

Application for Temporary Food Permit

Must be received with payment at least **Fifteen (15)**

Calendar Days prior to event

15A NCAC 18A .2665 (d)

NO REFUNDS NO EXCEPTIONS



www.arhs-nc.org

Please complete all of the following items:

Name: _____ Organization: _____

Address: _____

Daytime Phone: _____ email: _____

Name of event: _____

Dates of event: _____ Location of event: _____

Length of event: _____ Time you will be set up for inspection: _____

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

Proposed Menu: _____

Yes No Are you a non-profit organization? If yes, please list Federal Tax ID Number: _____
(Documentation of non-profit status or political affiliation must be attached)

Yes No Have you sold or do you plan to sell food at another event anywhere in the state of North Carolina within the month of the proposed event?

I understand that if I operate for more than two consecutive days anywhere in North Carolina within the same month of the proposed event that I may be required to obtain a permit from the local health department.

I understand that the signature of any employee of the ARHS on this document is not a permit to operate and that such signature does not in any way ensure that the ARHS will ever issue a permit for operation of the establishment.

Signed: _____ Date: _____

ARHS Signature: _____ Date: _____

_____ This vendor **will** require a permit _____ This vendor **will not** require a permit

A \$75.00 fee is required for temporary permits. Please consult with your local EHS prior to submitting payment to ensure proper application is made.

Mail to: ARHS Environmental Health
Attn: *County Name*
PO Box 189
Elizabeth City, NC 27907

Bertie County
P: (252) 794-5303
F: (252) 794-5361

Camden County
P: (252) 338-4460
F: (252) 338-4475

Chowan County
P: (252) 482-1199
F: (252) 482-6020

Currituck County
P: (252) 232-6603
F: (252) 232-1912

Hertford County
P: (252) 862-4054
F: (252) 862-4263

Gates County
P: (252) 357-1380
F: (252) 357-2251

Pasquotank County
P: (252) 338-4490
F: (252) 337-7921

Perquimans County
P: (252) 426-2100
F: (252) 426-2104

FOR OFFICE USE

Date of Payment: _____

Method of Payment: O CHECK: _____

O CASH

O MONEY ORDER

O CHARGE

Temporary Food Establishments

1. All foods must be obtained from approved sources. Any foods requiring preparation prior to the event must be prepared in a commissary that has been approved by a representative of the Health Department. **DO NOT PREPARE ANY FOOD ON-SITE BEFORE RECEIVING A PERMIT**; all unapproved food shall be discarded. Salads containing ingredients that are cooked and cooled shall not be prepared in the temporary food establishment or temporary food commissary, but may be served.
2. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Department. The following checklist must be completed in order to receive a permit.

- ___ Wastewater disposed of properly. (Catch buckets must be disposed of in can wash area, toilet, portable toilets, or holding tank. **Wastewater is not to be disposed of on the ground or storm drains.**)
- ___ Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer.
- ___ Sanitizer test strips provided.
- ___ Metal stem thermometer for refrigerators and taking food temperatures (45°F or below and 135°F or above). Provided food thermometers should read 0°F-220°F.
- ___ Must provide facility to heat water for handwashing and utensil washing.
- ___ Three basins of sufficient size to submerge, wash, rinse and sanitize utensils or equivalent required. At least one drainboard, table, counter space for air drying
- ___ Hand washing facility set up with antibacterial soap and paper towels. (see diagram)
- ___ Hair restraints used (baseball hat or a hairnet).
- ___ Ice scoops and bin provided for consumption ice (separate from other ice).
- ___ Food stored off the floor (potatoes, onions, etc. must be stored on a pallet or other approved means).
- ___ All food handling and cooking done in a protected area. (This area shall have overhead coverage.)
- ___ Open food displays protected from contamination by sneeze guards, or other barriers.

Contact Albemarle Regional Health Services for any questions concerning temporary food establishments/events

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, then maintained at 135°F (only with prior approval).
3. All food handling/cooking operations and areas must be covered overhead with at least a tent like roof. At no time is any item of food to be placed on the ground.

Personel Hygiene

1. Participants must wear clean clothing, aprons, and hair restraints.
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 will be allowed inside food booths.

Clean Up

1. All utensils, warmers, griddles, etc., must be cleaned routinely and sanitized as required and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean cooking utensils so that soiled utensils can be replaced with clean utensils as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains. The organizer or sponsor will provide dumpsters and grease receptacles for the disposal 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, Quat 200ppm, or Iodine 12.5ppm).

Complete rules may be found at:

[Rules Governing the Protection and Sanitation of Food Establishments .2600](#)

HAND WASHING STATION EXAMPLE

