



**Forsyth County**  
*Department of Public Health*

To all organizers, sponsors, coordinators and food vendors at special events:

Each special event involving food is unique. Due to the way the rules are written, some events and vendors may be exempt. It is in the best interest of the organizer, sponsor, coordinator, food vendors, and the health of the public that you contact the Forsyth County Environmental Health Department, Fire Marshal, etc., prior to any event involving food to determine what will be required.

The following pages list Health Department permitting requirements, applications, checklists, and general information for temporary food events. Even if an event or vendor is “exempt” from these rules, it would be best for the health and safety of patrons to your event if all requirements are met.

**Read these requirements carefully.** Applications (for organizers and vendors) must be provided in a timely manner. Event organizers must supply all documentation, including vendor applications, to the Forsyth County Environmental Health Department at least 30 days prior to the planned event, along with the Permit Fee in the amount of \$50.00 per vendor. **Effective August 15, 2009: The Permit Fee will increase to \$75.00 per vendor.** Although the bulk of the requirements detailed in this packet will have to be met by the individual food vendor, the organizer is responsible for ensuring the information included in the application is correct. It is the responsibility of each individual vendor to meet all requirements, stated in this packet, before a permit will be issued. Denial of a permit will result in no sale of food, which may result in loss of revenue and possible loss of food product.

Please be aware of any legal issues that may result from selling food. Selling food without a permit, at an event where a permit is required, will result in a cease order being issued and possible legal action. Event organizers, sponsors, coordinators and vendors will share responsibility if a food-borne illness occurs from food sold at an event.

**EXEMPT STATUS:** Nonprofit organizations, political committees, and other organizations that are exempt from federal income tax, may prepare and sell food one time per month, as long as they do not exceed two consecutive days. If you are claiming Exempt Status, as one of the above specified groups, please complete the form titled “***Application for Exempt Temporary Events.***” In addition, please provide a copy of the Letter of Declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to conduct the event. There is no need to complete the event organizer or food vendor applications unless it is determined that the event does not qualify for Exempt Status.

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments at [www.deh.enr.state.nc.us/ehs/food/fudlinks.htm](http://www.deh.enr.state.nc.us/ehs/food/fudlinks.htm).

Thank you in advance for your cooperation and good luck with your event.



<b>HEALTH DEPARTMENT USE ONLY</b>	
Date Received	_____
Reviewed by:	_____
_____ Permit Required	_____ Exempt
_____ Cashier	_____ EHS
State ID#	_____

**EVENT ORGANIZER APPLICATION**

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **A separate Temporary Food Permit Application for each vendor must be received by the Forsyth County Health Department, Division of Environmental Health at least 30 days prior to the event.** The event coordinator is responsible for submitting **all vendor applications** to the health dept. for review in the allotted time. Individual vendor applications **will not** be accepted. Be sure to consult with Fire Marshal, etc. before your event. For more information, call **336-703-3225**.

Mail applications to: Forsyth County Health Department  
Division of Environmental Health  
P.O. Box 686  
Winston-Salem, NC 27102-0686  
Fax: 336-727-2183

**Please Print**

1. Organizer Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  

	City	State	Zip
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3. Organizer Phone: (8am-5pm) \_\_\_\_\_ Other: \_\_\_\_\_
4. Organizer E-mail address: \_\_\_\_\_
5. Name of event: \_\_\_\_\_
6. Event location: \_\_\_\_\_
7. Dates and times of event: \_\_\_\_\_
8. On-site coordinator(s) contact information.

Name	Responsibility	Contact Number(s)	FAX/E-MAIL

9. Number of people expected to attend (event total): \_\_\_\_\_
10. Number of anticipated food booths: \_\_\_\_\_
11. Time of food booth set-up: \_\_\_\_\_
12. Will the organizer be supplying water to the food booths? [ ] Yes [ ] No **Note: A food grade hose is required for all water connections.** If yes, what is the water source? [ ] City/Public [ ] Private Well [ ] Other (explain) \_\_\_\_\_
13. Liquid waste/grease disposal method and schedules for pick-up (include business name if service is contracted): \_\_\_\_\_

**Note: Grease and wastewater MUST NOT be poured out on the ground or into storm drains.**

14. Garbage disposal method and schedules for pick-up: \_\_\_\_\_
15. Will the organizer be supplying electricity to the food booths? [ ] Yes [ ] No  
If yes, describe: \_\_\_\_\_

16. Will the organizer be supplying refrigeration equipment for the food booths?  Yes  No

If yes, describe: \_\_\_\_\_

17. Number of toilet facilities provided: \_\_\_\_\_ Type: \_\_\_\_\_

If portable toilets are used, how often will they be serviced? \_\_\_\_\_ Will handwashing facilities be provided adjacent to the toilets? \_\_\_\_\_ How many? \_\_\_\_\_

18. Will there be a petting zoo or pony rides?  Yes  No

If yes, will handwashing facilities be provided?  Yes  No Describe: \_\_\_\_\_

19. Attach a map of the event grounds showing the location for each food booth, toilet facilities, water connections, etc.

