



Forsyth County

Department of Public Health

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To all organizers, sponsors, coordinators, and food vendors at temporary food events,

Each special event involving food is unique. Due to the way the rules are written, some events and vendors may be exempt. It is in the best interest of the organizer, sponsor, coordinator, food vendors, and the health of the public that you contact the Forsyth County Department of Public Health Environmental Health Division, Fire Marshal, etc., prior to any event involving food to determine what will be required.

The following pages list Department of Public Health permitting requirements, applications, checklists, and general information for temporary food events. Even if an event or vendor is “exempt” from these rules, it would be best for the health and safety of patrons to your event if all requirements are met.

Read these rules carefully. Applications (for organizers and vendors) must be provided in a timely manner. Event organizers must supply all documentation, including vendor applications, to the Forsyth County Environmental Health Division at least 30 days prior to the planned event, along with the Permit Fee in the amount of **\$75.00** per vendor. Although the bulk of the requirements detailed in this packet will have to be met by the individual food vendor, the organizer is responsible for ensuring the information included in the application is correct. It is the responsibility of each individual vendor to meet all requirements stated in this packet before a permit will be issued. Denial of a permit will result in no sale of food, which may result in loss of revenue and possible loss of food product.

Please be aware of any legal issues that may result from selling issues. Selling food without a permit, at an event where a permit is required, will result in a cease order being issued and possible legal action. Event organizers, sponsors, coordinators, and vendors will share responsibility if a food-borne illness occurs from food sold at an event.

EXEMPT STATUS: Non Profit organizations, political committees, and other organizations that are exempt from federal income tax may prepare and sell food one time per month, as long as they do not exceed two consecutive days. If you are claiming EXEMPT STATUS as one of the above specified groups, please complete the form titled “Application for Exempt Temporary Food Events.” In addition, please provide a copy of the Letter of Declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. There is no need to complete the event organizer or food vendor applications unless it is determined that the event does not qualify for EXEMPT STATUS.

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments at www.deh.enr.state.nc.us/ehs/food/fudlinks.htm

Thank you in advance for your cooperation and good luck with your event.

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TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS

(Each Food Booth Operator must provide the following information)

15A NCAC 18A .2600 defines a temporary food establishment as those who sell food or drink for a period of 21 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. The Temporary Food Permit Application For Vendors must be submitted along with fee payment. (Be sure to consult with Fire Marshal and other entities about other requirements for your food booth). All food and beverage must be prepared on site or in a permitted TFE commissary. TFE commissaries require a separate TFE application and a \$75.00 fee. For more information call 336-703-3225.

Event Information (PLEASE PRINT)

Event Name: _____ Location of Event: _____

Dates/Times of Operation: Start Date: _____ Start Time: _____

End Time: _____ End Time: _____

Your Organization/Business Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: _____

Applicant's Email Address: _____

Previous Event Information: _____

Are any food or beverage items being prepared in a TFE commissary/permitted food service establishment?

Yes

No

What is the distance of transport of food and beverages from the TFE Commissary/permitted food service establishment to the food service site? **Distance (miles):** _____

How long will it take to transport food and beverages from the TFE Commissary/permitted food service establishment to the food service site? **Time (minutes):** _____

How will temperatures be maintained during transport? _____

What additional storage areas will be used during the event? (stock trucks, refrigerated trucks, etc):

Where will they be located? _____

Menu Information (PLEASE PRINT)

Menu items are subject to approval and may be restricted.

List all food items that will be served. Include how you plan to keep potentially hazardous food hot (135* F or greater) or cold (45*F or less). The Forsyth County Department of Public Health is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of permit. It is strongly recommended that only pre-washed produce be purchased and used in a temporary food establishment (TFE). Please use one row for each food item and include all beverages. Attach additional sheets if necessary. The first row is written as an example ONLY.

What is the source for **ice** that will be used at this event? _____

Describe the equipment to be used at the event for the following:

1. Cold Holding _____
2. Hot Holding _____
3. Cooking _____
4. Reheating _____

From the options below, please check what the booth will be connected to at the event (check all that apply):

- Water Sewer Electricity

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment needs to be positioned so the food is not exposed to the public. If the cooking and serving equipment is exposed to the public, shields and sneeze guards must be provided and installed correctly.

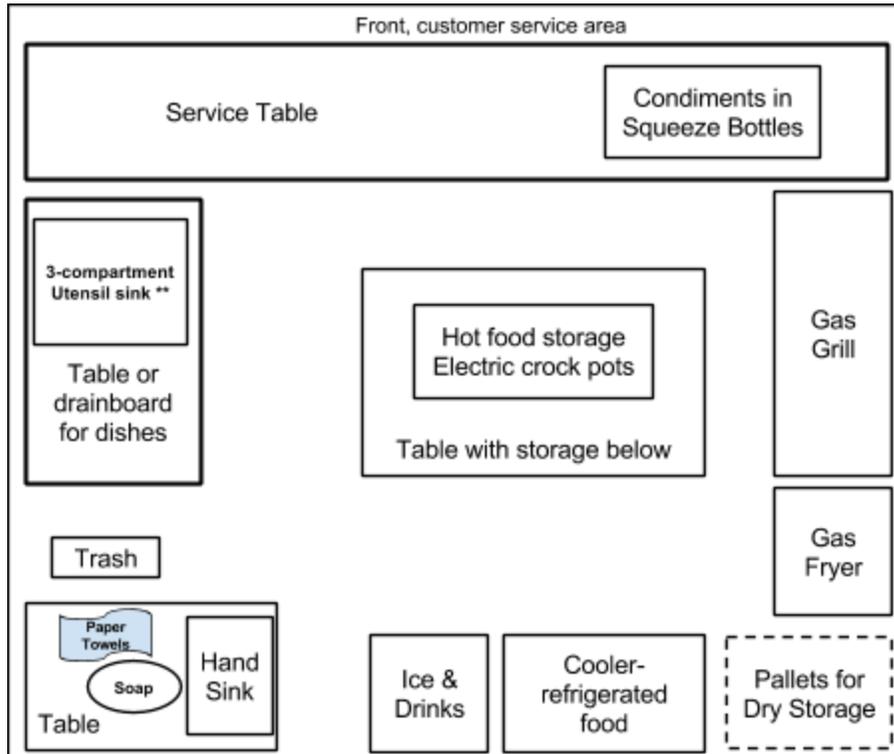
What type of structure will your food booth be at this event?

