

## **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. 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: \_\_\_\_\_  
Street Name/Number City State Zip
7. Applicant's phone (daytime): \_\_\_\_\_ (other): \_\_\_\_\_
8. 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 17 and then refer to info sheet.  
  
 NO => A permit will be required for your operation. Continue completing this application.
9. All food and beverage must be prepared on-site or in an APPROVED kitchen (not a domestic kitchen). Provide the name/address of the advance preparation facility, the dates and times it will be used, and the name/phone number of the person who authorized you to use the facility.  
  
Facility name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Date & Time of advance preparation: \_\_\_\_\_  
  
Approval to use granted by: \_\_\_\_\_ Phone: \_\_\_\_\_
10. How will food temperatures be maintained during transportation?  
  
\_\_\_\_\_



## 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 cash, checks, or money orders. **NO FEES WILL BE ACCEPTED ON-SITE. THEY MUST BE RECEIVED IN OUR OFFICE 2 WEEKS PRIOR TO THE EVENT.**
  
2. In order to be exempt from permitting (you checked “YES” in question #8 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 paying 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 #8 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 2 weeks in advance 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 45°F or lower and hot foods at 135°F or higher. You should have a calibrated thermometer (0°F-220°F) available to check food temperatures. Please indicate on your worksheet how you will cook and/or hold all food items.
  
5. For handwashing set-up: if you choose to use “gravity-flow”, you should plan on providing heated water in an insulated container with a spigot, a bucket or container to catch the wastewater, hand soap in a pump dispenser, and paper towels. A method of

heating water must be provided at your site. This can be achieved by a pot on a burner, a coffee maker, etc...

6. For utensil/hand washing set up: if connecting directly to water supply, you must use a water hose specifically for potable water. (Usually a white hose suitable for foodservice).
7. Please review and sign your application. Be sure to complete the worksheet with information regarding menu items and cooking methods. Also submit the proposed layout of your equipment in your foodstand.

## **MENU & FOOD PREPARATION WORKSHEET**

List all food items, sources (where you purchased food), and any places where you will be doing advance (early) food preparation for this event:

**FOOD ITEM:**

**PURCHASED? PREPPED?:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**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.**