

# TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS

(Each Food Booth Operator must provide the following information)

### HEALTH DEPARTMENT USE ONLY

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

\_\_\_\_\_ Permit Required

\_\_\_\_\_ Exempt

This completed **Temporary Food Permit Application For Vendors and a \$75 fee must be submitted through the Event Organizer** to the Environmental Health Division of the Iredell County Health Department for review **at least 15 days prior to the event**. **A permit will be issued at the event when all requirements are met.** For more information, call 704-878-5305, ext. 3456.

Please note: *Once work by Environmental Health staff begins, the up-front fees paid toward securing any health department permit are non-refundable. Refunds for work not started, due to a customer changing their mind or plans, are subject to an administrative fee of \$50 to defray a portion of the costs of processing the refund.*

## Event Information

## Please Print

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

2. Location of event: \_\_\_\_\_

3. Dates/time of operation: Begin date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

Requested Time for Inspection: \_\_\_\_\_

4. Your organization/business name: \_\_\_\_\_

5. Vendor name: \_\_\_\_\_

6. Vendor address: \_\_\_\_\_

Street Address

City

State

Zip

7. Vendor area code & phone # \_\_\_\_\_

8 AM – 5 PM

Night / Other

8. Vendor E-mail address: \_\_\_\_\_

9. Will vendor prepare food prior to the event?  Y  N

If "YES", all food must be prepared in an approved kitchen (not a home/domestic kitchen). Provide the name and address of the restaurant / facility in which the advanced food preparation will occur:

Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of advance preparation: \_\_\_\_\_

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

Distance: \_\_\_\_\_ Time: \_\_\_\_\_

11. How will the food temperatures be maintained during transportation?

\_\_\_\_\_

12. What multi-use utensils will be used? \_\_\_\_\_

\_\_\_\_\_

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

a.) Cold holding: \_\_\_\_\_

b.) Hot holding: \_\_\_\_\_

c.) Cooking / Re-heating: \_\_\_\_\_

d.) Washing utensils: \_\_\_\_\_

**Menu Page**

The Health Department is to be notified of menu changes at least 3 days prior to 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.

Provide a complete list of all food / menu & beverage items (include the place where the food will be purchased) in the chart below. ***Check*** “Advanced Preparation” if the menu / food will be prepared prior to the event (must take place in an establishment permitted by a LHD) ***or check*** “Prepared at Event” if no advance preparation is needed. NOTE: No food preparation shall occur prior to a permit being issued.

FOOD / BEVERAGE	PLACE OF PURCHASE	ADVANCED PREPARATION	PREPARED AT EVENT

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

13. What source of water will be used?  city/public  approved well  commercially bottled water  other

14. Will the booth be connected to  water  sewer  electricity? (Check all that apply)

15. The food booth will be in a  tent  trailer  building  other (describe) \_\_\_\_\_

16. Describe floor covering (no grass, gravel or dirt floor allowed): \_\_\_\_\_

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Iredell County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection 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

