

Temporary Food Establishment Permit Application

The North Carolina Rules Governing require Temporary Food Establishments (NCAC 18A.2665-2669) be permitted. Application for Temporary Permit must be received with payment to the Dare County Department of Health & Human Services' Environmental Health Services Unit at least **15 calendar days** before the event.

There is a \$75.00 fee associated with this application, excluding non-profit applicants. **NO REFUNDS NO EXCEPTIONS.** Vendor Substitutions approved 3 days prior to event

Date of submission: _____ Name of Temporary Food Establishment: _____

Name of owner/operator: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: (____) _____ Email address: _____

Phone (day of event): (____) _____ Event: _____

Dates/Time of event: _____

Event Address: _____ City: _____ Zip: _____

Date and time TFE will be set up and ready for inspection: _____

Note: Vendors not ready within 30 minutes of this time will not receive a permit.

1. Proposed Menu: List all food and beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by Dare County Environmental Health office at least 10 days prior to the event).

2. Will any food and/or drink be prepared at a food service establishment (FSE) prior to the event? This includes washing vegetables, marinating meat, or cooking completed at FSE.

No:

Yes: All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy the of last inspection by the local health authority. If this FSE is out of state please call Dare County Environmental Health before completing this application.

3. Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or *under cooked*?

No:

Yes: *** Consumer advisory required– list items:

4. How will food temperatures be monitored during the event?

5. Indicate how food temperatures will be maintained during transport to the event: (check all that apply)
Cooler with Ice Refrigerated truck Cambro Insulated heat bags Other:
6. Indicate time and distance to travel with food product: _____
7. Source of ice: (check all that apply) Commercial bagged ice From approved FSE
8. Source of water: Public water supplied by organizer (food grade hose needed)
 Sealed bottled water Water from permitted FSE
9. Check the boxes that best describes the disposal methods for the following:
- Wastewater:** Event providing grey water disposal bin Event has onsite sewer available to use Taking back to approved FSE
- Garbage:** Event providing dumpsters/pick up Other:

*** Individual garbage containers must also be provided at TFE station**

10. Check the boxes that best describe equipment in your booth: utensil washing and hand wash set up is required:

Cold holding:	Hot Holding:	Utensil Washing:	Handwashing Set Up:
<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Steam table	<input type="checkbox"/> Plumbed 3 compartment sink	<input type="checkbox"/> Plumbed sink
<input type="checkbox"/> Household refrigerator	<input type="checkbox"/> Grill	<input type="checkbox"/> Plumbed 3 utility sinks	<input type="checkbox"/> Makeshift station with flowing faucet (see attached example)
<input type="checkbox"/> Commercial refrigerator	<input type="checkbox"/> Electric hot box	<input type="checkbox"/> 3 basins	
<input type="checkbox"/> Household freezer	<input type="checkbox"/> Chafing dish	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Commercial freezer	<input type="checkbox"/> Other:		
<input type="checkbox"/> Cooler with drainage port			
<input type="checkbox"/> Other:			

11. Check the box that describes the food booth set up:
 Covered Tent(s) Trailer/Self Contained Unit Building/Indoor Event

12. Identify the sources (example Sysco) for each meat, poultry, seafood, and shellfish item.

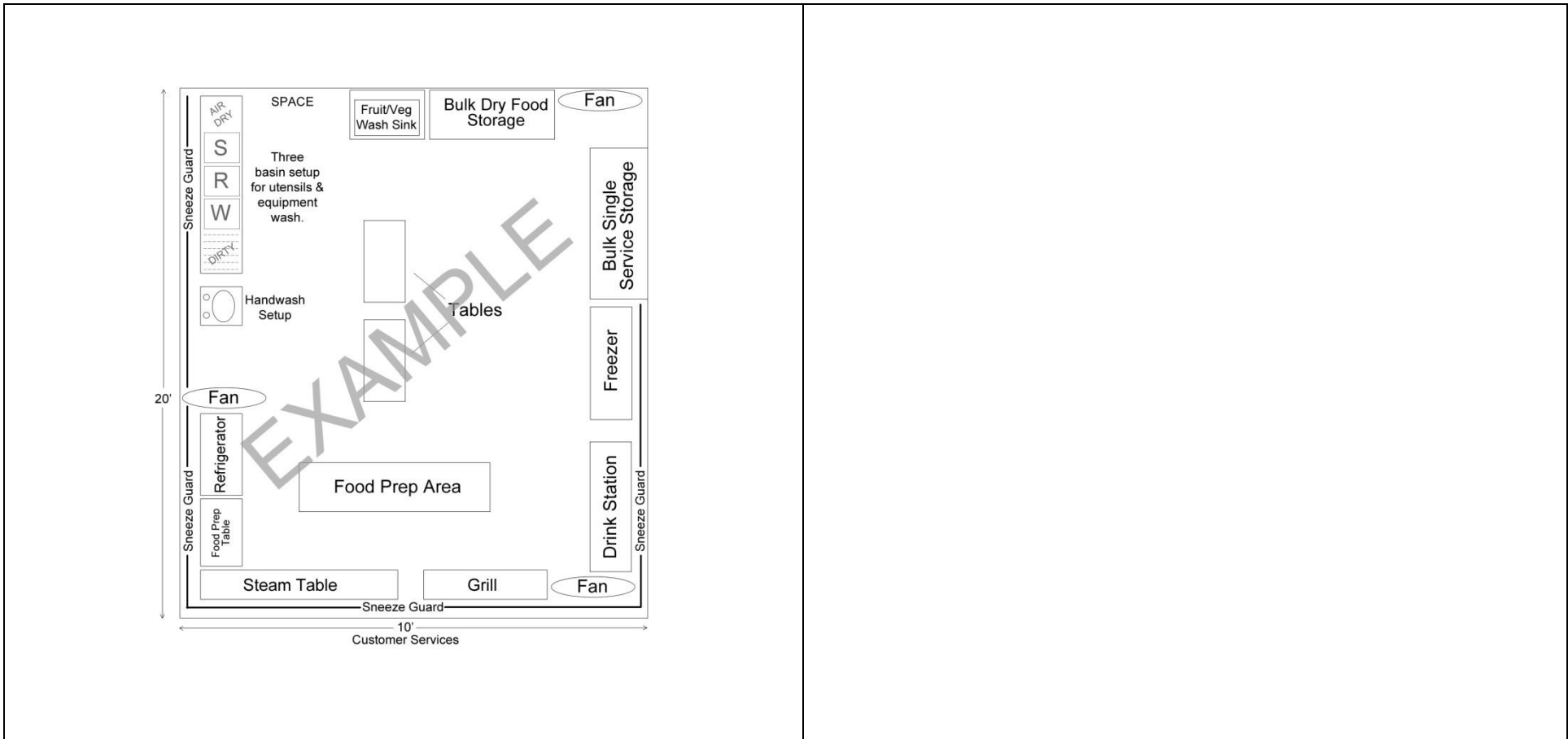
13. Menu Chart: Provide a complete list of a food/menu items. A produce sink will be required if produce is not purchased prewashed. Raw meat, poultry and seafood shall be purchased in ready to cook forms. Please include all add-on items such as lettuce, tomato, onion, chili, etc. Attach additional sheets if needed. *Deviation from menu without prior approval can result in permit revocation/denied.*

