Lenoir County Environmental Health

101 N. Queen St. P.O. Box 3385
Kinston, NC 28502-3385
Phone (252)526-4248 Fax (252)526-4249

TEMPORARY FOOD ESTABLISHMENT APPLICATION

(Each food booth operator--for profit or non-profit group--must provide the following information)

1. Event: _____
2. Location of event: _____
3. Name, mailing address, & phone number of event organizer: _____

   _____
4. Dates/time of operation: Begin date: _____ Begin time: _____

   End date: _____ End time: _____
5. Your organization/business name: _____
6. Applicant's name: _____
7. Applicant's email address: _____
8. Applicant's address: _____
   Street Name/Number City State Zip
9. Applicant's phone (daytime): _____ (other): _____

Name & location of the event at which you operated immediately prior to event for which you are applying:
_____

10. Are you claiming a permit exemption as a nonprofit organization, as a political fundraiser, or an elderly nutrition program administered by the Division of Aging of the Department of Health and Human Services? (**See information sheet before answering 'YES' to this question)**.

    [ ] YES => A permit will not be required for your operation. Attach a copy of the exemption letter from the North Carolina Dept. of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to act in this capacity along with the information requested above. When your information has been verified by this Department, a placard will be issued to your group showing that you are approved as a food vendor for this event. Go to question 21 and then refer to info sheet.

    [ ] NO => A permit will be required for your operation. Continue completing this application.

11. **NO FOOD SHALL BE PREPARED PRIOR TO A PERMIT BEING ISSUED BY THE REGULATORY AUTHORITY.** This includes but is not limited to: slicing tomatoes, chopping onions, heating any item, making salsa,

mixing any ingredients, etc… If you need to do some type of food preparation in advance, a Temporary Food Establishment Commissary Permit must be obtained. Contact our department for more information.

12. How will food temperatures be maintained below 41 degrees Fahrenheit while in transit to the event?

_____

13. Water source (water hoses meant for potable water must be used): [ ] On-site municipal supply
[ ] On-site well
[ ] Other _____

14. Utensil washing facility (required): [ ] 3 basins of sufficient size to submerge, wash, rinse, & sanitize utensils (tongs, serving spoons, scoops, spatulas, ladles, etc.)
[ ] 3 compartment sink with drainboards for washing, rinsing, sanitizing multi-use utensils (eating & drinking utensils).

15. Please provide a list of ALL equipment. (A food preparation sink must be provided for washing produce.)

_____

_____

_____

16. Handwashing facility (required): [ ] Plumbed sink
[ ] At least a two gallon container with an unassisted (hands-free), free-flowing faucet such as a stopcock or turn spout, soap, single-use towels, and a waste receptacle. **Warm water** shall be used.

17. Wastewater shall not be emptied into waterways, storm drains, or on the ground. How will you dispose of waste water?

_____

_____

18. How will you dispose of garbage? _____

_____

19. How will you prevent flies, insects, dust, etc…? [ ] Fans [ ] Screens [ ] Walls

20. Toilet facilities: [ ] Public Building [ ] Port-a-johns

21. **Statement of Fact:** I certify the information in this application is complete and accurate. I understand Lenoir County Environmental Health does not provide verbal approval of plans. I understand any deviation from the plans and procedures in this application without prior written permission from Lenoir County Environmental Health may nullify final approval and result in my not obtaining a permit, or having the permit suspended or revoked after it is issued.

Signature: _____ Date: _____

FOOD VENDOR INFORMATION SHEET

1. If you are applying for a temporary food establishment permit, a fee of $75 must accompany your completed application and may be mailed to Lenoir County Environmental Health Department at PO Box 3385 Kinston, NC 28502. You may bring your application and fee to our office located at 101 N. Queen Street in Kinston. Our office accepts cards, cash, checks, or money orders. **NO FEES WILL BE ACCEPTED ON-SITE. THEY MUST BE RECEIVED IN OUR OFFICE 15 CALENDAR DAYS PRIOR TO THE EVENT.**

2. In order to be exempt from permitting (you checked "YES" in question #10 on the application), you must meet one of the following sets of conditions:
   - Either be exempt from paying North Carolina (NC) or federal income taxes, not have operated or plan to operate a food service facility of any type anywhere in the state of NC during the month this event is scheduled, and plan to operate for 2 consecutive days or less. **If you are claiming this exemption, you must submit a letter from the NC Dept of Revenue or the IRS indicating you are exempt from income taxes.**
   - Be raising funds for a political candidate or committee as defined in NCGS 163-278,6(14) and not have operated or plan to operate a food service facility of any type anywhere in the state of NC during the month the event is scheduled. **If you are claiming this exemption, you must submit a letter from the political candidate or a recognized political action committee authorizing you to raise funds on behalf of the candidate.**
   - Be a nutrition program for the elderly that is administered by the Division of Aging of the NC Dept of Health and Human Services and prepare and serve food or drink on the premises where the program is located no more frequently than one day each month.

   If you checked "YES" in question #10 but do not meet one of these criteria, you will need to correct and complete the application. If you do qualify for the permit exemption, please submit the appropriate documentation with this application to our office. See item 1 for our address. **Our department must verify your tax-exempt documentation. Please return your information 15 calendar days prior of the event. If we are unable to verify your information, you will not be allowed to use this exemption.**

3. If you plan to do any food preparation in advance of the event, you must submit complete information regarding where this will be done and who authorized you to use that facility. **Our department must approve this advance preparation. If we are unable to approve this, you will not be allowed to use food items prepared in advance.**

4. You will be responsible for maintaining cold foods at 41 degrees Fahrenheit or lower and hot foods at 135 degrees Fahrenheit or higher. You should have a calibrated thermometer (0-220 degrees Fahrenheit) available to check food temperatures. Please indicate on your MENU & FOOD PREPARATION WORKSHEET how you will cook and/or hold all food items.

MENU & FOOD PREPARATION WORKSHEET

List all food items*, sources (where you purchased food), and foodhandling procedures:

FOOD ITEM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Raw meat, poultry, & fish shall be purchased in ready-to-cook portions. This prevents breading foods for frying on site.

On the back of this page, please draw a layout of your foodservice area showing handwashing, utensil washing, food storage, and food preparation equipment/space.