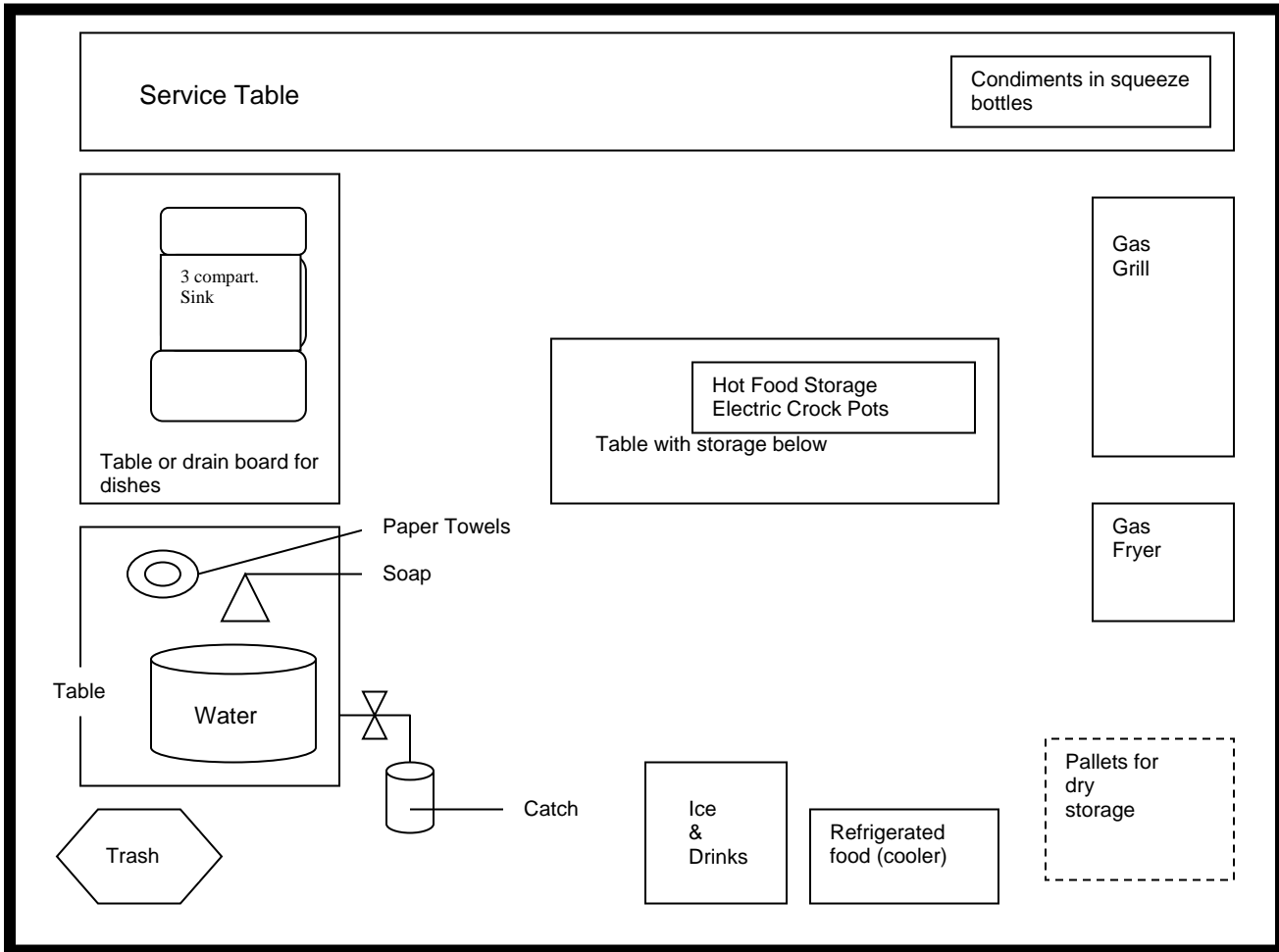
\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

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 sneeze guards must be provided. **A layout of your booth area must also be submitted with your application.**

## EXAMPLE LAYOUT

FRONT (Customer Service Area)



\*Water heater is under sink

NOTE: The diagram above is an EXAMPLE only.

**Use the back of this page to draw the layout of your booth.**

IREDELL COUNTY HEALTH DEPARTMENT  
*Environmental Health Division*

REQUIREMENTS TO GET TEMPORARY FOODSTAND  
“PERMIT TO OPERATE”

- ❖ No home prepared foods
- ❖ Individuals with improper equipment or who do not meet permitting requirements will not be issued a permit and will not be allowed to operate.
- ❖ No food preparation until a permit is issued.

1. Clean surroundings
2. Fans for fly control
3. Hair restraints
4. Food & griddles protected from public / sneeze guards / barriers
5. Utensils cleaned and stored properly
6. Potable water under pressure with food grade white hoses or approved commercially bottled water
7. Vacuum breakers required on all hose attachments
8. Ability to heat water
9. Utensil sink appropriate
10. Drain board appropriate
11. Hand washing station soap and towels (upright cooler container with catch bucket for waste water) Warm water required. 2 gallon minimum with unassisted free flowing faucet
12. Weatherproof tent covers all.
13. Waste water disposal appropriate. No water emptied on ground.
14. Hot food holding equipment – 135° F required
15. Refrigeration/ice chests/41°-45°F
16. Foods stored off ground
17. Floor covering: rubber mats, wood, other
18. Garbage handled properly
19. Food clean, wholesome, not adulterated
20. No restricted foods or drinks prepared or served
21. Hamburgers pre-pattied and handled properly
22. Poultry and fish ready to cook – individual portions
23. Foods transported properly
24. Sanitizer(bleach) used: 50-100ppm chlorine or 150 - 400ppm QUAT(follow manufacturers' guidelines)
25. Restricted public access
26. Food prep sink required for washing produce



