

To: Vendors

From: Pitt County Environmental Health Department Food & Lodging Division

Subject: Temporary Food Permits

In order to protect, promote and assure the health of the people of Pitt County, Pitt County Environmental Health requires that all vendors and organizers apply for a temporary food establishment permit. Vendors must contact Pitt County Environmental Health and submit a **completed application** along with a **\$75 permit fee** at least **15** days prior to an event. Vendors must be permitted by Pitt County Environmental Health before the event and before the sale of food to the public can occur. Vendors for non-profit organizations such as churches, etc. must provide their tax exempt number or other documentation that shows their organizational status in order to be exempt from the \$75 permit fee.

Please read the items in the temporary food permit packet carefully. Included are requests for menus, food sources (example: from a permitted facility), equipment to be used, and layout of vendor space. If food is to be catered in, documentation must be provided as to where the food is coming from. Also included is a vendor checklist. It is the responsibility of the vendor to make sure that the checklist is complete and his/her facility is ready to be permitted.

Permits will be issued to vendors at a time arranged between the organizer and the Environmental Health Specialist. Denial of a permit means that no food (except packaged goods) can be sold to the public by that vendor.

Again, all vendors are responsible for submitting their application and permit fee to our office at least 15 days prior to an event. Applications along with a check or money order made payable to **Pitt County** can be mailed to Pitt County Environmental Health at 1717 W. 5th Street, Greenville North Carolina 27834. Applicants paying in person can pay by cash, check or credit card (MasterCard, Discover or Visa).

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

Pitt County Environmental Health Food & Lodging Division



## Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist vendors 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. All applications must be submitted to the Pitt County Health Department at least **15 days** prior to the date of the event.

### Person In Charge

- Available during all hours of food preparation

### Employee Requirements

- Single-use gloves
- Employee Health Policy Agreement
- Hair restraint (hat, visor, beard guard)
- Limited jewelry

### Tent/Weatherproof Structure/Canopy

- Canopy over entire operation (smokers and large BBQ grills *may* be exempt from overhead protection requirement)

### Fly Protection

- 3 solid or mesh sides
- Fly fans

### Ground Cover

- Protection from dust/mud

### Water Supply

- Approved water supply
- Drinking/Potable water hose (labeled & disinfected)
- Hot water capability/a means to heat water

### Wastewater Disposal

- Buckets for grey water (labeled)
- 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.

### Utensil Washing

- 3 Basins large enough for utensils (labeled with wash, rinse & sanitize)
- Drain board or counter space for air-drying
- Soapy water, rinse water, sanitizer (Chlorine at 50-200 PPM, or Quaternary Ammonium at 150-400PPM)
- Test strip for Sanitizer

### Hand Washing Station

- At least 2 gallons of hot water
- Free flowing faucet/stopcock (gravity OK)
- Soap and disposable towels
- Wastewater catch bucket (labeled)

### Approved/Protected/Secured Food

- Approved source/Food invoices
- Food and single service items above ground
- Separate produce washing basin/sink
- No previously heated foods
- No PHF out of original packages
- Food tampering prevention (locks, latches with keys)

### Food Temperatures

- Accurate food probe thermometer
- Adequate cold holding equipment (refrigeration, freezer, coolers with ice)
- Adequate hot holding equipment

### Food Shields/Customer Barriers

- No food exposed to customers
- Approved self-serve condiments

### Lighting (For night operation)

- Shielded above food and preparation areas

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

Vendor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



### TEMPORARY FOOD ESTABLISHMENT APPLICATION

This application must be completed and submitted to provide information about all food preparation and sales to the public at any public event or exhibition within Pitt County to Pitt County Environmental Health by 4pm at least 15 days prior to the event.

Please note: A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Temporary Food Establishment Application.

Facility Type:  Booth  Pushcart  Mobile Food Unit (MFU)  Permanent-Building

- 1) Name of Booth or Food Service Operation: \_\_\_\_\_
- 2) Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_
- 3) Coordinator of Event: \_\_\_\_\_ Coordinator Phone #: \_\_\_\_\_
- 4) Address of Event: \_\_\_\_\_  

Street	City	State	Zip Code
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- 5) Applicant Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_
- 6) Applicant Mailing Address: \_\_\_\_\_  

Street	City	State	Zip Code
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- 7) Applicant Email Address: \_\_\_\_\_

Please note: Food booth must be **completely** set up prior to permitting and **NO** food preparation is allowed in the booth until the permit is issued.

