



# CARTERET COUNTY HEALTH DEPARTMENT

## Environmental Health Section

3820-A Bridges Street Morehead City, NC 28557

Phone: (252) 728-8499 Fax: (252) 222-7753



### TEMPORARY FOOD ESTABLISHMENT APPLICATION

*15A NCAC 18A .2600 defines a temporary food establishment as those who sell potentially hazardous food or drink to the public for a period of 21 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. The event coordinator must confirm that you are affiliated with or endorsed by the event. This application must be submitted to Carteret County Environmental Health at least 15 days prior to the event. Incomplete applications will not be approved and can prevent you from receiving a permit.*

Type of Operation:  Temporary Food Establishment  Temporary Food Establishment Commissary

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

Location of Event: \_\_\_\_\_

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

Person in Charge of Booth: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_ Person in Charge Email: \_\_\_\_\_

Date & Time Booth will be set up: \_\_\_\_\_ \*no food prep before permit issuance\*

Dates & Time of Operation: Begin date: \_\_\_\_\_ Begin time: \_\_\_\_\_  
End date: \_\_\_\_\_ End time: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
Address City State ZIP

Applicant Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Location & Date of Previous Event: \_\_\_\_\_

**A permit will be required for your operation and a \$75 fee must be submitted to Carteret County Environmental Health unless you meet the exemption below: (Check the box and submit documentation if this applies to you.)**

Operating as a non-profit organization, political fundraiser, or elderly nutrition program. Attach a copy of the exemption letter from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to act in this capacity. **Tax Exemption ID Number:** \_\_\_\_\_  
**NOTE:** *If you qualify as one of the above organizations but operate at more than one event per calendar month, or at a single event which exceeds two consecutive days, a permit will be required from Environmental Health. If you are not required to obtain a permit, complete the "Menu" page and sign the last page.*

**For facilities requiring a permit, please provide the following information:**

**1) What water source will be used? (Check one)**

- Connect to public water supply provided on-site with a food-grade/potable water hose and backflow preventer.  
 Labeled water containers for potable water that are washed, rinsed, and sanitized prior to filling on-site.  
 Other: \_\_\_\_\_

**2) How will wastewater be collected and disposed of? (Check one)**

- Dispose of wastewater in unit provided by event coordinator.  
 Collect wastewater in an approved container and dispose of at an off-site wastewater disposal system.  
Location of off-site disposal system: \_\_\_\_\_

**3) How will grease be collected and disposed of? (Check one)**

- Dispose of grease in unit provided by event coordinator.  
 Collect and dispose of grease at an off-site location.  
Location of off-site disposal: \_\_\_\_\_

**4) How will solid waste will be collected and disposed of? (Check one)**

- Dispose of solid waste in unit provided by event coordinator.  
 Collect and dispose of solid waste at an off-site location.  
Location of off-site disposal: \_\_\_\_\_

**5) Will food served at this event be prepared in advance?  Yes\*  No (if no, skip to #6 below)**

*\*If yes, provide the required information below. If you do not hold a valid food service permit at this facility, you must apply for and obtain a Temporary Food Establishment Commissary permit before using that facility.*

Facility Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date & time of advance preparation: \_\_\_\_\_

Distance & time for transporting food items to the event: \_\_\_\_\_

How will food temperatures be maintained during transport? \_\_\_\_\_

**6) How will cold foods be held at 41 F or below? (Check all that apply)**

- Refrigerator/freezer  
 Coolers with ice (must have a drainage port on coolers holding food)  
 Other: \_\_\_\_\_

**7) How will hot foods be held at 135 F or above\*? (Check all that apply)**

- Heat lamp  
 Grill/steam table  
 Other: \_\_\_\_\_

*\*Foods heated at the event cannot be used on subsequent days.*

**8) Will any food be served raw or undercooked (i.e. medium rare burgers, over easy eggs, etc.) require a Consumer Advisory in accordance with 3-603.11 of the NC Food Code?  Yes\*  No**

*\*If yes, how will the Consumer Advisory be advertised to the public? \_\_\_\_\_*

9) **Handwashing station:**  Plumbed sink  Container with free-flowing faucet (*at least 2 gallons*)

10) **How will facility prevent bare hand contact with ready to eat foods?**

Gloves  Utensils  Deli paper  Other: \_\_\_\_\_

11) **How will facility comply with the Employee Health policy requirement in accordance with 2-103.11 of the NC Food Code?** (*a sample Employee Health Policy can be emailed to you upon request*)

\_\_\_\_\_

12) **Will produce be washed and prepped at the event?**  Yes\*  No

*\*If yes, a separate food prep sink must be provided.*

13) **Will 3 basins be provided for washing, rinsing, and sanitizing utensils?**  Yes  No

14) **What type of sanitizer will be used?**  Chlorine  Quat  Other: \_\_\_\_\_

15) **What is the source of ice that will be used?** \_\_\_\_\_

16) **What type of barrier will be used to shield food and food contact surfaces from contamination by the public?** \_\_\_\_\_

17) **Will all areas where food is prepared and stored have overhead protection?**  Yes  No

18) **Will all areas where utensils are cleaned and stored have overhead protection?**  Yes  No

19) **What type of ground covering will be provided?** (*i.e. concrete, asphalt, grass, gravel, tarps, etc.*)