## IREDELL COUNTY HEALTH DEPARTMENT

### Temporary Food Establishments (checklist for Vendors)

1. 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 Iredell County Division of Environmental Health. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT.** Foods such as fruit smoothies, cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
2. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Dept. The following checklist must be completed in order to receive a permit:
  - Submit Temporary Food Service Permit Application for Vendors and \$75 fee at least 15 days prior to the event. (Check with Event Coordinator to make sure your application has been sent)
  - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 - 100ppm solution or other approved sanitizer (quaternary ammonium, iodine).(150 – 400ppm) Follow manufacturers' instructions.
  - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer that indicates the range of 0-220°F. Also refrigerators/freezers used must have accurate thermometers. If lettuce or thin meat patties (hamburgers) are on menu, must have a small diameter probe thermometer.
  - Water under pressure and a means of heating water is required (hot water heater, etc.) Food grade hoses and proper backflow protection are needed on water connections.
  - A three basin 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. Three bus pans will serve as approved sink.
  - A separate hand washing sink with antibacterial soap/paper towels (cooler with dispensing valve filled with warm water and catch basin/bucket may be used for hand washing).
  - Hair restraints** for all participants in food booth. (baseball hat, hairnet, beard guards, etc.)
  - Approved & adequate supply of **ice**. Consumption ice (for drinks) should 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. **No setup on dirt, grass or gravel.** Must have approved floor material (plywood, rubber mats.)
  - All food handling and cooking must be done in a protected area (approved tent or other structure 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.
  - Gloves must be used.
  - Fans should be used for fly control

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



## **IREDELL COUNTY HEALTH DEPARTMENT**

### **Temporary Food Establishments Vendors Information**

#### **Food Protection**

1. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT. Foods such as cream filled pastries and pies, salads such as potato, chicken, ham, crab or fruit smoothies, cannot be served in a temporary food establishment.
2. 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.
3. 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.
4. 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.
5. Foods that require preparation prior to an event, must be done in a kitchen approved by the Iredell County Environmental Health Department. **No food shall be prepared at home.**
6. Barriers are required to prevent public access to food. Sneeze guards, tables and caution tape/rope are examples of barriers

#### **Water Supply**

1. Must be from an approved source such as a permitted restaurant, approved well or bottled water.
2. A food grade hose and backflow prevention device is required for water connections under pressure.

#### **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.
6. Minimize bare hand contact with food (use gloves, tongs).

#### **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 of 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 or Quaternary Ammonium 200ppm. Contact time should be at least 2 minutes.

#### **Record Keeping**

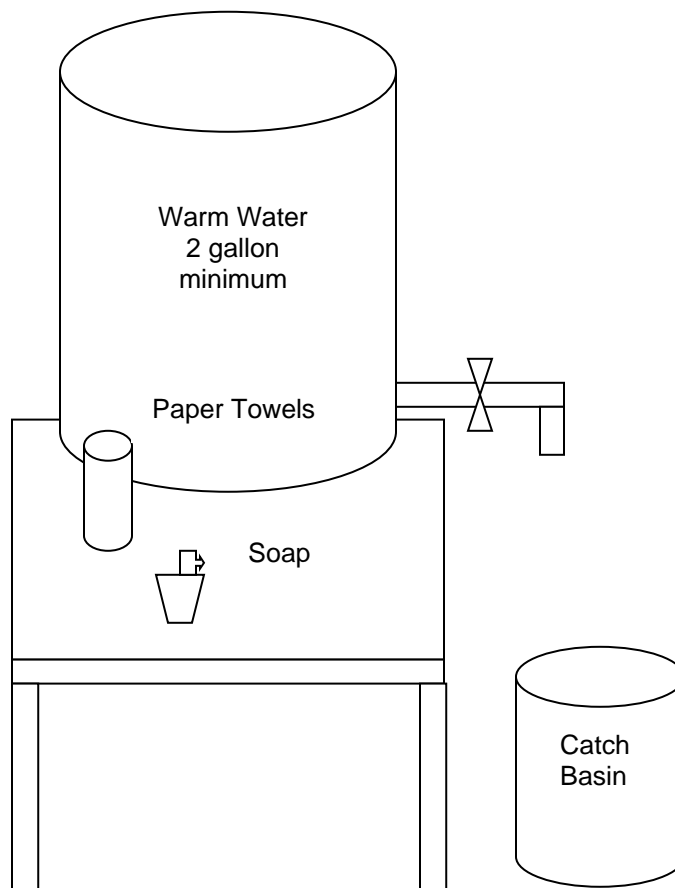
Food vendors must maintain a list of names, addresses, and phone numbers of all workers participating in food vendors booth during the event. The vendor workers list must be kept by vendor for 30 days after the event ends. The list would be needed in case of a food borne illness outbreak investigation by the Iredell County Health Department.



## IREDELL COUNTY HEALTH DEPARTMENT

### Temporary Handwash Station

In order to provide for hand washing 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 should be able to remain open during the hand washing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot 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.