



ORANGE COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
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Temporary Food Stand Information and Application Packet

Each special event involving food is unique. Planning in advance is crucial to a successful event. It is in everybody's interest that food sales are handled responsibly in order to protect the health of the public. It is necessary that you contact the Health Department and the Fire Marshal well in advance of any event involving food to determine what will be required.

The following pages list Health Department permitting requirements, information and applications for temporary food establishments. Even if an event or vendor is exempted from permitting (see page 6), it would be best for the health and safety of patrons if all these requirements are met.

Read these requirements carefully.

Event Organizers will need to:

- Completely fill out pages 2 and 3 and submit them along with the site plan to the Health Department at least **30 days prior to the event.**
- Furnish a copy of the remaining pages to each of the vendors.
- Collect the vendor applications (pages 4-6) from each vendor and submit them to the Health Department at least **15 days prior to the event.**

The Health Department will:

- Review each application for completeness and exemptions.
- Notify the event organizer and each vendor when permit fees are required.
- Vendor permit fees must be received within 10 days prior to the event in order for permits to be processed. We can not collect fees on-site.

It is the responsibility of the vendor to meet all these requirements before the event. Denial of a permit will prevent that vendor from participating in the event meaning a loss of revenue and possible disposal of the food product.

Please be aware that 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 sponsors, organizers, coordinators and vendors may share responsibility if a foodborne illness occurs from food sold at the event.

Exemption: *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month without obtaining a permit. Please see page 6 for details. For those claiming an exemption, an application will still need to be filled out and submitted along with proof such as 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 the event.*

Mobile food units and pushcarts that are already permitted by a health department are not required to obtain a temporary food establishment permit. A copy of the permit must be submitted.

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Foodhandling 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!

If yes, describe: _____

16. Number of toilet facilities provided: _____ Type: _____

If portable toilets are used, how often will they be serviced? _____ Will handwashing facilities be provided adjacent to the toilets? _____ How many? _____

17. Will there be a petting zoo or pony rides? Yes No If yes, you must provide public handwashing facilities.

18. Will any of your food vendors require interpreters? Yes No If yes, what language(s)? _____

19. **Attach a map of the event grounds showing the location for each food booth, toilet facilities, garbage disposal, water connections, etc.** See page 10 for an example site plan.

20. Please list **ALL** participating **FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number(s) email	General Menu
Doe's Fried Food	John Doe	919-555-0000 jdoe@hotmail.com	Funnel Cakes, blooming onions, sandwiches, cooked meats, cooked vegetables, etc.

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Orange County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

 Print Name

_____ Date _____
 Signature

TEMPORARY FOOD VENDOR APPLICATION

15A NCAC 18A .2600 defines a temporary food establishment (TFE) as those who sell food or drink for a period of 15 days or less, in connection with a fair, carnival, circus, public exhibition or other similar gathering. **This application** must be submitted by your coordinator **at least 15 days prior** to the event. **(As a vendor, you need to fill out and return pages 4-6 to the event coordinator. The coordinator will submit your information to the health department.**

For more information call 919-245-2360.

(Be sure to consult with Fire Marshal and other agencies about other requirements for your food booth.)

Event Information

Please Print

1. Event: _____
2. Location of event: _____
3. Dates/time of operation: Begin date: _____ Begin time: _____
End date: _____ End time: _____

You must be set up at least 2 hours prior to the opening of event to allow for inspection and permitting

4. Your organization/business name: _____
5. Applicant's name: _____
6. Applicant's address: _____
Address City State Zip

7. Applicant's telephone: _____
FAX: _____ E-mail: _____

8. All food and beverage must be prepared on-site. Local groups may be allowed to prepare foods in advance of the event in an approved and permitted kitchen (not a domestic kitchen). If you are representing a local group and would like to prepare foods in advance, please provide the name and address of the facility that you propose to use and include the dates and times that the kitchen will be used. **Be sure to list all food items, including those that require advance prep, on the menu page (page 5).**

Facility name: _____

Address: _____

Date and time of advance preparation: _____

9. Indicate the distance and time for transporting food or beverages to the food service site.

Distance: _____ Time: _____

10. How will the food temperatures be maintained during transportation? _____

11. Describe equipment to be used at the event for:

a.) Cold holding: _____

b.) Hot holding: _____

c.) Cooking: _____

d.) Reheating: _____

12. What is the source for ice that will be used?: _____

13. Will the booth be connected to [] water, [] sewer, [] electricity? (Check all that apply)

14. The food booth will be in a [] tent, [] trailer, [] building, [] other (describe) _____

15. When was the last event at which you operated? _____

16. Please check if applicable

I am a permitted Mobile Food Unit Pushcart in _____ County

Permit number : _____ Please attach a copy of your mobile food unit / pushcart permit

Menu Page

MENU* (*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

PLEASE LIST ALL FOOD TO BE SERVED. INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (135 °F or greater) OR COLD (45°F or less). The Health Department 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 a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment. Please use one row for each food item and include all beverages.

FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH ASSEMBLE WHERE?	COOK HOW? WHERE	COLD/HOT HOLDING HOW? WHERE?	REHEATING HOW?
<i>Hamburgers</i>	<i>Frozen patties from Sam's Club</i>	<i>No thawing</i>	<i>No advance prep</i>	<i>Cooked on grill at the event.</i>	<i>Hold in a crock pot with beef broth.</i>	<i>No reheating needed.</i>
<i>Prepackaged condiments</i>	<i>Sam's Club</i>	<i>Not applicable</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

***ATTACH ADDITIONAL SHEETS IF NECESSARY**

HEALTH DEPARTMENT USE ONLY

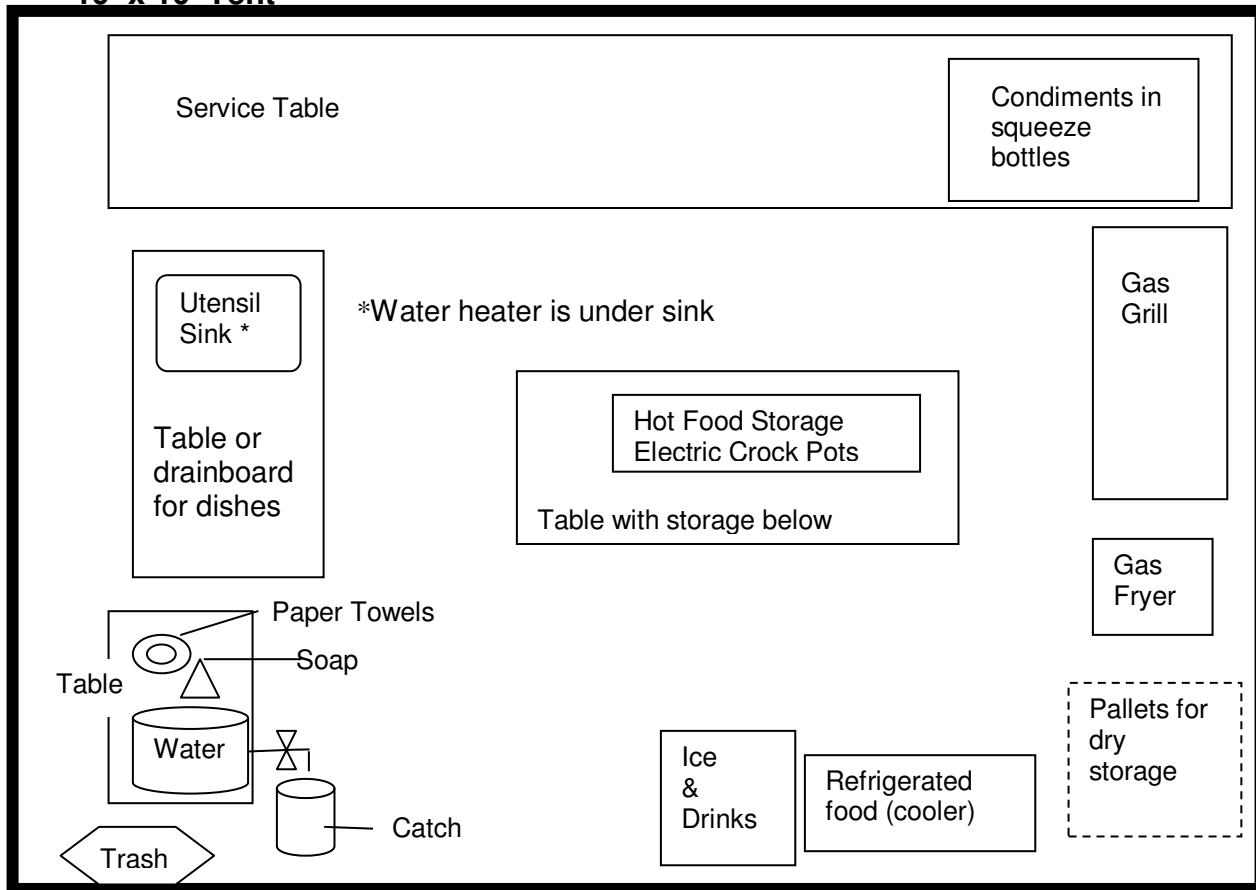
Date Received _____ Reviewed by: _____
 _____ Permit Required _____ Exempt
 _____ Fee Received ___ Non-profit/tax exempt ___ Menu
 ___ MFU

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public otherwise shields or sneezeguards must be provided.

