



# Polk County Health & Human Services Agency

Economic Services | Public Health | Senior Services | Social Services | Public Transportation | Veteran Services

## Temporary Food Service Application

**Temporary Food Establishment(s):** A food establishment that operates for a time period not to exceed 30 consecutive days in one location and is affiliated with an endorsed by a transitory fair, carnival, festival, or other public exhibition. Domestic yard sales and businesses such as auctions, flea markets, or farmers markets are not eligible for a Temporary Food Establishment Permit.

**Temporary Food Establishments** shall submit their application(s) to the Polk County Health Department a minimum of **15 days** prior to the day of the event. The application is required for each Temporary Food Establishment.

*\*\*All non-profit groups shall provide a copy of their non-profit status from the IRS or the North Carolina Department of Revenue tax-exempt status designation prior to the event. Those that cannot present this documentation will be required to pay the above Temporary Food Establishment (TFE) application fee of \$75.00 and meet the required rules in order to obtain a TFE permit.*

Date Submitted: \_\_\_\_\_ **\*\*Date/Time TFE will be ready for PCHD for permit:** \_\_\_\_\_

1. Event: \_\_\_\_\_
2. Event Location: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_
3. Event Date(s): \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_  
Rain Date(s): \_\_\_\_\_
4. Event Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_
5. Booth/Business Name: \_\_\_\_\_
6. Owner/Operator Name: \_\_\_\_\_
7. Owner/Operator Address and Contact Information:  
(Street #) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Telephone: \_\_\_\_\_ Other: \_\_\_\_\_ Email: \_\_\_\_\_
8. Do you have an employee health policy **as required** by NC Food Code Manual 2-201? (choose one)  
☐ No, This policy is required and must be created and completed. Keep these records on file.  
☐ Yes, keep records on file.
9. Setup: (check all that apply)  
☐ Tent **with 3 sided protection** (\_\_\_\_) x (\_\_\_\_) **with front sneeze guards and fans**  
☐ Tent (\_\_\_\_) x (\_\_\_\_) **with fans and effective sneeze guards on front, sides, and back**  
☐ Trailer/Self Contained Unit (\_\_\_\_) x (\_\_\_\_)  
☐ Building/Indoor Event
10. Will any food or drink be prepared at a food service establishment (FSE) prior to the event? (choose one)  
☐ No  
☐ Yes, **if yes, All food must be prepared in an approved food service establishment (FSE), not a home kitchen. Include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and copy of last inspection by the local health authority. If this FSE is out of state please call PCHD before completing this application.**
11. Check the box that describes your equipment: (check all that apply) \_  
Cold Holding (including transportation)  
☐ Refrigerated Truck ☐ Coolers (with drainage port) with ice  
☐ Household Refrigerator(s) ☐ Household Freezer(s)  
☐ Commercial Refrigerators(s) ☐ Commercial Freezer(s) ☐ Other: \_\_\_\_\_  
Hot Holding (including transportation)  
☐ Steam Table ☐ Grill ☐ Electric hot cabinet ☐ Chaffers ☐ Other: \_\_\_\_\_



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12. Source of Ice: *(check all that apply)*
- ☐ Commercial bagged ice **(receipts must be available for review during the event)**
- ☐ Obtained from approved food service establishment **(include in letter from question 11)**
- ☐ Provided by Event Coordinator.
13. Will any animal food such as beef, eggs, fish, shellfish, poultry, pork, milk, lamb be offered raw or undercooked? *(choose one)*
- ☐ No ☐ Yes, **if yes\*, what food(s)?** \_\_\_\_\_
- \*Consumer Advisory must be posted per NC Food Code Manual 3-603.11*
14. Will fresh vegetables or fruit be used (i.e. onions, potatoes, corn, lemons, lettuce, tomato, etc.)? *(Choose one)*
- ☐ No ☐ Yes, **if yes, a food preparation sink is required for washing fruits/vegetables. The sink must have water under pressure and waste water holding capability. The 3 basin utensil washing set up cannot be used for this purpose.**
15. Employee Handwashing set up: *(choose one)*
- ☐ Plumbed handsink with unassisted free flowing faucet (i.e. stop cock, turn spout) and warm water, soap, paper towels
- ☐ Minimum 2 gallon container with unassisted free flowing faucet (ie. stop cock, turn spout) with warm water, soap, paper towels, and waste container with tight fitting lid
16. Utensil Washing set up: *(choose one)\*\* Basins must be large enough to submerge your largest utensil (ie. mixing bowl, pans)*
- ☐ 3 basins **and** air drying space (drain board/counter top space)
- ☐ Plumbed 3 basin sink **and** air drying space (drain board/counterspace)
17. Potable (Drinking) Water Source: *(check all that apply)*
- ☐ Provided by event (on-site municipal)
- ☐ Sealed bottled water
- ☐ Obtained from an approved food service establishment **(include in letter from Question 11)**
- ☐ Other: \_\_\_\_\_
18. Lighting in Food Service/Storage Areas: *(check all that apply)*
- ☐ Shielded bulbs
- ☐ Shatterproof bulbs
19. Wastewater Disposal for Handwash/Utensil Wash: *(choose one)*
- ☐ Provided by event (grey water holding tank or direct connection to sewer)
- ☐ Approved food service establishment can wash **(include in letter from Question 11)**
- ☐ Emptied at recreational vehicle (RV) waste site **(copy of receipt must be submitted within 5 days of end of event to PCHD)**
20. Toilet Facilities: ☐ Public Building ☐ Porta-Johns
21. Garbage Disposal: ☐ Provided by event ☐ Other \_\_\_\_

