



### Temporary Food Service Permit Application for Vendors

Each Food vendor must submit an application with Person County Environmental Health at least thirty (30) calendar days prior to the event. An application includes a Temporary Food Service Permit Application for Food Vendor(s) and a \$75 fee for each proposed TFE Permit. Any applications received after the deadline shall be denied.

Date Submitted: \_\_\_\_\_

1. Event: \_\_\_\_\_

2. Location: (Street #) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

3. Event Date(s): \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Rain Date(s): \_\_\_\_\_

4. Event Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

5. Booth/Business Name: \_\_\_\_\_

6. Owner/Operator Name: \_\_\_\_\_

7. Owner/Operator Address and Contact Information:  
\_\_\_\_\_ (Street #) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_ Other: \_\_\_\_\_ Email: \_\_\_\_\_

8. Do you have an employee health policy **as required** by NC Food Code Manual 2-201? (choose one)  
No, the attached form satisfies North Carolina requirements. Keep these records on file to show PCHD  
Yes, keep records on file to show PCHD

9. Setup; (check all that apply)  
**Tent with 3 sided protection** ( ) x ( ) **with front sneeze guards and fans**  
**Tent** ( ) x ( ) **with fans and effective sneeze guards and fans**  
Trailer/Self Contained Unit ( ) x ( )  
Building/Indoor Event

10. Will any food or drink be prepared at a food service establishment (FES) prior to the event? (Choose one)  
No  
Yes, **if yes, all food must be prepared in an approved food service establishment (FSE), not a home kitchen. Include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and copy of last inspection by the local health authority. If this FSE is out of state please call PCHD before completing this application.**

11. Check the box that describes your equipment: (check all that apply)  
Cold Holding (including transportation)  
Refrigerated Truck                      Coolers (with drainage port) with ice  
Household Refrigerator(s)              Household Freezer(s)  
Commercial Refrigerator(s)              Commercial Freezer(s)              Other: \_\_\_\_\_

Hot Holding (including transportation)  
Steam Table      Grill      Electric hot box      Chaffers      Other: \_\_\_\_\_

12. Source of ice: (check all that apply)  
 Commercial bagged ice  
 Obtained from approved food service establishment (include in letter from question 10)
13. Will any animal food such as beef, eggs, fish, shellfish, poultry, pork, milk, lamb be offered raw or undercooked? (choose one) No Yes, **if yes\*, what food(s)?** \_\_\_\_\_  
 \* Consumer Advisory must be posted per NC Food Code Manual 3-603.11
14. Will fresh vegetables or fruit be used (i.e. onions, potatoes, corn, lemons, lettuce, tomato, etc.)? (choose one)  
 No Yes, **if yes, a food preparation sink is required for washing fruits/vegetables. The sink must have water under pressure and waste water holding capability. The 3 basin utensil washing set up cannot be used for this purpose.**
15. Employee Handwashing set up: (choose one)  
 Plumbed handsink with unassisted free flowing faucet (i.e. stop cock, turn spout) and warm water, soap, paper towels  
 Minimum 2 gallon container with unassisted free flowing faucet (i.e. stop cock, turn spout) with warm water, soap, paper towels, and waste container with tight fitting lid
16. Utensil Washing set up: (choose one) **\*\* Basins must be large enough to submerge your largest utensil (i.e. mixing bowl, pans)**  
 3 basins **and** air drying space (drain board/counter space)  
 Plumbed 3 basin sink **and** air drying space (drain board/counter space)
17. Potable (Drinking) Water Source: (check all that apply)  
 Provided by event (on-site municipal)  
 Sealed bottled water  
 Obtained from an approved food service establishment (include in letter from question 10)
18. Lighting in Food Service/Storage Areas: (check all that apply)  
 Shielded bulbs  
 Shatterproof bulbs
19. Wastewater Disposal for Handwash/Utensil Wash: (choose one)  
 Provided by event (grey water holding tank or direct connection to sewer)  
 Approved food service establishment can wash (include in letter from question 10)  
 Emptied at recreational vehicle (RV) waste-site (copy of receipt must be submitted within 5 days of end of event to PCHD)
20. Toilet Facilities: Public Building Porta-Johns
21. Garbage Disposal: Provided by event Other \_\_\_\_\_

**Booth Diagram with Equipment Layout**

Draw or attach a diagram showing your food booth set up. Indicate tent dimensions (if applicable), front service area, sneeze guards, handwashing station, utensil washing set up and air dry space, produce washing set up (if applicable), cooking equipment, refrigeration, hot holding and cold holding equipment, preparation areas, fan placement (if applicable), etc.

**Menu Chart (list all food, drink, and condiments)**

IT is *strongly recommended* that prewashed produce be purchased and used in a TFE. A *produce sink with water under pressure and wastewater holding will be required if produce is not purchased prewashed.* Produce includes fruits and vegetables such as lemons, potatoes, lettuce, tomatoes, etc. Produce such as onions in the skin and corn in the husk are also required to be washed.