- 8) Date for permitting: \_\_\_\_\_ 8) Time for permitting: \_\_\_\_\_
- 9) Will applicant prepare food prior to the event?  Yes  No

If you checked "yes" food will be prepared prior to the event, provide the following information:

Name of Facility where food is prepared: \_\_\_\_\_

Address of Facility where food is prepared: \_\_\_\_\_  

Street	City	State	Zip Code
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- 10) 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

- 11) Please check the box that best describes the source of water for your food booth:

- Tap water supplied by applicant
- Bottle water supplied by applicant
- Public Water Supplied by Organizer (**requires food grade hose and backflow preventer**)
- On-site Private Well (**requires** testing at least 15 days prior to event)
- Other: \_\_\_\_\_

- 12) Check the box that best describes the disposal method for the following:

Garbage:

- Waste can be taken offsite
- Event dumpster
- Other: \_\_\_\_\_

Wastewater:

- Event grey water bin
- Can wash facility
- Other: \_\_\_\_\_



- 13) Will ready-to-eat produce (veggies or fruits) be prepared in your booth? \_\_\_\_ Yes (**requires prep sink**) \_\_\_\_ No
- 14) Will you be using a separate vehicle for storage? \_\_\_\_ Yes \_\_\_\_ No: If yes, list contents (e.g. Freezer, refrigeration, paper products): \_\_\_\_\_

15) Check the box that best describes your equipment:

Cold Holding

- Refrigerated truck
- Commercial fridge
- Freezer
- Other: \_\_\_\_\_

Hot Holding:

- Chafing dishes
- Electric hot box
- Grill
- Other: \_\_\_\_\_

Utensil Washing:

- 3 Utility sinks
- 3-compartment
- 3 Basins
- Other: \_\_\_\_\_

Hand Washing Set-up:

- Utility sink
- Gravity flow set-up
- Other: \_\_\_\_\_

16) Indicate the approximate distance & time you will travel to the festival site: \_\_\_\_\_

17) How will the food temperatures be maintained during transportation?  
 Ice-chests  Mechanical Refrigeration  Cambrio Units/Hot holding cabinets  Other \_\_\_\_\_

18) Provide a complete list of all food/menu items in the chart below and check "Advanced Preparation" if the food/menu item will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed. Check both "Advanced Preparation" and "Prepared at Event" if food/menu item requires both types of preparation.

**Please include all add-ons items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onions).**

<b>Food/Menu Items</b> (attach list if more space is needed)	<b>Source of Food</b> (must provide invoice or receipt at the event)	<b>Advanced Preparation</b> (include cutting, seasoning, marinating, cooking, etc.)	<b>Prepared at Event</b> (include cutting, seasoning, marinating, cooking, etc.)
Example: <i>Hamburgers</i>	<i>Smith's Market</i>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



19) **Please provide a drawing of proposed set-up. Note that ALL food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment.** Other equipment needs may vary.

**For Permitted Mobile Food Unit or Pushcart Only**

- 20) Name on Permit: \_\_\_\_\_
- 21) Name of Business: \_\_\_\_\_
- 22) Name of Commissary: \_\_\_\_\_
- 23) County Permitted from: \_\_\_\_\_ 24) Permit ID # \_\_\_\_\_

*I certify that the information in this application is complete and accurate. I understand that:*

- Any changes to my operation must be submitted to the PCEHD for review and approval 5 days prior to the day of the event.
- A compliance check may be conducted at any time of operation.
- All potentially hazardous foods (PHF) that I am serving must be maintained at approved temperature (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service.
- Failure to maintain approved temperatures for PHF may result in disposal or embargo of the food.
- Non-compliance may result in closure of the Temporary Food Establishment.

*I certify that I will comply with the requirements described by PCEHD Checklist for Temporary Food Establishment Vendors.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Name (print):** \_\_\_\_\_

**Submit this application and permit fee to:  
Pitt County Environmental Health Department - TFE Permitting  
1717 West 5<sup>th</sup> Street, Greenville NC 27834**

<b>Office Use Only</b>	
Notes: _____	
_____	
_____	
_____	
Reviewer Signature: _____	Date: _____
<b>Revised 10/25/19</b>	