- Tent Trailer Building
 Other (describe): _____

Food Service Space Layout

Use the following example layout to draw your own layout on the next page. You must indicate ALL equipment that you will be using, including what will store hot and cold foods. For cooking equipment, indicate gas, electricity, or charcoal.

The layout pictured below for example and demonstration purposes only.



Size of food service area:
10 ft by 10 ft.

** Water heater is located under the utensil sink

Food Service Space Layout (PLEASE PRINT AND DRAW CLEARLY)

Use the space below to draw the layout of your food service space.

Food service area size: _____ ft. by _____ ft.

Please confirm and sign the following statement:

I hereby certify that all information presented in the application above is complete and accurate. I fully understand that:

- Any deviation from the above information without written permission from Forsyth County Department of Public Health Environmental Health Division, may nullify final approval and prevent issuance of a temporary food event permit.
- A pre-opening inspection (with all 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 FCDPH 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.
- Approval of this application does not indicate compliance with any other code, law, or regulation that may be required (ie: Fire Marshall, federal, state, and local authorities).
- Incomplete applications will be denied.
- Both the TFE Application(s) and required fee(s) must be received by FCDPH at least thirty (30) calendar days prior to the event, or the application shall be denied.

Applicant (full name, please print): _____

Applicant signature: _____ **Date:** _____

Reminder: Application and payment must be received at the same time. Applications and payments will not be accepted via fax, email, phone, or other electronic methods.

Temporary Food Establishment Permit Checklist

Please note the following:

- NO food preparation (processing, cutting, marinating, cooking, etc) can be done until you receive a permit. Foods, especially meats, must be in their original packaging. Any food that has been prepared or removed from the original packaging before receiving a permit will be **THROWN AWAY IMMEDIATELY**.
 - A \$75.00 permit fee and application must be received prior to obtaining a permit.
 - Disposing of grease or wastewater on the ground or in storm drains is **NOT** allowed. Sewer connections must be used.
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- Permanent booths must have gas inspected and approved.
 - Water properly connected. Drinking water safe, food grade hoses are required for water connections. Hoses must be sanitized before using them. Hoses need to be clearly labeled.
 - Wastewater properly disposed. Sewer connections are available on site and must be used. No holding tanks or blue-boys are allowed. Hoses for wastewater need to be clearly labeled.
 - Hot water at a minimum of 120°F at utensil sinks and a minimum of 90°F to 110°F at hand sinks. Wash water in the utensil sink must be maintained at 110°F.
 - Separate hand sink with soap and paper towels at all food handling areas. No cooler set-ups are allowed.
 - Three-compartment utensil sink and counter space/drain board for the air drying of utensils.
 - Separate food preparation sink provided in each food preparation area, unless using pre-washed produce with documentation from provider.
 - Sanitizer available. NO splashless or scented bleach can be used. Mix regular bleach and water to make a 50ppm chlorine solution.
 - Sanitizer test strips must be available.
 - Mechanical refrigeration is required for cold-holding all potentially hazardous food items.
 - Thermometers in refrigerators. Air temperature must be between 35°F and 40°F. Food needs to be 45°F or below.
 - Thermometers for checking food temperatures. Metal stem thermometers should read 0°F to 220°F. Cold foods must be kept at 45°F or below.
 - Food from approved sources. Any food requiring preparation prior to the event must be approved in advance by the Environmental Health Division of the Forsyth County Department of Public Health.
 - Food stored off the floor/ground and covered. Corn, potatoes, onions, etc must be stored on a pallet or other approved means and must be kept covered.
 - All food handling and cooking must be done in a protected area. This area needs to have overhead coverage. Any separate food areas need to have hand sinks provided.
 - Means to prevent bare hand contact with ready to eat foods, such as food grade gloves, utensils, or deli paper.
 - Outside storage such as supplies, refrigerators, and freezers, must be protected. Any supplies or equipment not inside a building, trailer, or tent must be covered.
 - Open food displays must be protected from contamination by sneeze guards or other barriers.
 - Ice bins need to be empty and clean before a permit will be issued. Ice scoops and a separate bin for ice used in beverages must be provided.
 - Consumer advisory must be posted for raw or undercooked animal products.
 - Lighting must be shielded and shatterproof.
 - Effective hair restraints, such as a ball cap or hairnet.
 - Employee health policy in place.
 - Non-food service drills used for mixing or cutting food are required to have a cleanable shield.