operate.

UTILITIES, SERVICES & BOOTH SET UP:

1. Do you have an approved Employee Health Policy as required by the NC Food Code 2-201?
 *No Yes (a policy can be found at
<https://ehs.dph.ncdohhs.gov/faf/docs/foodprot/FoodEmployeeReportingAgreement-2021-FINAL.pdf>
 - The Permit Holder shall require food employees and conditional employees to report to the person in charge information about their health and activities as they relate to diseases that are transmissible through food.
 - Food vendors must maintain a list of names, addresses and phone numbers of all workers working in the food booth. The list must be kept for 30 days.
2. Please check or describe how your foodservice operation will be physically contained:
(check all that apply)
 Enclosed trailer
 *Under a tent, shelter, canopy with proper physical barriers (fly fans, screens, etc.)
 Permanent structure
 Other, describe _____
3. *NC Food code 6-101.11 (B) Surface Characteristics in a TEMPORARY FOOD ESTABLISHMENT:
(1) If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other APPROVED materials that are effectively treated to control dust and mud; and
(2) Walls and ceilings may be constructed of a material that protects the interior from the weather and windblown dust and debris.
4. *Water Supply: How will potable water be supplied to your booth?
***POTABLE WATER IS REQUIRED FOR HANDWASHING AND CLEANING.**
 Public water supply by Organizer (food grade water hose required)
 Onsite well (requires sampling)
 Other, explain: _____
5. Disposal of Wastewater: (water used to wash hands, produce and utensils)
 Grey water bin, barrel, container provided by organizer
 Portable toilet at event designated for grey water disposal only
 Direct connection to onsite waste water disposal system private or public
 Other: _____
5. Bulk Garbage Disposal:
 Event Dumpster(s) provided by organizer
 Other: _____
6. Grease Waste Disposal (if applicable):
 Grease receptacle provided by organizer
 Packaged and taken off site for proper disposal
 Other: _____

FOOD HANDLING:

6. How will food handlers wash their hands?

- Minimum 2-gallon container (filled with warm potable water) with unassisted free-flowing faucet or spout and a receptacle below to catch gray water for proper disposal
- Handwashing sink connected to potable running water
- Other: Describe below:

Check that the following is provided at each handwash station as required:

- Warm water for handwashing
- Handwashing Soap
- Paper towels for drying hands
- Paper towels holder for clean handling of paper towels

Are food safe disposable gloves provided for handling ready to eat foods? Yes No

6. Proposed Menu: List all foods and drinks proposed for service including items such as lettuce, onions, tomatoes, etc. Attach as separate page if necessary.

7. Describe **handling procedures** for each of the foods listed on the proposed menu:

Example:

Food Product: Chicken wings

Describe how product will be handled: purchased frozen, stored frozen on ice, removed from package, placed into fryer, cooked to 165°F or above and served directly to customer

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

Food Product: _____

Describe how product will be handled: _____

8. If listed above, will produce require washing before preparation? No *Yes

*If yes, a separate food preparation sink must be provided. The food prep sink must meet Chapters 4.1-4.2 of the NC Food Code Manual.

9. List all Hot Holding and Cooking Equipment:

- Ex: Warming cabinet
- Ex: Hot water Steam Table
- Ex: Heat Lamps
-
-
-
-
-
-
-
-

10. List all Cold Holding Equipment:

UTENSIL WASHING AND SANITIZING

11. How will food service utensils (such as pans, spatulas, scoops, ladles and knives) be washed, rinsed and sanitized? (3-compartment sink or 3 basins required)

3-compartment sink of sufficient size to submerge, wash, rinse and sanitize utensils
 3 basins of sufficient size to submerge, wash, rinse and sanitize utensils
 Combination of sink compartments and basins. Describe below:
 Other - Describe: _____

12. Customer utensils: Single-use only (disposable)

Multi-use utensils*

*(Discussion and pre-approval required)

13. Test strips provided for testing sanitizer strength

14. Stem thermometer provided for measuring and monitoring food and water temperatures
(a digital thin-tip probe thermometer is recommended and may be required if thin TCS foods are served)

15. Draw the layout of your foodservice booth or trailer on graph paper.

Is a drawing provided showing the layout of the food preparation, storage and service areas?

Yes *No

*Note: Application will not be accepted without a clear, legible drawing.

Free printable graph paper can be found at <https://print-graph-paper.com/>

- Suggest using $\frac{1}{2}$ inch = 1 foot (each square equals one foot of food booth space)
- Indicate the size of the space (example 10 foot x 10 foot)
- Draw the equipment on the graph to indicate where everything is located
- Label all equipment including cookers, grills, fryers, cold holding equipment, coolers, prep tables, hand washing station & ware washing station.
- Include additional storage areas such as refrigerated food trucks if applicable