



One Stop Permitting

500 N. Main Street
Suite #47
Monroe, NC 28112

T. 704.283.3553

<https://ucinspect.unioncountync.gov/evolvepublic/>

_____ X \$75.00 = _____ # of Temporary Food Establishment (TFE) Applications Associated with Event
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EVENT ORGANIZER APPLICATION

The Event Organizer Application and all Temporary Food Establishment (TFE) Applications must be submitted 15 calendar days prior to the event. It is the Event Coordinator's responsibility to ensure all TFE vendor applications are completed and submitted along with Event Organizer Application.

- *When submitting online, the Event Organizer is responsible for paying all of the TFE vendor fees.
Online submissions - <https://ucinspect.unioncountync.gov/evolvepublic/> please create an account if you do not already have one. Please make sure you remember to upload all required documents upon submittal. Please do not apply until all temporary food establishment vendors, mobile food unit vendors and non-profit food vendors are identified, as no additional vendors can be added after submittal, unless submitted greater than 15 days prior to the event.
- *Submitting a hard copy to the front office requires that all TFE applications and payments be received at the time the Event Organizer submits. TFE application will not be processed without payment.

Organizer Information

Organizer Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone (8am-5pm): (____) _____ After 5pm): (____) _____

E-Mail: _____

Event Information

Name of event: _____

Event Address: _____ City: _____ State: _____ Zip: _____

Parcel ID Number: _____

Dates and hours of operation:			
Event Date(s):	to	Hour(s) of Operation:	to
Rain Date(s):	to		

Admission Charged: Yes No

Will event last for at least 6 consecutive hours? Yes No

Maximum Attendance: _____

Will the sewage disposal be: (Check one that applies) Municipal (public) Septic system Portable Toilets

Is there a septic system on the property Yes No Will the system be used for the Event Yes No

Will the organizer be supplying water to the food booths? Yes No

If yes, what is the water source? City/Public Private Well

Date/time food vendor(s) will be allowed on site for setup: _____

Will tents be provided? Yes No Will inflatables be provided? Yes No

Yes **Map attached of the event grounds showing the location for each food booth, toilet facilities, water connections, existing septic systems, well(s) on property, tents, inflatables and parking, etc. (Indicate the square footage of each tent and/or inflatable).**





Environmental Health
 500 N. Main Street
 Suite #47
 Monroe, NC 28112
 T. 704.283.3553
 unioncountyeh@unioncountync.gov
 www.unioncountync.gov

TEMPORARY FOOD ESTABLISHMENT (TFE) APPLICATION

A TFE operates in connection with a fair, carnival, public exhibition or other similar gathering.

This APPLICATION MUST BE SUBMITTED ALONG WITH THE EVENT ORGANIZER APPLICATION BY THE EVENT ORGANIZER

There is **\$75** fee for each proposed TFE permit. **The TFE application must be received by Union County Environmental Health at least fifteen (15) calendar days prior to the event, or the application shall be denied.**

Your Organization or Booth Name: _____

Event: _____

Event Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ E-Mail: _____

Cell Phone: (____) _____

Dates/time of operation:

_____/_____/_____ / ____/____/_____
 ____/_____/_____ / ____/____/_____

Indicate the distance and time for transporting food or beverages to the food service site.

Distance: _____ Time: _____

Do you have an Employee Health Policy as required? Yes No

How will the food temperatures be maintained during transportation?

Will the sewage disposal be: (Check one that applies) Municipal (public) Septic system

Will the water supply be: (Check one that applies) Municipal (public) Well
 Commercially Packaged Bottled Water

Will vendor prepare food prior to the event? Yes -All food must be prepared in an approved Food Service Establishment, (This includes washing vegetables, marinating meat, or cooking) not a home kitchen. Must include a letter from the FSE owner/operator listing what will be prepared, contact information. If this FSE is out of state please call UCHD before completing this application
 No

Describe equipment to be used for:

Cold holding: _____

Cooking: _____

Hot holding: _____

Reheating: _____

Menu - LIST ALL FOOD TO BE SERVED.

