

DUPLIN COUNTY

Health Services

340 Seminary Street
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Kenansville, NC 28349



Main Office 910-296-2130
Environmental Health 910-296-2126
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TEMPORARY FOOD SERVICE PERMIT APPLICATION

It is a violation of North Carolina General Statutes 130A-248 (b) to sell food with out a permit from the local health department. 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 booth operator and payment of \$75.00 must be received by the Duplin County Health Services, Division of Environmental Health fourteen days prior to the event. Payment should be made by cash, check or money order in the office, but only checks and money orders will be accepted by mail.** It is highly recommended that each vendor call our office before submitting this application for assistance and information about obtaining a permit. Our telephone number is (910) 296-2126. The Environmental Health Specialists available to assist you are Mary Cashwell, Jessica Jones or Pamela Lindsay.

Date of submission ___/___/___

Event Information

Event Name _____

Event Coordinator _____

Location _____

Set-Up Date and Time _____

Starting Date ___/___/___ Time _____ Ending Date ___/___/___ Time _____

Vendor Information

Organization/Business Name _____

Contact Name _____ Phone (____) ____-____ Cell (____) ____-____

Address _____ Pager (____) ____-____

City _____ State _____ Zip _____

*Note: If non-profit, tax exempt or a political fund raising group, attach documentation for exemption consideration.

* MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED

In addition, you must provide a drawing of the entire Event area including the location of your booth, water supply, wastewater disposal area, garbage facilities, toilet facilities and animal displays. This can be obtained from the Event Organizer or Coordinator.

Statement From Applicant: I certify the above information is complete and accurate. I understand the Duplin County Health Department does not provide verbal approval of plans or deviation from approved plans, and that any deviation from the plans and procedures in this application without prior written permission from the Duplin County Health Department may nullify final approval and result in my not obtaining a permit, or having the permit suspended or revoked after it is issued.

Signature (s) _____

Date: ____/____/____

Note: Approval of these plans and specifications by this office does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place will be necessary to determine if it complies with the Rules Governing the Sanitation of Food Service Establishments 15A NCAC 18A .2600, Section .2635.

Plan Approval by: _____ DATE: ____/____/____

Restrictions:

DISAPPROVAL: _____ DATE: ____/____/____

Reason(s) for Disapproval:

Food Preparation at Temporary Food Establishment

(All categories may not apply to your menu)

Menu Item	Thaw How? Where?	Cut/Wash Assemble	Cold Handling How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Source Or Supplier
*EXAMPLE Chicken Sandwich	Thawing is not necessary	Chicken is pre-packaged and breaded	Freezer	Chicken will be deeped fried in fryer on site	Heated display case on site	We will do no reheating Left over chicken will be discarded	Sal Monella Food Distributors 110 Degree Dr Fever, NC (910) 151-6362

***Attach additional sheets if necessary**

PLEASE LIST ALL MENU ITEMS TO BE SERVED INCLUDING ICE. (The Health Department reserves the right to limit the menu.) INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (140°F or greater) OR COLD (45°F or less).

Temporary Food Establishments

1. The vendor has the responsibility of verifying with the organizer or sponsor the availability of water and electrical hookups as well as wastewater, garbage and grease disposal at each site for food vendors. A food grade hose is required for the water connections. **No disposing of grease and wastewater into storm drains.** Contact the organizer or sponsor for these items.
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 Duplin County Division of Environmental Health. **DO NOT PREP FOOD BEFORE RECEIVING A PERMIT**; any food pre-prepared will be discarded. Foods such as cream filled pastries and pies; salad 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 Department.
4. The following checklist is provided for your use. All items must be completed in order to receive a permit.

- _____ Submit Temporary Food Establishment Vendor application and pay the \$75.00 permit fee no later than fourteen (14) days prior to the event.
- _____ Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer.
- _____ Sanitizer test strips must be provided.
- _____ Metal stem thermometer for refrigerators (45°F or below) and for taking food temperatures. Food thermometers should read 0°F-220°F.
- _____ Water under pressure. A water heater shall be used (min. 130°F).
- _____ Utensil sink and counter space/drainboards for the air drying of utensils is required.
- _____ A separate hand wash setup with antibacterial soap and paper towels and wastewater catch basin is necessary.
- _____ Hair restraints (baseball hat or a hairnet)
- _____ Adequate and approved supply of ice. Ice scoops and a separate bin for consumption ice.
- _____ Food stored off the floor or ground (potatoes, onions, etc. must be stored on a pallet or other approved means).
- _____ All food handling and cooking must be done in a protected area. This area shall have overhead coverage.
- _____ Open displays must be protected from contamination by sneeze guards, or other barriers.
- _____ Dispensers for condiments (i.e. prepackaged, squeeze bottles, hinged lid containers).

If you have any questions, you may contact Environmental Health at (910) 296-2126.

Rules Regarding Temporary Food Establishments

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 temperatures. Foods which require heating, must be heated rapidly to 165°F, then maintained at 140°F.
3. All food handling/cooking operations and areas must be covered overhead with at least a tent like roof. At no time is any item of food to be placed on the ground.

Personal Hygiene

1. Participants must wear clean clothing, aprons and hair restraints.
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 will be allowed inside food booths.

Clean Up

1. All utensils, warmers, griddles, etc, must be cleaned routinely, sanitized as required and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean cooking utensils so that soiled utensils can be replaced with clean utensils as needed during the day.
3. **NO DUMPING** of liquid wastes or grease into storm drains. The organizer or sponsor will provide dumpsters and grease receptacles for the disposal 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 50 ppm, Quat 200 ppm or Iodine 12.5 ppm)