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package

14. Flooring in food service/storage areas check all that apply: Asphalt or Concrete or Grass Matting, tarps or similar non-absorbent material

15. Describe how electricity will be provided to the TFE:

16. Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc. Applications submitted without completed drawing will be **denied**.



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 Environmental Health may 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 may result in disposal or embargo of the food/drink, Excluding food that is prepared at approved Food Establishment prior to event.
- 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 and returned.
- Both the TFE Application(s) and required fee(s) *must be received by Dare County Environmental Health at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

Owner/Manager/Designee _____ Date _____

Turn in completed application by:

Mail

DCDHHS – Environmental Health
P.O. Box 669
Manteo, NC 27954
Please include check or money order.

Fax

DCDHHS – Environmental Health
252.441.6921
Please be prepared to make payment by phone with credit card

You will be contacted if more information is required after your application has been reviewed. The permit will be issued on the first day of the event. Your temporary food establishment must be ready to open so that an inspection of the facility can be performed before an operation permit is issued.

If you have any questions, contact Environmental Health Services Staff at 252.475.5080.



County of Dare

Department of Health & Human Services

P.O. Box 669 | Manteo, NC 27954

Health 252.475.5003 | Social Services 252.475.5500 | Veterans Services 252.475.5604 | darenc.com/hhs

TFEPA.07212017.2

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at <http://ehs.ncpublichealth.com/rules.htm>

<p>Employee Requirements:</p> <ul style="list-style-type: none"> • No bare hand contact with ready to eat foods • Employee health policy • Hat, hair or other hair restraint • No jewelry on arms and hands except plain ring 	<p>Utensil Washing:</p> <ul style="list-style-type: none"> • Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil • Drain board or counter space for air drying • Soapy water, rinse water and sanitizer • Sanitizer test strips
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> • All items of food operation must be under tent or cover • Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover 	<p>Handwash Station:</p> <ul style="list-style-type: none"> • At least a 2 gallon container under pressure • Free-flowing faucet/stopcock/turn spout (see attached) • Soap and disposable towels • Waste water catch bucket must be labeled
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> • Food secured at all times to prevent tampering and contamination • All food stored and transported in food grade containers • No food exposed to customers (side guards or sneeze guards if needed) • Approved self-service condiments 	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> • Approved food sources with invoices • Food stored off ground • No food or drink preparation is allowed prior to issuance of TFE permit. • All raw meat, poultry, and seafood must be purchased ready to cook.
<p>Water Supply:</p> <ul style="list-style-type: none"> • Approved water source • Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply • Must have means to heat water for utensil and hand washing 	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> • Produce must come in prewashed or a separate produce sink is required • Produce sink is for produce washing only
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> • Disposal in an approved sewage system • Lines, buckets and tanks must be labeled 	<p>Lighting:</p> <ul style="list-style-type: none"> • Heat lamps protected against breakage • All lights shatterproof or shielded above food prep or storage
<p>Food Temperatures:</p> <ul style="list-style-type: none"> • Provide calibrated metal stem thermometer (reads 0-220F) • Consumer advisory required for foods cooked to order • Cold holding at 41F and below • Hold holding at 135F and above 	<p>Permitting Times:</p> <ul style="list-style-type: none"> • Vendor is expected to be ready at permitting time given • Vendor has 30 minutes to be ready for re-inspection or permit will be denied
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> • Fly fans • Ground cover in absence of asphalt, concrete, or grass • Other Effective Measure 	

Hand Washing Station Example