## Proper Food Cook to Temperatures

*\*These temperatures shall be taken with your reduced tip metal stem thermometer at the center or largest portion of the food being cooked or stored.*

- 1) Cook to a minimum of 135 F for 15 seconds:** vegetables/fruits (rice, beans, roasted corn, green peppers, potatoes, etc.) and manufactured, pre-cooked foods (hot dogs, chili, nacho cheese, fries, pre-cooked turkey legs & sausages, etc.)
- 2) Cook to a minimum of 145 F for 15 seconds:** Raw pork, fish, or beef, commercially raised game animals, and eggs for immediate service. Large roast or loins shall be cooked to 145 F for a minimum of 4 minutes.
- 3) Cook to a minimum of 155 F for 17 seconds:** Raw hamburger & sausage, injected or tenderized meats, ground commercially raised game animals (buffalo, elk, etc. burgers)
- 4) Cook to a minimum of 165 F:** Raw poultry (chicken, turkey), ground poultry patties.

## Proper Food Holding Temperatures

- **Foods Stored Cold must be stored at 41F or below at all times.**
- **Foods that have been properly cooked and stored hot must be stored at 135F or above at all times.**

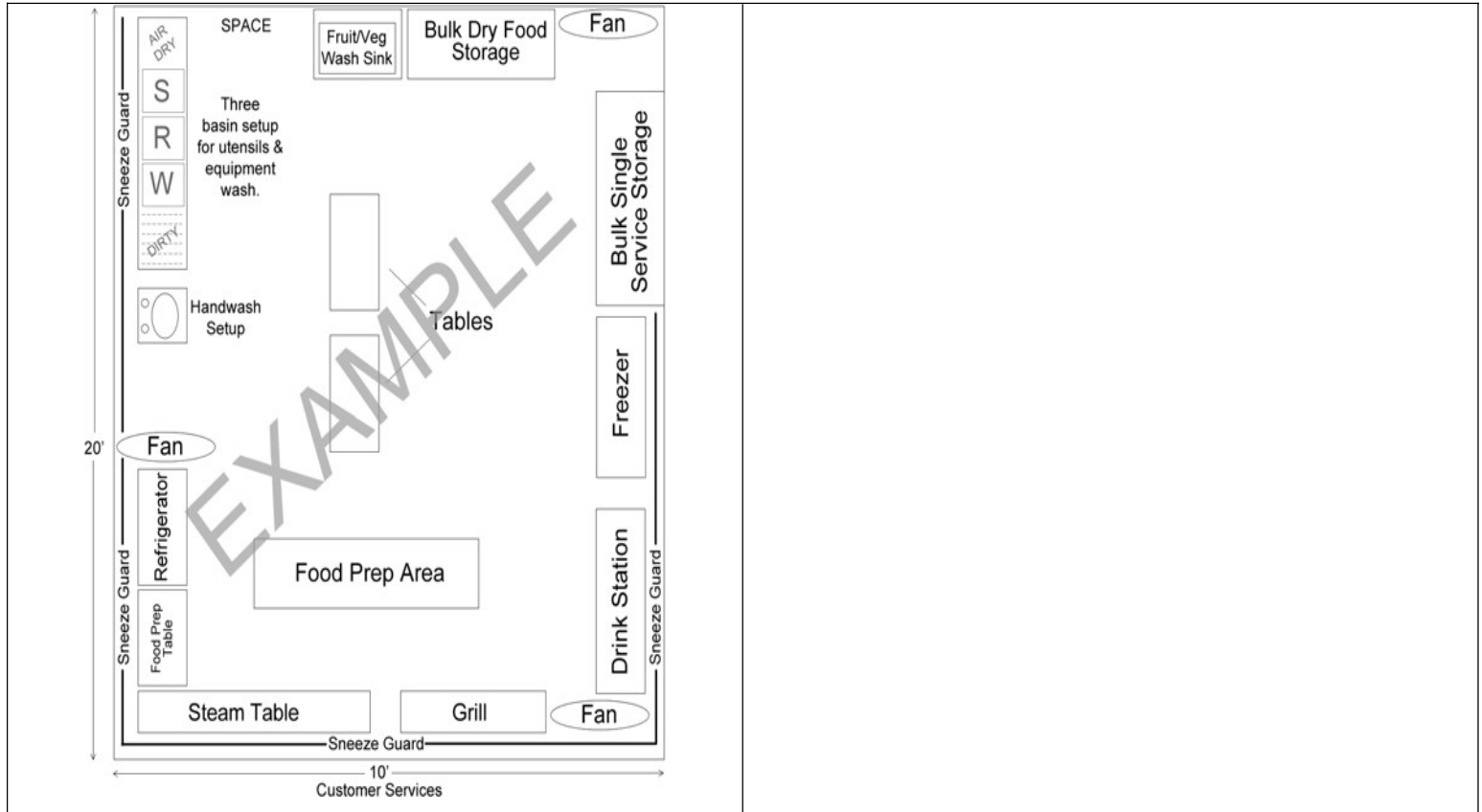


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## **BOOTH DIAGRAM WITH EQUIPMENT LAYOUT**

