

**Randolph County**  
**Environmental Health**  
**Temporary Foodservice Permit Application**

(Vendors)

All vendors must notify this office at least 15 days prior to the event. A \$75 dollar permit fee is required for each application. Checks may be made to Randolph County Health Department. Please confirm that your application has been received and approved by contacting this Department at the phone numbers at the bottom of this document. Applications that have not been received by the required deadline shall not be accepted.

(Substitute vendors may submit applications not to exceed 3 business days prior to the event.)

Applicant Information:

Name of Event: \_\_\_\_\_

Date(s) of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Event Address: \_\_\_\_\_

Vendor's Business Name (Booth Name): \_\_\_\_\_

Name of Vendor (Person In Charge): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone #: ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ OtherPhone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check the box that best describes  
your operation:

(Not sure where you fit in? See attached document titled "Do I need a Temporary Food Service Permit?" for the requirements for non-profit organizations and/or exempt menus).

Permit Required

Non-Profit

Exempt Menu

Permitted Mobile Food Unit or Pushcart

Vendors who qualify as non-profit or have exempt menus may stop at this point and refer to the "Permit Exemption Letter" for further instructions. The permit fee of \$75.00 is not required for these groups.

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Advanced Preparation:

Will the vendor prepare food prior to the event?      Yes      No

\*\*If yes, attach a letter signed by the owner of the permitted restaurant. The letter must include menu items to be prepared at the restaurant, as well as the owner's contact information.

Name of Prep Facility: \_\_\_\_\_

Date & Time of Prep: \_\_\_\_\_

Note: Advanced preparation must **only** take place at a permitted kitchen or restaurant and cannot begin until a permit has been issued. Food preparation may not exceed more than 7 days prior to the event.

Operating Your Temporary Food Service Establishment:

Please check the box that best describes the setup of your establishment:

3-sided tent      Tent with fans      \*Mobile Food Unit      Other: \_\_\_\_\_

\*Persons who hold a valid Mobile Food Unit or Pushcart Permit within the state of North Carolina must submit a completed temporary foodservice application along with payment, a copy of their mobile food unit or pushcart permit. These will be reviewed to determine if a temporary foodservice permit is required. After reviewing applications, if it is determined that a temporary foodservice permit is not required, application fees will be refunded.

Water Source:

Municipal Water supplied by Event Organizer (food grade hose required)

On-site Private Well (sampling required before event)

Bottled Water

Water from Permitted Restaurant (attach permission letter from restaurant owner)

Disposal of Waste:

Garbage

Event dumpster

Garbage Cans

Carried off-site

Other: \_\_\_\_\_

\*Wastewater

Gray Water Bin (provided by event)

Portable Toilet (at Event)

\*\*Disposal at Permitted Restaurant

Other: \_\_\_\_\_

Grease

Taken off-site

Grease Receptacle

Other: \_\_\_\_\_

\* Wastewater may not be disposed of on the ground or in storm drains

\*\*If Wastewater is to be disposed of at a Permitted Restaurant, please provide a letter from the restaurant owner giving you permission to do so.

Equipment:

Please list all equipment that will be used to accomplish the following:

Cooking: \_\_\_\_\_

Hot Holding (135°F or above): \_\_\_\_\_

Cold Holding (41°F or below): \_\_\_\_\_

How will electrical appliances be powered?

Generator

Power supplied by event

Other (explain) \_\_\_\_\_

How will food items be protected from contamination from customers?      Barriers (ex: tables)

Sneeze Guard (*recommended*)

Distance (ex: food prep takes place away from where customers are placing orders.)

Will you be washing fruits & vegetables?      Yes (prep sink is required)      No

Utensil Washing: (Must include counter space for air drying?)

3 Utility Sinks      3 Compartment Sink      3 Basins

Other: \_\_\_\_\_

Handwashing: (Must have means of providing warm water)

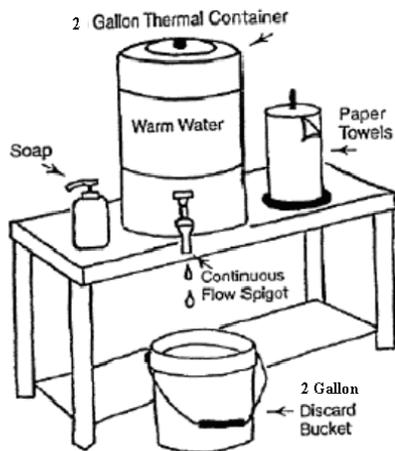
Gravity Flow (capable of continuous flow)      Plumbed Sink

Other: \_\_\_\_\_

How will water for handwashing station & wash vat of utensil wash station be heated?