EXAMPLE LAYOUT

FRONT (Customer Service Area)

10' x 10' Tent



NOTE: The diagram above is an **EXAMPLE** only. Please use the back of this page to draw the layout of your booth. Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used.

EXEMPTION FROM PERMITTING

G.S. 130-250 (7) Allows the following types of establishments to prepare, serve, and sell food one time per month without obtaining a permit:

- establishments that are incorporated as nonprofit corporations in accordance with Chapter 55 of the General Statutes
- establishments that are exempt from federal income tax under the Internal Revenue Code as defined in G.S.105-228.90
- political committees as defined in G.S. 163-278.6(14)

You will need to provide documentation to be eligible for an exemption.

Please include one of the following: 501(c) (3) (4), Secretary of State documentation, or an IRS letter of determination with this application. Even though you may be exempt from permitting, you should use "best management practices" to insure the safety of your patrons. Please provide appropriate documentation with your application and contact us at (919) 245-2360 if there are any questions or concerns.

Temporary Food Establishments (Checklist for Vendors)

1. The organizer/ sponsor must provide water and electrical hookups for food vendors. Wastewater & grease must be disposed of properly. A food grade hose and backflow protection is required for water connections under pressure. **Grease and wastewater must not be drained into storm drains or on ground.** Grease receptacles should be provided at central sites. Contact the organizer/ sponsor for the locations of these sites. Be sure to check with all other inspection entities (such as Fire Marshals) to ensure compliance with all necessary rules and regulations.
2. All foods must be obtained from approved sources. **Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Orange County Health Department. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded.** Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
3. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Dept.
4. Be ready for the inspection at least one hour prior to the event opening.

The following checklist must be completed in order to receive a permit:

- Submit the **Temporary Food Service Permit Application for Vendors** (pages 4, 5, &6) to the event coordinator at least **20 days prior to the event.** The application must include either:
 - A check for **\$75** made payable to: Orange County Health Department. Or
 - Documentation of exempt status (see bottom of page 6).
- Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium, iodine).
- Test strips must be provided.(chlorine strips for bleach, etc, depends on sanitizer used)
- A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
- Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
- A one compartment utensil sink with drain board/counter space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc.
- A separate hand washing sink with antibacterial soap/ paper towels and proper sewer hookup is needed. (a cooler with a non-spring loaded dispensing valve filled with warm water and catch basin/ bucket may be used at certain events_for hand washing).
- Hair restraints for all participants in food booth. (baseball hat, hairnet, etc.)
- Approved & adequate supply of ice. Consumption ice (for drinks) must be kept in separate cooler/ bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
- Food stored off the ground. Foods must be kept protected from insects, dust, etc.
- All food handling and cooking must be done in a protected area (approved overhead coverage is required).
- Open displays of food must be protected from contamination by sneeze guards, or other barriers. (grilles, fryers, hot holding areas, ice bins, etc. are examples of such areas)
- Dispensers for condiments (squeeze bottles, pre-packed, etc.)
- Equipment and utensils cleaned and sanitized before use at temporary event

This checklist is for your information and not required to be returned to Health Department

Temporary Food Establishments Vendor Information

Food Protection

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 135°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 135°F.
3. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.
4. Foods that require preparation prior to an event must be done in a kitchen approved by the Orange County Health Department. Please call (919) 245-2360 for approval info
5. The following foods are prohibited from sale: cream filled pastries and pies, salads such as potato, chicken, crab, ham, etc

