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Administrator

# Gaston County Environmental Health

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## APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT VENDOR PERMIT

Each food vendor must submit a completed Temporary Food Establishment (TFE) Permit Application along with required permit fee(s) to Gaston County Environmental Services. The TFE application and required permit fee(s) must be submitted at least fifteen (15) days prior to the date of the event. Vendor applications or permit fees received after the deadline will not be considered and will be returned. **Each question must be answered or the application will be returned.**

Application submission date: \_\_\_\_\_

1. Name of event: \_\_\_\_\_

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

3. Date(s) of event: \_\_\_\_\_ To \_\_\_\_\_ Time(s) \_\_\_\_\_ To \_\_\_\_\_

4. Booth Name/Business name: \_\_\_\_\_

5. Owner/Operator name: \_\_\_\_\_

6. Owner/Operator address: \_\_\_\_\_

7. Applicant's telephone number: \_\_\_\_\_

Address

City

State

Zip

8 am – 5 pm

Cell/Other

E-mail address: \_\_\_\_\_

8. Proposed date/time for pre-opening inspection: \_\_\_\_\_

9. Indicate type of set up: ( ) Tent Size \_\_\_\_x\_\_\_\_ ( ) Self contained unit (eg. Mobile trailer)

10. List all food and beverage items that will be served: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will **all** foods/beverages be prepared at the temporary food establishment? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, attach a **written agreement** (signed by the owner of a North Carolina permitted food establishment) giving you permission to use the kitchen. Agreement must have listed items that will be prepared in the kitchen. Domestic kitchens cannot be used.

12. How will food temperatures be maintained during transporting to site? Cold: \_\_\_\_\_  
Hot: \_\_\_\_\_

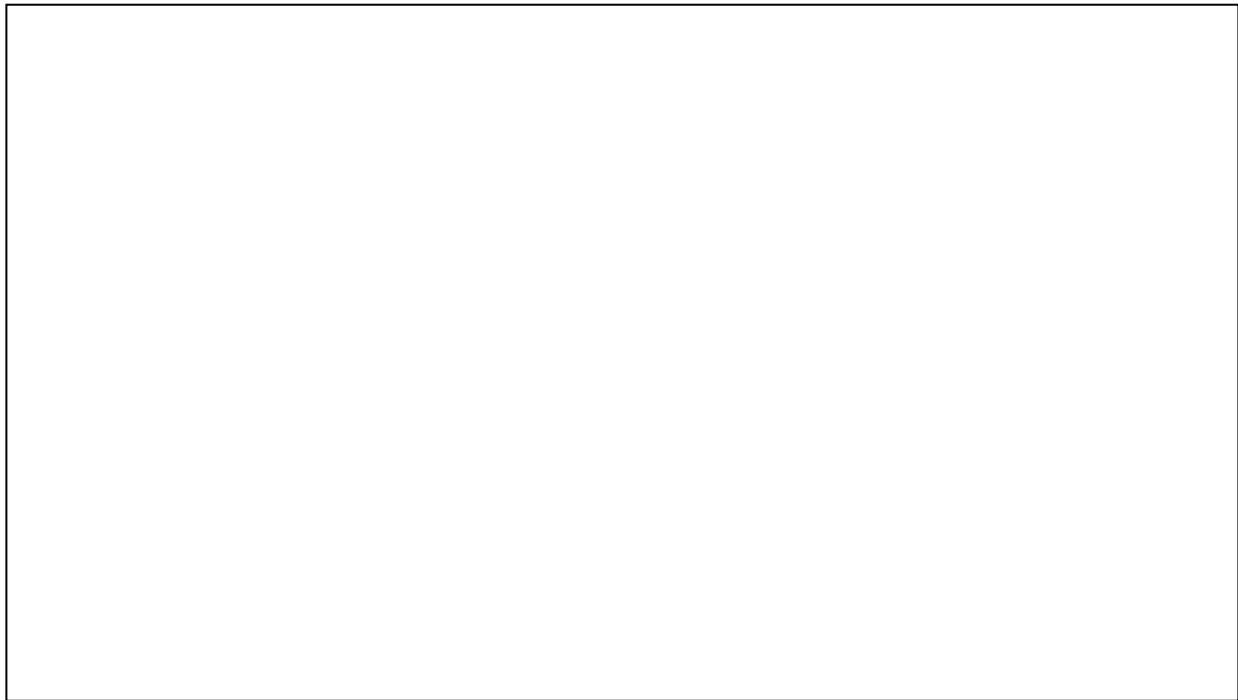
13. Describe equipment to be used at the event for:  
a. Cooking/Reheating \_\_\_\_\_  
b. Cold Holding \_\_\_\_\_  
c. Hot Holding \_\_\_\_\_