\_\_\_\_\_

20) **Describe how food and utensils will be stored above the ground.** \_\_\_\_\_

21) **Is lighting used by the facility shielded or shatter-proof?**  Yes  No

22) **Sketch the layout of the facility in the space below.**



**Statement:** I hereby certify that the information provided herein is accurate to the best of my knowledge.  
I understand that:

- Any deviation or variance of this application after it has been approved by this Department may result in the delay or denial of an operational permit.
- Food service facilities which are found to be non-compliant with the design standards listed in 15A NCAC 18A .2600 "Rules Governing Food Protection and Sanitation of Food Establishments" will not receive an operational permit from this Department.
- Approval of this application or issuance of an operational permit by Carteret County Environmental Health does not constitute compliance with other codes, laws, regulations, and ordinances imposed by other regulatory authority having jurisdiction.
- This permit expires at the end of the event listed on the permit.

**Signature of Applicant/Operator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Submission Requirements:**

- 1) Completed application submitted at least **15 days** prior to event.
- 2) Application fee: \$75.

**Please feel free to contact us at (252) 728-8499 if you have questions about this application.**



# Carteret County Environmental Health Temporary Food Establishments Vendor Information

## Food Protection

- All foods must be obtained from approved sources. Raw meat, poultry, and fish must be purchased in ready-to-cook portions unless otherwise approved by the Health Department.
- Salads that have ingredients that have been cooked and cooled (chicken salad, potato salad, pasta salad, etc.) cannot be prepared at the event, but may be served.
- All cold foods must maintain at least 41 F or below using refrigerators, freezers, or a cooler of ice with drainage port.
- All hot foods must maintain at least 135 F or above while being held.
- Heat all raw meats and previously cooked foods to the appropriate final cook temperatures.
- All food and utensils must be stored above the ground.
- All food preparation and storage areas must have overhead covering, such as a tent or roof.
- If food is prepared prior to the event, a “Temporary Food Establishment Commissary Permit” must be obtained from the Health Department no more than 7 days prior to the event.
- No foods should be cooled down and re-served on subsequent days.
- All produce should be washed at the food prep sink unless purchased in a pre-washed form.
- Gloves, utensils, deli paper, or other method must be used to prevent bare hand contact with ready-to-eat foods.

## Personal Hygiene

- Food-handlers must wear an effective hair restraint, beard restraints (if needed), clean outer clothing, and only a plain band ring on their hands/arms.
- Food-handlers must be educated on the requirements of the Employee Health Policy and must not work in the food booth if they have a contagious/infectious disease or wound/boil on hands and arms.
- Food-handlers must wash their hands before handling food and clean utensils when coming to work, after using the restroom, after handling money, after handling raw meats, after touching face/hair, or any other activity that can contaminate hands.
- No one should be smoking, eating, or chewing gum in the food booth. Drinks used by workers should be covered and stored away from food and food prep surfaces.

## General Operation

- All food service utensils must be washed, rinsed, and sanitized when needed and be maintained clean while stored. Use chlorine sanitizer at 50-200 ppm or Quat sanitizer at 200-400 ppm. Use test strips to check concentration.
- All food service equipment must be kept clean during the event.
- All wastewater and grease must be disposed of in an approved manner. **Do not dump wastewater or grease on the ground or into storm drains.**
- All garbage must be collected and disposed of in an approved manner.

**Call Carteret County Environmental Health at (252) 728-8499 for assistance.**



# Carteret County Environmental Health Temporary Food Establishments Vendor Checklist

- Submit **Temporary Food Establishment Application** at least **15 days** prior to the event.
- Invoices and receipts for food purchased available for review by the Health Department.
- All cold food will stored at 41 F or below in approved equipment such as a refrigerator, freezer, or cooler with drainage port.
- No food prepared before permitting unless prior approval granted by the Health Department.
- A calibrated digital or dial-stem thermometer capable of reading 0-220 F provided for checking food and water temperatures.
- A labeled sanitizer bucket or bottle provided along with sanitizer (bleach or Quat) to be mixed on-site.
- Sanitizer test strips provided for checking sanitizer strength.
- Three basins provided for washing, rinsing, and sanitizing dishes. Tabletop space provided for storing clean and dirty utensils available. All utensils cleaned before use.
- Sink provided for produce washed on-site (if applicable).
- Handwashing station provided with an approved container (at least 2 gallons), filled with warm water (at least 100 F), fitted with a free-flowing faucet, soap, paper towels, and a bucket to catch used water.
- Hair restraints and clean aprons provided for food-handlers.
- Gloves, utensils, or deli paper provided for food-handlers to prevent bare hand contact with food.
- Potable water hoses or approved containers provided for water used. Hoses labeled "Potable water only".
- Employee health policy provided to food-handlers and available for review.
- Food stored above the ground.
- Overhead covering provided for all food-handling, utensil-washing, and storage areas.
- Lighting provided is shielded or shatter-resistant.
- Barriers are provided to separate the public from food and food prep areas.
- Adequate supply of ice provided from an approved source and stored properly. Scoops provided (if applicable).
- Ground covering approved (concrete, asphalt, grass, gravel, or other covering)
- Dispensers provided for condiments used by the public.

**Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Event:** \_\_\_\_\_ **REHS:** \_\_\_\_\_