



300 MOORESVILLE ROAD, KANNAPOLIS N.C. 28081

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"Temporary food establishment" means a FOOD ESTABLISHMENT that operates for a period of time not to exceed 30 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. FOOD ESTABLISHMENTS that operate in the same event location for more than 30 days per calendar year are not eligible for a TEMPORARY FOOD ESTABLISHMENT PERMIT. Domestic yard sales and businesses such as auctions, or flea markets, are not eligible for a TEMPORARY FOOD ESTABLISHMENT PERMIT."

**THERE IS A \$75.00 FEE FOR EACH TEMPORARY FOOD ESTABLISHMENT PERMIT ISSUED**

*Establishments that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90, or (iii) that are political committees as defined in G.S. 163- 278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including establishments permitted pursuant to this Part when preparing or serving food or drink at a location other than the permitted locations.*

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*Establishments serving only baked goods, snow cones, ice cream, pretzels, dry nuts, candy apples, cotton candy, popcorn and other similar types of foods are not required to be permitted.*

# TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All portions of this application must be completed, legible, signed, and submitted to the Health Department **at least 15 days prior to the public event.**

**APPLICATION AND CONTACT INFORMATION:**

Organization/Business Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

Alternative Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PUBLIC EVENT INFORMATION:**

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

Event Start Date: \_\_\_/\_\_\_/\_\_\_ Starting Time: \_\_\_\_\_ Ending Date: \_\_\_/\_\_\_/\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_  
Facility Name Address

Event Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Complete All Required Information**

**Hot Holding Equipment:** Steam table  Stove  Chafing dish  Oven  Grill  Crock Pot  Other: \_\_\_\_\_

**Cold Holding Equipment:** Refrigerator  Freezer  \*Ice chest with ice  Other: \_\_\_\_\_  
*\*Drainage ports are required on all coolers used to store refrigerated foods.*

**Transport Equipment:** Ice chests  Cambro boxes  Refrigerated vehicle  Other: \_\_\_\_\_

**Food Storage Method:** Approved facility  Trailer  Purchased day of event  Other: \_\_\_\_\_

**Overhead Protection:** Method of overhead protection over entire food preparation service area: \_\_\_\_\_  
*If a cooker is used to cook individual portions of food (hot dogs, hamburgers, etc), it must have additional overhead protection (over food, equipment and utensils). Additional overhead protection is not needed for "bulk food cookers for shoulders, roast, briskets as long as there are hinged lids*

**Handwash Sink:** Using existing handwash sink   
Using portable handwash area with WARM water

**Warewashing Equipment:** Using approved kitchen facility with 3 compartment sink   
Using approved kitchen facility with 2 compartment sink – pan/tub for 3<sup>rd</sup> sink   
Will provide portable 3 pans or tubs to wash, rinse and sanitize

**Sanitizer:** What type of chemical sanitizer\* will be used on site? \_\_\_\_\_  
*\*Appropriate test strips for the chemical being used are required*

**Restroom Facilities:** Within 250 feet  Same building as the event  Trailers – self contained   
Portable toilets with handwash stations – provided by Event Coordinator

**Garbage Disposal:** Provided by Event Coordinator  Dumpster located on-site   
Will collect and haul away

**\*\*Wastewater Disposal:** \_\_\_\_\_

**Water Source** \_\_\_\_\_

**\*\*THE STORM DRAIN IS NOT A SANITARY SEWER**

<b>For Office Use Only</b>		
Date Rec'd ___/___/___	Fee _____	Receipt _____
NOTES:		

## HANDLING PROCESS FOR FOOD AND BEVERAGE MENU ITEMS

LIST ALL MENU ITEMS, INCLUDING INGREDIENTS FOR EACH FOOD & SOURCE OF FOODS

List ALL Food & Beverage Items to be served and Retail Source	Is There Off-Site Preparation and/or Storage?	How Will Food Be Transported to the Event	Stem Thermometer Required			How Will Each Menu Item Be Handled and Served to the Customers?
			How Will On-Site Food Preparation For Each Listed Menu Item Be Cooked and Assembled? (i.e. washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)	Cooking Temperature	How Will Food Be Hot or Cold Held?  Hot 135°F or above Cold 41°F or less <b>*NO COOLING*</b>	
<b>Example:</b> Fully Cooked BBQ Beef Sandwiches / Ingredients and buns purchased at store.	No – All food will be purchased the day of the event.	Ice Chest/ Cooler	Heat <u>fully cooked</u> shredded beef in pot on burner and toast buns on grill per each order. Using tongs, place beef on buns and assemble with disposable gloves.	Heat to 140 °F	Chafing dish used for hot holding beef. Ice chests used for cold holding.	While using disposable gloves, each sandwich is foil wrapped and served to customer

*Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.*

**\*\*Any cooling of foods MUST be approved at the time the permit is issued**

Do you plan to cook and then cool ANY food items? Yes  No

*If the answer is "Yes" How do you plan to cool foods properly? Attach additional pages if necessary.*

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