Draw or attach a diagram showing your food booth set up. Indicate tent dimensions (if applicable), front service area, sneeze guards, handwashing station, utensil washing set up and air dry space, produce washing set up (if applicable), cooking equipment, refrigeration, hot holding and cold holding equipment, preparation areas, fan placement (if applicable), etc.



## **Responsibilities of the Temporary Food Establishment Operator**

1. Food(s) shall not be prepared (opened, cut, sliced, cooked, etc.) prior to the issuance of the temporary food establishment permit. Food(s) that have been prepared without a permit will be discarded.
2. The food vendor is responsible to verify with the organizer of the event that all necessary services are available such as water supply, wastewater disposal sites, grease & oil disposal, and electrical needs are supplied.
3. All food service equipment used in the temporary food establishment shall be in good repair, clean, and sanitized prior to permitting.
  - a. Have sanitizer available – bleach and water mixed to a strength of 50 to 100 ppm
  - b. Have test strips to test the strength of your sanitizer.
  - c. Have a NSF approved drinking water hose to connect to the water supply, no green garden hoses.
  - d. Have hair restraints, food service gloves, thermometer with range of 0 F to 220 F.
  - e. Have a handwashing station with a minimum capacity of 2 gallons of warm water, anti-bacterial soap, disposable paper towels, and a trash can.
  - f. Have 3 basins and water to be able to wash, rinse and sanitize utensils.
  - g. Open displays of food shall be stored above the ground surface.
  - h. All food handling – preparation, cooking, utensil washing, and all equipment must be protected by cover overhead.
  - i. There shall be protection from insects by use of screening or fans.



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## MENU CHART (List all food, drinks, and condiments)

It is *strongly recommended* that prewashed produce be purchased and used in a TFE. A *produce sink with water under pressure and wastewater holding will be required if produce is not purchased prewashed*. Produce includes fruits and vegetables such as lemons, potatoes, lettuce, tomatoes, etc. Produce such as onions in the skin and corn in the husk are also required to be washed.

### Menu Example

Menu Item (Food)	Food Supplier/ Food Source	Thaw How? Where?	Cut/Wash Assemble Where?	Cook How? Where? Final Cook Temperature?	Cold/Hot Holding Equipment?	What will be done with the leftovers at the end of each day> <i>Potentially hazardous food (PHF) that has been heated shall not be sold or held for use on subsequent days**</i>
Chicken Breasts with brown gravy	Frozen boneless chix breasts from Sam's kept in original container	No thawing; Stored in chest cooler with bagged ice designated for chix only	Marinated in soy sauce	Cook 5 lbs at a time on flat top grill to 165 degrees.	Transfer to preheated steam table	Chix will be batch cooked as needed. Leftovers will be discarded at the end of the day.
Brown	Dry packet gravy from local supermarket	Not applicable	Single eye burner	Add bottled water and heat to boiling	Transfer to preheated steam table.	Brown gravy will be batch cooked as needed. Leftovers will be discarded at the end of each day.

### Your Menu

Menu Item (Food)	Food Supplier/ Food Source	Thaw How? Where?	Cut/Wash Assemble Where?	Cook How? Where? Final Cook Temperature?	Cold/Hot Holding Equipment?	What will be done with the leftovers at the end of each day> <i>Potentially hazardous food (PHF) that has been heated shall not be sold or held for use on subsequent days**</i>

### ATTACH ADDITIONAL MENU SHEETS IF NECESSARY

**\*\*Approval may be granted to allow for cooling and reheating of PHF if written procedures are submitted with this application and approved. Written procedures must detail:**

- how the food(s) will be cooled (quantity of food, time parameters cooling methods, equipment used) how the food(s) will be stored (ie. refrigerated truck, walk-in) how the food(s) will be reheated (method, time parameters, equipment used).
- Will any foods be held on a TPHC (Time Procedure)? ☐ No ☐ Yes  
Which Foods? \_\_\_\_\_



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## VENDOR ACKNOWLEDGEMENT AND SIGNATURE SECTION

**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 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 (without prior approval) may result in disposal or embargo of the drink. Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food. Menu items are subject to approval and may be restricted.
- 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 **at least fifteen (15) calendar days prior to the event***, or the application shall be denied.

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

***EQUIPMENT LAYOUT AND SIGNATURE MUST BE COMPLETED AFTER APPLICATION IS PRINTED***

**Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by the Health Department at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied!**

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 found on the Polk County Website.

Polk County Health and Human Services  
Environmental Health  
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