<b>Menu Item (Food)</b>	<b>Food Supplier/Food Source</b>	<b>Thaw How? Where?</b>	<b>Cut/Wash Assemble Where?</b>	<b>Cook How? Where? Final Cook Temperature?</b>	<b>Cold/Hot Holding Equipment</b>	<b>What will be done with leftovers at the end of each day?</b>
Chicken breasts with brown gravy	Frozen boneless chix breasts from Sams kept in original container	No thawing Stored in chest cooler with bagged ice designated for chix only	Marinated in soy sauce	Cook 5lbs at a time on a flat top grill to 165°F	Transfer to preheated steam table	Chix will be batch cooked as needed. Leftovers will be given away or discarded at end of each day.
Brown gravy	Dry packet gravy from local grocery store	Not applicable	Single eye burner	Add sealed bottled water and heat to boiling	Transfer to preheated steam table	Brown gravy will be batch cooked as needed. Leftovers will be discarded at end of each day.

**ATTACH ADDITIONAL MENU SHEETS IF NECESSARY**

\*\* Approval may be granted to allow for cooling and reheating of Potentially Hazardous Foods (PHF) if written procedures are submitted with this application and approved. Written procedures must detail:

- how the food(s) will be cooled (quantity of food, time parameters, cooling methods, equipment used)
- how the food(s) will be stored (ie. Refrigerated truck, walk-in)
- how the food(s) will be reheated (method, time parameters, equipment used)

**VENDOR ACKNOWLEDGEMENT AND SIGNATURE SECTION**

**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- Any deviation from the above without prior written permission from Person County Environmental Health will nullify final approval and prevent issuance of a temporary food establishment permit.
- A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting (without prior approval from health inspector) may result in disposal or embargo of the food/drink.
- Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.
- Menu items are subject to approval and may be restricted.
- Approval of this application does not indicate compliance with any other cord, law or regulation that may be required (ie. Fire Marshall, federal, state and local authorities).
- Incomplete applications will be denied and returned.
- Both the TFE Application(s) and required fee(s) *must be received by Person County Environmental Health at least thirty (30) days prior to the event*, or the application shall be denied.

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

Application(s) can be faxed to Person County Environmental Health at 336-597-7808 and payment can be called in at 336-597-1790 (leave message if voicemail). Application(s) and fee(s) can also be mailed to Person County Environmental Health at 325 S. Morgan Street, Suite C, Roxboro, NC 27573. They also may be hand delivered to the same address.

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received at least thirty (30) calendar days prior to the event*, or the application(s) shall be denied. For more information call 336-597-1790

EHS Received date: \_\_\_\_\_ Permit fee paid \_\_\_\_ check \_\_\_\_ credit card \_\_\_\_ cash

## Temporary Food Establishments Guidelines and Checklist

**IMPORTANT: A permit cannot be issued unless all of the requirements are met as outlined below**

1. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Person County Environmental Health Department. **Do not prepare any food on-site before receiving a permit.** All foods must be obtained from approved sources; all unapproved food shall be discarded by the operator. Raw meat, poultry and fish shall be purchased in ready-to-cook portions.
2. The temporary food establishment must be thoroughly cleaned and sanitized prior to the evaluation visit by a representative of the Health Department.

The following items on this checklist must be complete in order to receive a permit.

- Sanitizer made with regular bleach (no scented bleach) mixed with water to make a 50-ppm solution or other approved sanitizer.
- Sanitizer test strips provided for the sanitizer in use.
- Provide food thermometers ranging from 0°F-200°F for monitoring food temperatures.
- Protection against flies and other insects shall be provided. (Screening and effective fans)
- Basins (3) and counter space/drain boards for the air-drying of utensils provided.
- Hand washing facility of at least a 2 gallon container with an unassisted free-flowing faucet, such as a stopcock or turn spout set up with antibacterial soap and paper towels, wastewater receptacle and warm water.
- Hair restraints used (baseball cap or hairnet)
- Ice scoops and bin provided for consumption ice (a separate ice supply from ice used for chilling food)
- Food stored off the ground/floor (potatoes, onions, etc. must be stored on a pallet or other approved means)
- All food handling and cooking must be done in a protected area (TFE shall have over head coverage)
- Gloves and/or utensils for handling ready-to-eat food- no bare hand contact of RTE food.
- Open food displays protected from contamination by sneeze guards, or other barriers.
- Beverages are limited to canned, bottled, or dispensed from approved devices.
- Approved potable water supply (bottled or approved municipal water supply) and food grade hose.
- Garbage shall be collected and stored in waterproof containers with tight-fitting lids.
- Proper disposal of wastewater and grease. **No disposal on ground or into storm sewer!**
- Contents of catch buckets must be poured into a can wash area, toilet, portable toilets, or holding tank.