



Stokes County

Health Department

Tammy Martin, MS MPH, Health Director
Brandon Joyce, RS, Environmental Health Supervisor

PO Box 187
1009 N Main Street
Danbury, NC 27016
(336) 593-2400

Memorandum

To: Local event planners, Municipal governments, Temporary food vendors

From: Stokes County Environmental Health

Subject: Inspection and permit fees for food events

As you plan your events, please remember that all vendors that sell food to the public are required to obtain a permit from the Stokes County Health Department. Effective August 15, 2009 the fee for this permit is **\$75 per event**. This fee is mandated by N.C. General Statute 130A-248(d).

In order to ensure that an inspector will be available to permit the vendors at your event, the Stokes County Health Department requires an application and payment of **\$75** no later than **two weeks (14 days)** before the scheduled event. If the required application and fee are not submitted two weeks (14 days) prior to the event, no inspection will be scheduled and no permit will be issued for your temporary food establishment. Failure to obtain a permit is a violation of NCAC 18A .2602, which is a misdemeanor in the State of North Carolina. A permit is required when a vendor is for-profit, regardless of the event duration.

501C (3) **verified** non-profit vendors (i.e. Church groups, civic organizations, etc.) are allowed an **exemption for one event per month that does not exceed 48 hours. 501C (3) forms must be submitted to the Environmental Health office prior to the event for review and approval of exemption.**

All vendors at the Stokes County Fair will be required to obtain a permit, regardless of their IRS status, due to the event lasting longer than 48 hours.

A new permit is not required for a temporary food event operating during a seasonal series of events at the same location if the total number of days does not exceed 15. An extension is allowed but a request for extension must be submitted to the Office of Environmental Health prior to the permit expiring.

If you have any questions, please feel free to contact the Office of Environmental Health at (336) 593-2403, Monday – Friday 8:30 am to 5:00 pm.

Thank you,

Environmental Health Staff.

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Temporary Food Establishment (TFE) Food Vendor Application

This application must be completed and submitted to Stokes County Environmental Health at least **14 days prior** to the event. The purpose of the application is to provide information about all food preparation and sales to the public at any public event within Stokes County.

***TFE Application Fee: \$75.00 per event**

☛ Applicant Name: _____ Applicant Business Name: _____

☛ Applicant Address: _____
(Street number and Name/PO Box) (City) (State) (Zip)

☛ Applicant Telephone: _____ E-Mail: _____

☛ Event Name: _____ Location: _____ Dates: _____ Hours: _____

☛ Event Organizer:
 Name: _____ Address: _____ Telephone: _____
(Street Number and Name/PO Box) (City) (State) (Zip)

☛ Last event operated:
 Name: _____ Location (city, state): _____ Dates: _____

☛ Date and time requested for inspection/issuance of permit: _____

***Please note: Booth must be completely set up prior to permitting and NO food prep in the food booth is permitted prior to permitting.**

☛ Will you be preparing food prior to the event? Yes No

***If "yes," all food must be prepared in an approved kitchen (not a home/domestic kitchen) no longer than 7 days prior to the event. Provide the name and address of the restaurant/facility in which the advanced preparation will occur:**

Name of Facility: _____ Address of Facility: _____
(Street number and Name) (City) (State) (Zip)

Provide a complete list of all food in the chart below. Check the appropriate box in regards to food preparation.

| Food/Menu Items (Include amount of food) | Source | Prepared in advance | Prepared at event | No prep needed | Cooking Method |
|---|-------------------|------------------------|----------------------|-------------------|------------------------|
| <i>Example: 5 lbs. of Chicken Thighs</i> | <i>Sam's Club</i> | | <i>X</i> | | <i>Cooked on grill</i> |
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*Please include all toppings such as lettuce, tomato, onion, etc.
 *The following items are NOT permitted to be prepared at any TFE: Salads such as potato, chicken, ham, and crab salads, etc.
 *Please include an attachment with additional menu items, if necessary. If needed, a separate, whole menu may be attached.

☛ Check the boxes that best describe your equipment (check all that apply):

Cold Holding:

- Refrigerated truck Commercial refrigeration Cooler with ice (requires drainage plug)
 Household freezer Other: _____ N/A

Hot Holding:

- Chafing dishes Electric hot box Grill
 Other: _____ N/A

Utensil Washing: (must include drain board or table set up for draining equipment)

- 3-compartment sink with drain boards 3 basins (buckets, bus tubs, etc.) with lids

Hand Washing:

- ≥ 2-gallon gravity flow set-up (unassisted, free flowing faucet required) Mechanical sink
 Other: _____

☛ Will produce be washed in the TFE?

- Yes No *if “yes,” a separate food prep sink will be required.

☛ Check the box that best describes the source of water for food preparation and washing:

- Public water supplied by organizer Water supplied by food vendor: Source? _____
 On-site private well (pre-approval from Health Department required) Bottled Water

☛ Check the box that best describes the disposal method for:

Garbage:

- Waste Cans Event Dumpster
 Carry off-site Other: _____

Waste Water:

- Portable toilet Grey water bin
 Carry off-site Other: _____

Grease:

- Event grease receptacle Carry off-site Other: _____ N/A

☛ Check the box which describes your food booth set-up:

- 3-sided tent Tent with fans Enclosed mobile unit Pushcart

*Draw or attach a diagram depicting your booth set-up. Indicate tent dimensions (if applicable), placement of handwashing station, utensil washing station, drain boards, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers.

*By signing, I certify that the information in this application is complete and accurate. I also understand that: **(Read & initial each)**

- ____ Any changes to my operation must be submitted to the Office of Environmental Health for review and approval prior to the day of the event.
____ Raw meat, poultry, and fish shall be purchased in ready-to-cook portions, except that cutting and skewering can be allowed if the TFE has sufficient preparation areas and food equipment which is to be determined by the regulatory authority.
____ All potentially hazardous food that I am serving must be maintained at approved temperatures (41 °F or below for cold holding and 135 °F or higher for hot holding) during transport, holding, and/or service.
____ Failure to maintain approved temperatures for potentially hazardous food may result in disposal or embargo of foods.
____ Potentially hazardous food that has been heated at the TFE or TFE commissary or removed from its original packaging shall not be sold or held for subsequent days or future events.
____ If this application and payment of \$75.00 are not submitted **14 days** prior to event, there is no guarantee I will receive an inspection and permit.

Applicant Signature: _____ *Date:* _____