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*Suggested setup for handsinks for Temporary Food Service*



Menu Items:

Will any menu items be served raw or undercooked?      Yes      No

*\*Serving raw or undercooked foods will require that the temporary foodservice establishment post a consumer advisory (per North Carolina)*

If yes, indicate food item(s) to be undercooked: \_\_\_\_\_

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Are any food items being prepared/purchased & brought from out of state?      Yes\*      No

*\*If Yes, applicant must complete reciprocity document, demonstrating that food items are from a source found to be acceptable by the State of North Carolina. Contact the Randolph County Health Department for more details.*

Complete the chart below, filling in all food and beverage items to be served. Please include add on items such as ice, tomatoes, lettuce, onions, etc.

Food Or Beverage	Source And Transportation Method	Preparation And Cooking Procedures	Hot/Cold Holding Method	Equipment Used
<b>Example: Pre-pattied hamburger, stored in original container</b>	Purchased from Wal-Mart and kept in cooler filled with ice. Cooler is for raw meat only	Transferred from cooler to grill where it is cooked to an internal temperature of 155°F	Steam Table holding at 135°F or higher	Gas grill, Six Pan, Electric Steam Table

\*Food receipts/invoices must be available for review during the event.

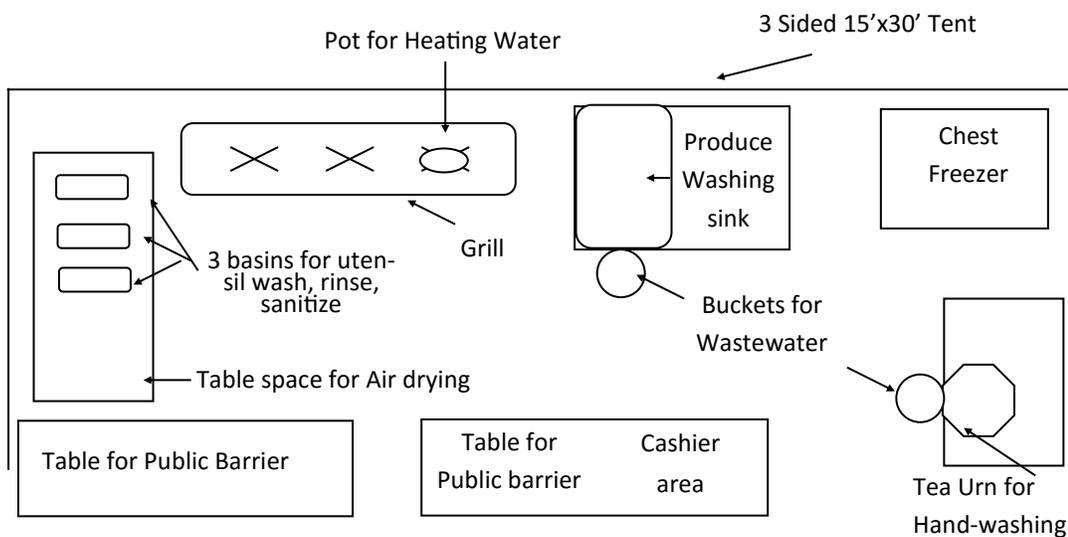
## Equipment Setup:

In Box 1 below, please provide the proposed arrangement for the equipment in your establishment. Label all equipment for identification purposes. Be sure to include items such as handwashing sinks, cooking equipment, hot and cold holding equipment, utensil washing facilities, sneeze guards, work tables, etc.

(For an Example setup, see Box 2 below)

### Box 1

### Box 2



### An example of a produce wash station:



Agreement:

By signing below, I am indicating that I have read and understand the information provided in this packet, and I will comply with the rules regarding Temporary Food Service Establishments as set forth in rule 15A NCAC 18A .2669 (as has been summarized by the information given). I understand that failure to comply with these rules may result in the denial or suspension of my permit for this event.

Signature of Food Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

This application and permit fee may be submitted by mail to:  
*Randolph County Health Department  
Environmental Health  
204 East Academy Street  
Asheboro, NC. 27203*

For questions, contact this office at (336) 318-6262

Jaron Herring: 336-318-6270    Andrea Brunk: 336-318-6274

Phil Pearman: 336-318-6269    Christin Coats: 336-318-6273

Jonathan Crews: 336-318-6218

Patrick Hayes: 336-318-6263

*For Office Use Only*

Permit Fee Paid:            Yes            No

Reviewing EHS' Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_