Personal Hygiene

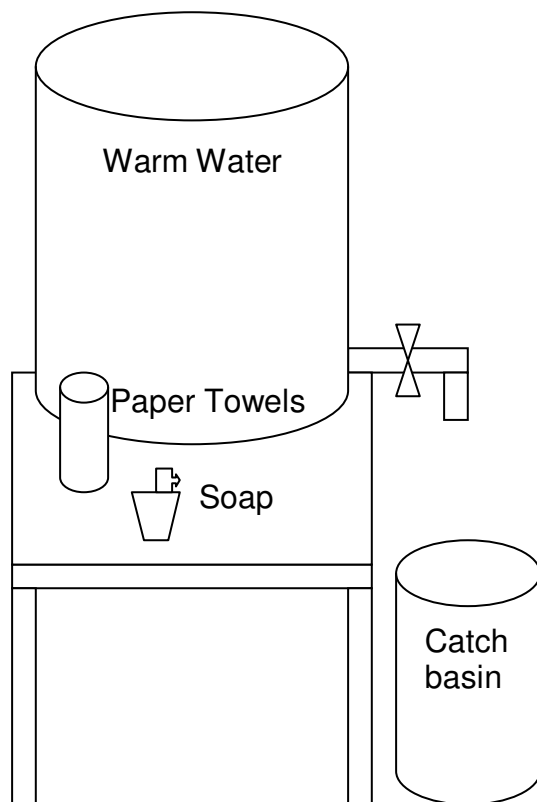
1. Participants must wear clean clothing, hair restraints.(jewelry should be kept to a minimum)
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.

Clean Up

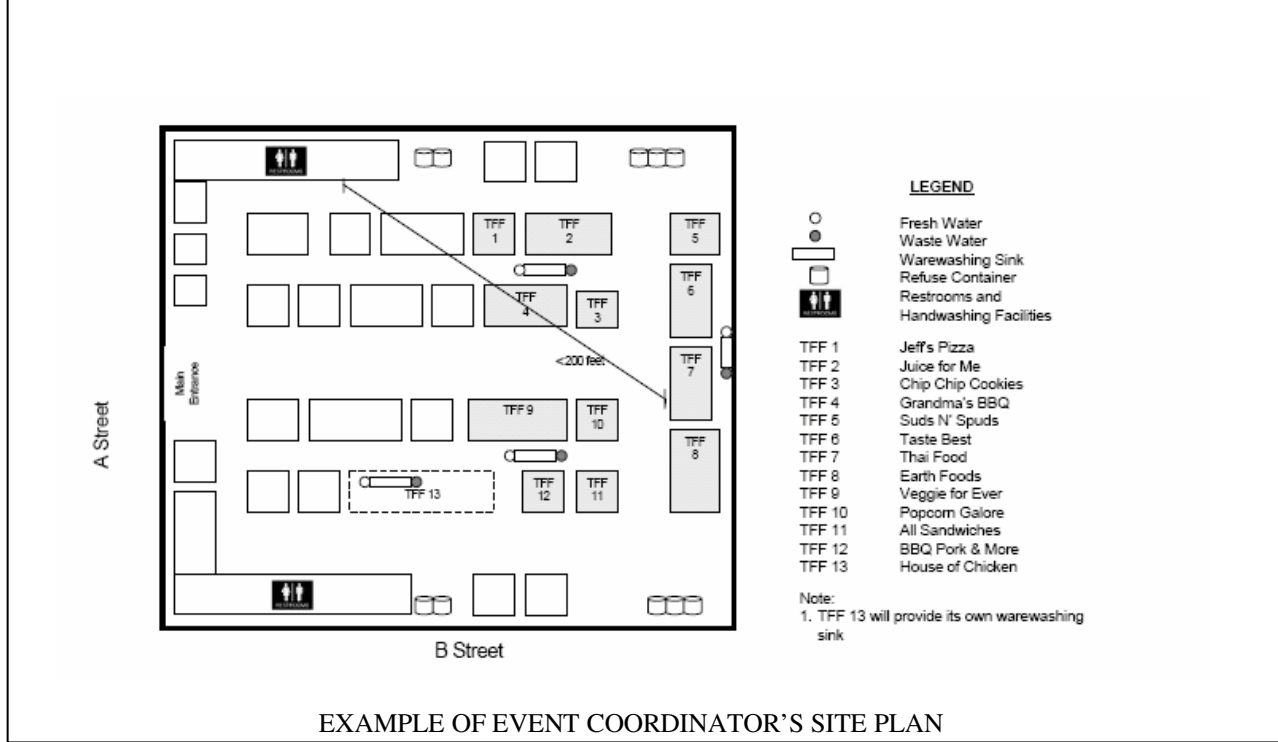
1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains or on ground. Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/ sponsor should provide dumpsters & grease receptacles for the disposal or recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm, Quaternary Ammonium 200 ppm or Iodine 12.5 ppm, contact time should be at least 2 minutes

Temporary Handwash Station

In order to provide for handwashing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve must be able to remain open during the handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers can not be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.



The site plan should include:

- Location of each food vendor
- Location of toilet facilities for vendors
- Location of public toilet facilities
- Water source
- Wastewater storage or disposal
- Trash and recycling centers
- Handwash facilities