14. Handwashing: ( ) Plumbed sink ( ) Gravity flow with pushbutton/twist nozzle

15. Utensil washing: ( ) Plumbed utility sink with drainboard/countertop space for air-drying  
( ) Utility sink with gravity flow (pushbutton/twist nozzle) with drainboard/countertop space for air-drying

- 16. Water source: ( ) On-site Municipal ( ) Sealed bottled water ( ) Brought from permitted North Carolina food establishment - Name of Establishment/Phone number: \_\_\_\_\_
- 17. Wastewater disposal: ( ) Provided by Event ( ) Taken to permitted North Carolina food establishment. Name of establishment/Phone number: \_\_\_\_\_
- 18. Toilet facilities: ( ) Public Building ( ) Chemical Toilets (Porta-Johns) ( ) Other \_\_\_\_\_
- 19. Garbage disposal: ( ) Can collected on-site ( ) Dumpster ( ) Other \_\_\_\_\_

**EQUIPMENT LAYOUT DIAGRAM:** Identify all equipment including cooking and cold holding equipment, handwashing facilities, work tables, utensil washing facilities, food and single service storage, sneezeguards, and customer service areas (condiment tables). **Application will be returned if this section is not filled out completely.**



I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from Gaston County Environmental Services may nullify final approval and prevent issuance of a temporary food establishment permit. **I also understand that if this application is incomplete it will be returned to me, and, if I do not correct and return it to Gaston County Environmental Services at least 15 days prior to the event, my application will not be considered.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner/Operator or designee)

Approval of these plans and specifications by this Department does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). A pre-opening inspection (with electricity and equipment in place) will be necessary to determine compliance with the 15A NCAC 18A .2635 temporary foodservice establishments and to determine whether a permit will be issued.

Mail application to Gaston County Environmental Services, Plan Review Section, 991 W. Hudson Blvd., Gastonia, NC 28052 or fax to (704) 853-5231. For more information you may contact David Littman at (704) 853-5217 or by e-mail [david.littman@co.gaston.nc.us](mailto:david.littman@co.gaston.nc.us).

# TEMPORARY FOOD ESTABLISHMENT VENDOR CHECKLIST

**\*\*\*This list should not be returned with application.  
This information is intended to assist you with your set up.\*\*\***

DATE \_\_\_\_\_

BOOTH # \_\_\_\_\_

- food from approved sources and identified
- clean location and equipment
- food covered and protected (barrier to shield food from the public)
- utensils and equipment protected (clean and covered)
- effective measures taken for fly control (i.e. fans, screens)
- potable running water under pressure
- ability to heat water
- utensil sink with drain boards or counter space large enough to accommodate largest utensil (i.e. pots, skewers, racks, spoons, etc.)
- approved employee hand-washing facilities / hand soap / paper towels
- refrigeration: 45°F or less with accurate air thermometer
- properly mixed sanitizer (50 to 100ppm chlorine) in a labeled spray bottle for use on all clean food-contact surfaces
- sanitizer test strips
- metal stem-type food thermometer accurate to  $\pm 2^{\circ}\text{F}$  (0-220°F)
- approved garbage disposal method
- single-service items (cups, forks) properly stored
- single-service cup dispensers or original packaging (plastic sleeves)
- approved food-grade hose for potable water connections

- sewer connection leading to proper location (not a storm drain)

*These conditions must be met to obtain a food-handling permit*

***Be prepared to discuss the following during permitting:***

Will other food prep locations on or off the fairgrounds be used? (i.e. restaurants, caterers, trailers)

Is there adequate refrigeration? How and where will food be thawed? How will food be cooked?

What is your method for holding food hot and/or cold?