20. Please list **ALL** participating **FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number(s)	General Menu
Example Food Booth	John Doe	336-555-0000	Funnel Cakes, blooming onions, sandwiches, cooked meats, cooked vegetables, etc.

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

\_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_



## TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS

(Each Food Booth Operator must provide the following information)

**15A NCAC 18A .2600** defines a temporary food establishment as those who sell food or drink for a period of 15 days or less, in connection with a fair, carnival, circus, public exhibition or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **Temporary Food Permit Application For Vendors** must be submitted by your coordinator **at least 30 days prior** to the event. **(Vendors make sure to fill out and return pages 4-6 to the coordinator(s) of your event, the coordinator is then responsible for submitting information to the health dept. for review. Applications must be submitted by coordinator of your event to be reviewed.** For more information call 336-703-3225.

(Be sure to consult with Fire Marshal and other entities about other requirements for your food booth.)

### Event Information

### Please Print

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

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

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

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

5. Applicant's name: \_\_\_\_\_

6. Applicant's address: \_\_\_\_\_  
Address City State Zip

7. Applicant's telephone: \_\_\_\_\_  
8 AM -5 PM Night/Other

8. Applicant's E-mail Address: \_\_\_\_\_

9. All food and beverage must be prepared on-site. Local groups may be allowed to prepare foods in advance of the event in an approved kitchen (not a domestic kitchen). If you are representing a local group and would like to prepare foods in advance, please provide the name and address of the facility that you propose to use and include the dates and times that the kitchen will be used. **Be sure to list all food items, including those that require advance prep, on the menu page (page 5).**

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. Describe equipment to be used at the event for:

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

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

c.) Cooking: \_\_\_\_\_

d.) Reheating: \_\_\_\_\_

## Menu Page

**MENU\*** (\*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

**PLEASE LIST ALL FOOD TO BE SERVED. INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (140 °F or greater) OR COLD (45°F or less). The Health Department is to be notified of menu changes at least 48 hours in advance of 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. Please use one row for each food item and include all beverages.**

FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH ASSEMBLE WHERE?	COOK HOW? WHERE	COLD/HOT HOLDING HOW? WHERE?	REHEATING HOW?
<i>Hamburgers</i>	<i>Frozen patties from Sam's Club</i>	<i>No thawing</i>	<i>No advance prep</i>	<i>Cooked on grill at the event.</i>	<i>Hold in a crock pot with beef broth.</i>	<i>No reheating needed.</i>
<i>Prepackaged condiments</i>	<i>Sam's Club</i>	<i>Not applicable</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

**\*ATTACH ADDITIONAL SHEETS IF NECESSARY**

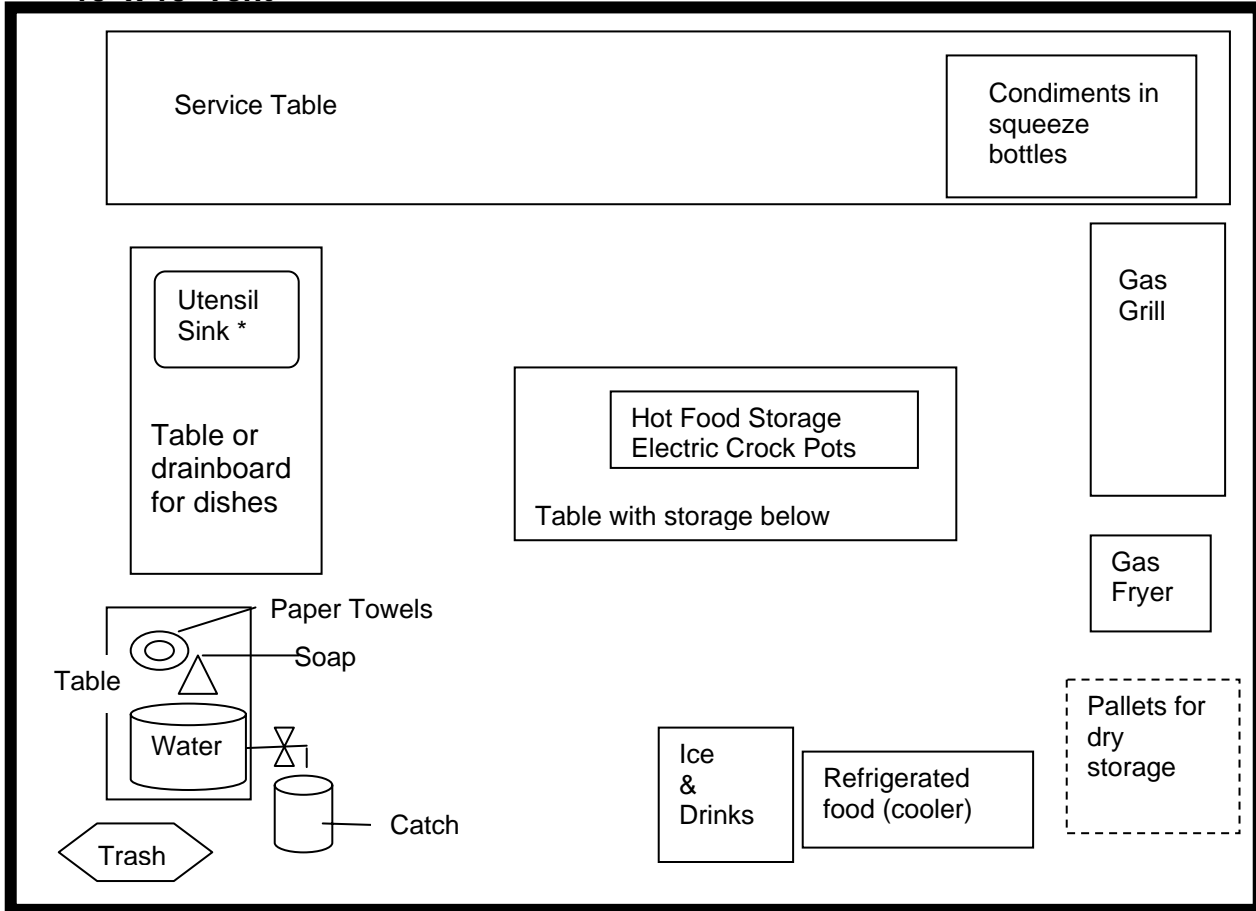
13. What is the source for ice that will be used?: \_\_\_\_\_
14. Will the booth be connected to [ ] water, [ ] sewer, [ ] electricity? (Check all that apply)
15. The food booth will be in a [ ] tent, [ ] trailer, [ ] building, [ ] other (describe) \_\_\_\_\_