Food items not listed will result in a delay of issuance or denial of a permit.

FOOD	Food Supplier or Source	Prepared and Cooked How?	Cold or Hot Holding Where?
<i>Example: Hamburgers</i>	<i>Prepackaged Frozen patties from Sam's Club</i>	<i>Cooked on grill at the event</i>	<i>Hold hot in a crock pot with beef broth</i>

***ATTACH ADDITIONAL SHEETS IF NECESSARY**

Layout of your Booth

Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods

A large grid for drawing the booth layout, consisting of 20 columns and 20 rows of squares.

STATEMENT: I hereby certify that the above information is correct and I fully understand that changes to my operation must be submitted to Union County Environmental Health Department for review and approval prior to the day of the event. I understand that a pre-opening inspection is required and if not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

Print Name

Signature

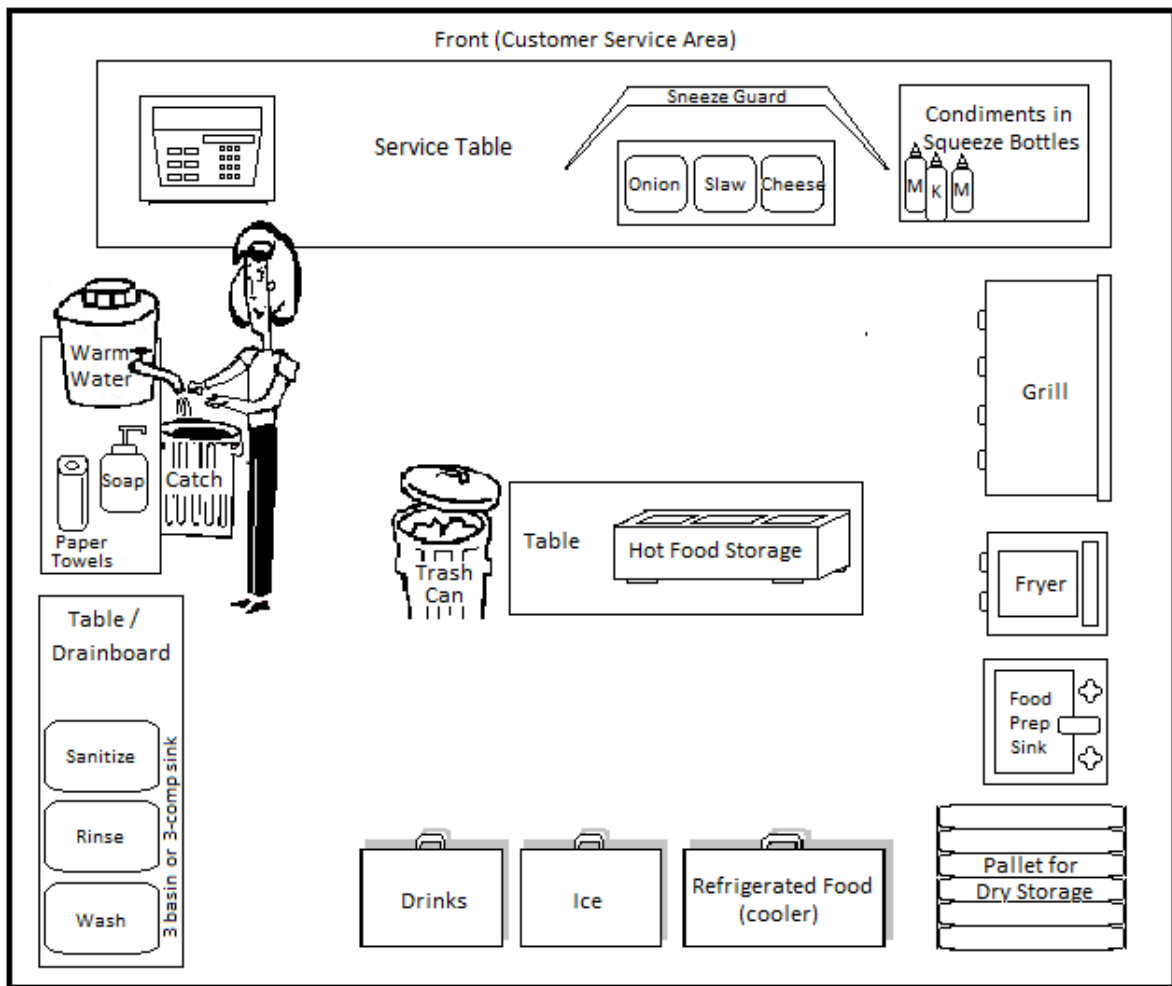
Date

Temporary Food Establishments (Checklist for Vendors)

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable.

Employee Requirements	
Employee health policy	Hat, hair net or other hair restraint
Tent/Overhead Protection	
All items of food operation must be under tent or cover	Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover
Food Protected and Secured	
Food secured at all times to prevent tampering and contamination	Public access restricted to all areas of the food establishment except dining areas.
No food exposed to customers (side guards or sneeze guards if needed)	Open displays of food must be protected from contamination by sneeze guards, or other effective barriers. (Grills, fryers, hot holding areas, ice bins, etc. are examples of such areas)
Approved self-service condiments	
All food stored and transported in food grade containers	
Water Supply	
Approved water source	Backflow preventer required if directly connected to water supply. Hoses must be for Potable water.
Must have means to heat water for utensil and hand washing	
Waste Water Disposal	
Disposal in an approved sewage system	Buckets/grey water containers must be labeled
Food Temperatures	
Provide accurate thin probe thermometer	Consumer advisory required for foods cooked to order
Cold holding at 41F and below	Hot holding at 135F and above
Insect and Dust Protection	
