



Helene Edwards, MS, RD, LDN
Health Director

HOKE COUNTY Department of Public Health

683 East Palmer Road
Raeford, North Carolina 28376



(910) 875-3717
FAX (910) 875-6351

\$75.00

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Directions:

The operator of each proposed Temporary Food Establishment (TFE) must submit a completed application, with fees, at least 15 days before an event. All parts of the application must be completed. After receiving the completed application, we will contact you to discuss and to set up a permitting visit. If you have any questions, please contact Hoke County Environmental Health. Fees are non-refundable. You must submit a separate application and fee for each booth/trailer/unit/tent/etc that you wish to operate.

- 1) TFE Name: _____
- 2) Name of Operator/Owner: _____
- 3) Mailing Address: _____
- 4) Phone: _____ Email: _____
- 5) Event Name: _____
- 6) Event Location: _____
- 7) Event Coordinator & Phone#: _____ / _____
- 8) Date(s) and Time(s) of Event: _____
- 9) Date and Time TFE will be set up and ready for permitting: _____

****Please note that you must be completely set up prior to permitting. No food preparation is allowed in the booth until the permit is issued****

It is preferred that the permitting date be at least one day before the start of the event and between 9am-4pm, Mon-Fri, if at all possible.

10) Will any of the food be prepared prior to the event? Yes No

If you checked "yes", provide the name of the facility where food will be prepared:

Name of Prep Facility: _____

Address of Prep Facility: _____

Contact # for Prep Facility: _____

Describe how the prepared food will be transported to the event: _____

***Please note that advanced preparation requires a permit for the Prep Facility. No food may be prepared or cooked in a private home or a non-permitted kitchen.**

11) As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? Yes No

12) Please indicate your potable water supply:

Onsite private well

Public water supplied by event

Bottled water

Other: _____

Do you have potable water storage or will you be hooked up to a continuous supply?

Fresh water storage. If this option, please list size of holding tank: _____ gal

Continuous (must have cleaned, sanitized, labeled potable water hoses)

13) Please indicate your wastewater storage/disposal method:

Holding tank – size of tank: _____ gal; Will dump where? _____

Labeled catch bucket – size: _____ gal; Will dump where? _____

Other – describe: _____

14) Please describe your disposal method for garbage: _____

15) Please list ALL foods you will be selling (use additional sheets if necessary):

***Any changes to the menu must be submitted to and approved by Hoke County Health Department at least 5 days prior to the event.**

Please list the sources of your foods: (Be prepared to show invoices) _____

16) Cold Holding. List all foods to be held cold and describe how foods will be held at 45 degrees or below _____

17) Hot Holding. List all foods to be held hot and describe how foods will be held at 135 degrees Fahrenheit or above: _____

18) Describe how utensil washing will take place: (requires three basins, air drying space, wash/rinse/sanitize capabilities, test strips) _____

19) Describe your handwashing facilities: (must have at least 2 gallons of warm water under pressure, free flowing faucet/stopcock, soap and disposable towels, labeled wastewater catch bucket or storage tank) _____

20) Describe the toilet facilities that will be available: _____

21) Check the appropriate item which describes your proposed food booth setup:

- Mobile food unit
- 3-sided tent
- Tent/EZ-up with fans
- Other: _____

22) How will you supply power for necessary equipment like refrigeration, lights, etc?
___ My own generator and/or gas supply
___ Electricity and/or gas supplied onsite
___ Other (describe: _____)

23) Will you be using a separate "stock" food trailer? ___yes ___no
If yes, list what this unit will contain (freezer, refrigeration, dry storage): _____

24) Will you be prepping any fresh produce yourself (includes potatoes, lettuce, tomatoes, onions, etc)? ___yes ___no
If yes, do you have a separate produce wash sink? ___yes ___no

25) List all raw proteins (meat/poultry/fish/seafood/eggs) you will have in your unit and note whether or not they will be kept frozen or if they will be thawed at any time prior to cooking. Use additional pages if necessary.

<u>Raw proteins</u>	<u>Frozen or Refrigerated?</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

26) All raw proteins such as meats/poultry/fish/seafood must be obtained in ready-to-cook form. No cutting, breading, or other types of raw prep is allowed in a TFE. Raw items must go directly from cold storage to the cook step. Will all of your raw PHF's be ready-to-cook? ___yes ___no

27) Name & Location of the last event you will have operated at before this one: _____

Any potentially hazardous food that has been prepared at a previous event or that has been removed from its original packaging may not be served at a subsequent event in a TFE in North Carolina.

Make sure all PHF remains in original packaging until permit is issued!

This includes all meats, poultry, fish, seafood, egg, cheeses, cut tomatoes, cut leafy greens, etc., etc., If you are unsure, please ask. You will be required to discard any PHF found not in original packaging prior to permit being issued.

Drawing

Please provide a sketch on this page of your proposed setup. Identify all equipment including cooking, hot holding, cold holding, handwash facilities, utensil washing facilities, storage for utensils/single-service items, food storage areas, garbage containers and customer service areas. Please submit photos also if you have them.

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit; however, additional requirements may be applicable.

Employee requirements

- Gloves
- Limited jewelry
- Employee Health Policy
- Hair restraints

Tent/Weatherproof structure

- Canopy over entire operation
- Large bbq grills *may* be exempt from overhead protection requirement

Fly Protection

- 3 solid or screened sides or
- Fly fans

Ground Covering

- Protection from dust/mud

Water Supply

- Approved water supply
- Potable water hoses: labeled, disinfected
- Hot water capability

Wastewater Disposal

- Labeled buckets/containers
- Disposal in approved sewage system or port-a-johns

Utilities/Electricity

- TFE must remain connected to all necessary utilities at all times food is prepared, served or stored in the food establishment.

Utensil Washing

- * 3 Basins large enough for utensils
- * 3 Comp sink for multi-use utensils
- * Space for air drying
- * Soap, Rinse, Sanitizer
- * Test strips for sanitizer

Hand Washing

- * Minimum 2 gallons warm water
- * Water under pressure (gravity ok)
- * Free-flowing faucet/stopcock
- * Soap and disposable towels
- * Wastewater catch bucket – labeled

Approved/Secured Food

- * Approved source/invoices
- * No previously heated foods
- * No PHF out of original package
- * Separate produce sink

Food Temperatures

- * Accurate food probe thermometer
- * Adequate cold hold equipment
- * Adequate hot hold equipment

Food Shields/Customer Barriers

- * No food exposed to customers
- * Approved self-service condiments

Lighting (for night operations)

- * Shielded above food areas

I certify that I will comply with the requirements listed above and any other requirements as described by Hoke County Environmental Health while operating my TFE. I understand that a compliance check may be conducted at any time of operation:

Vendor signature: _____ Date: _____