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 sneezeguards must be provided.

## EXAMPLE LAYOUT

FRONT (Customer Service Area)

10' x 10' Tent



\*Water heater is under sink

**NOTE:** The diagram above is an **EXAMPLE** only. Please use the back of this page to draw the layout of your booth. Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used.

## Temporary Food Establishments (Checklist for Vendors)

1. The organizer/ sponsor must provide water and electrical hookups for food vendors. Wastewater & grease must be disposed of properly. A food grade hose and backflow protection is required for water connections under pressure. **No disposing of grease and wastewater into storm drains or on ground.** Grease receptacles should be provided at central sites. Contact the organizer/ sponsor for the locations of these sites. Be sure to check with all other inspection entities (such as Fire Marshals) to ensure compliance with all necessary rules and regulations.
2. 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 Forsyth County Division of Environmental Health. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded.** Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
3. 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** at least **30 days** prior to the event. (Check with coordinator to make sure your application has been sent)
  - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium, iodine).
  - Test strips must be provided.(chlorine strips for bleach, etc, depends on sanitizer used)
  - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
  - Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
  - A one compartment utensil sink with drainboard/counter space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc.
  - A separate hand washing sink with antibacterial soap/ paper towels and proper sewer hookup is needed. (cooler with dispensing valve filled with warm water and catch basin/ bucket **may** be used at **certain events** for hand washing).
  - Hair restraints for all participants in food booth. (baseball hat, hairnet, 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.
  - All food handling and cooking must be done in a protected area (approved overhead coverage 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

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

## Temporary Food Establishments Vendor Information

### 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 140°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 140°F.
3. 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.
4. Foods that require preparation prior to an event, must be done in a kitchen approved by the Forsyth County Environmental Health Department. **Please call (336) 703-3225 for approval info.**

### 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.

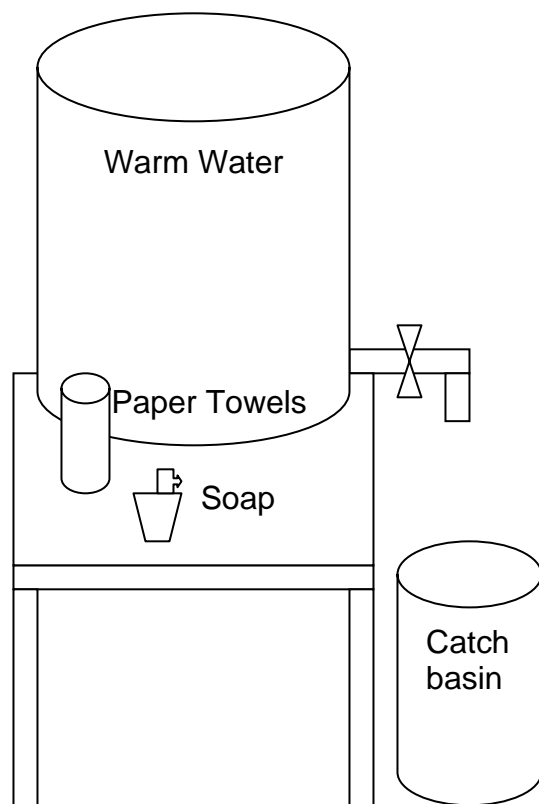
### Clean Up

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 or 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, Quaternary Ammonium 200 ppm or Iodine 12.5 ppm, contact time should be at least 2 minutes)



## Temporary Handwash Station

In order to provide for handwashing 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 handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers can not 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.