3 sided tent or mesh sides	Fly fans
Ground cover in absence of asphalt, concrete, or grass	
Utensil Washing	
Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil	Drain board or counter space for air drying
Soapy water, rinse water and sanitizer	Sanitizer test strips
Hand Washing Station	
At least 2 gallons of hot water under pressure	Free-flowing faucet/stopcock
Soap and disposable towels	Wastewater catch bucket – must be labeled
Food From Approved Source, Protected and Secured	
Approved source/food invoices	Food storage off ground
No salads that contain ingredients that have been cooked and cooled (e.g. tuna salad, potato salad, egg salad, etc.) may be served unless commercially prepared.	All raw meat, poultry, and seafood must be purchased ready to cook.
Approved & adequate supply of ice. Ice used for drinks should be kept in separate cooler from foods. Ice scoops are required when dispensing ice to customers.	Food prepared at a previous event or potentially hazardous food (time/temperature control for safety food) removed from original packaging shall not be served.
Fresh Fruit/Vegetable	
Produce must come in prewashed or a separate produce sink is required	
Produce sink is for produce washing only	
Lighting	
Heat lamps protected against breakage	All lights shatterproof or shielded above food prep or storage
Permitting	
Vendor is expected to be ready at permitting time given	
DO NOT PREPARE FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by EHS.	
The permits must be posted in a conspicuous place designated by the regulatory authority.	

EXAMPLE LAYOUT



Handwash Station - If a standard sink is not used.

1. Fill a container that has a spout or dispensing valve (e.g. tea urn) with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. The dispensing valve should be able to remain open during the handwashing procedure.
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do NOT pour this water into a storm drain or side ditch.

Ways to Prevent Foodborne Illnesses

1. Proper handwashing must be completed after smoking, eating, visiting toilet facilities, before returning to work, and as necessary to prevent contamination
2. Don't work when you are sick
3. No smoking or tobacco use allowed inside Temporary Food Establishment (TFE).
4. No jewelry on arms and hands except plain ring