



CHATHAM COUNTY PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH

80 EAST STREET, P.O. BOX 130 PITTSBORO, NC 27312-0130

Phone 919-542-8208 Fax 919-542-8288

APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT

\$75 fee will be assessed of all "for profit" vendors selling any foods consisting of or containing meats, cheeses, vegetables or cut fruit

All food vendors (including beverages, frozen treats and baked goods) **must submit an application and fee** to the Health Department **15 calendar days PRIOR** to the event. If application and fee is not submitted by the deadline, **"for profit" vendors** will not receive a permit to serve food at the event.

Non-profit food vendors (churches, civic groups, etc.) may be exempt from the fee and obtaining a permit. Exempt status as allowed by North Carolina General Statute 130A-250(7) will be evaluated by the health department. In order to obtain non-profit status, an IRS form 501(c) (3) "Letter of Determination" form must be submitted to the health department.

For Profit Food Vendor ___Single event ___Seasonal event series

Non- profit Food Vendor (Tax ID _____)
Letter of Determination form on file with health dept? ___Yes ___No

1. Event Name _____

2. Location/Address of Event _____

Event Dates _____ Hours: _____
Rain date (if any) _____

3. Event Coordinator Name _____ phone # _____

4. Food Vendor Name _____

Group/Owner Address _____

Manager _____ Cell phone number _____

Email Address _____

3. MENU Food Item	Food Source (where food is purchased/obtained)
_____	_____
_____	_____
_____	_____
_____	_____

*A menu may be attached; however, "Food Source" section must be completed.
*Food receipts must be available for review during the event.

Will any food be served raw or undercooked? *Consumer Advisory must be posted per NC Food Code Manual 3-603.11
Yes _____ No _____

4. Describe methods and equipment used for keeping foods **HOT AND COLD** (i.e. grills, ice chests, steamers):

Hot foods _____

Cold foods _____

5. Site of Food Preparation

_____ Enclosed Trailer or Mobile Food Unit:
Do you hold a permanent mobile food service permit? Yes No
Will the unit return to the commissary kitchen at the end of each operational day? Yes No
***Please provide copy of Food Service Mobile Food Permit* and copy of last inspection.**
_____ Covered Stand using canopy or tent

6. Source of Potable (Drinking) Water (Check One): Event site _____: Bottled _____ :
Brought with vendor from city supply _____ or, private well _____

If a city supply, provide name _____

***Private well water must be approved and tested prior to use for an event.**

7. Where will hand-washing and utensil-washing sink wastewater be disposed? _____
***Wastewater is not to be disposed of on the ground or in storm drains.**

8. Toilet Facilities:
(Check One) _____ Port-a-lets _____ Bathrooms in a structure

Location of Toilet Facilities: _____

9. Vendor Operating Date(s) ****Seasonal TFEs may not exceed 21 total days**

10. Anticipated Set-up Date _____ and Time _____

***Permitting of food vendors will begin at least one hour prior to start up of event. Each vendor must be completely set up at time of permitting and no food may be prepared until permit has been issued.**

11. Signature _____ Date _____

Disclaimer: By signing this application, I hereby certify that all the information provided is accurate as it pertains to this temporary food establishment.

NOTE: Food vendor menu and booth floor plan must be submitted with application.

PLEASE RETURN APPLICATION TO:
CHATHAM COUNTY ENVIRONMENTAL HEALTH
ATTENTION: LISA MORGAN, FOOD AND LODGING PROGRAM SUPERVISOR
P.O. BOX 130/80 EAST STREET
PITTSBORO, NC 27312
PHONE: 919-545-8309 FAX: 919-542-8288

For Payment Information-

All forms of payment must be received with application 15 days prior to the event. Cash or Check must be received at the EH Office (80 East Street in Pittsboro). For credit card payment, please submit a credit card form with application.