



Cleveland County

315 E. Grover Street, Shelby, NC 28150 (704) 484-5130 Fax (704) 484-5135
Environmental Health

For Additional Information please visit:

www.health.clevelandcounty.com

Temporary Food Establishment (TFE) Application

\$75 fee and application for each booth required and must be submitted NO LESS THAN 7 DAYS PRIOR TO THE EVENT. A specific time frame for Health Department permitting on-site will be determined prior to the event. All food vendors must be ready for inspection within this frame.

Name of Event _____

Date(s) & Time of Event _____

Location of Event _____

Name of Food Establishment _____

Vendor Name & _____

Mailing Address _____

City

State

Zip Code

Contact Phone #s _____

Day time

cell phone

Email address _____

Are you claiming an exemption? Yes () No () *** If yes, see attachment on Exemptions

Please indicate date and time booth set up will be complete and ready for inspection:

Will the booth be connected to () water, () sewer, () electricity?

Note: A potable water grade hose is required when connecting to a water source.

If not connected to sewer, describe your waste water disposal method. _____

Note: If using catch basins, blue boys, etc., waste water collection should be 15% larger than water supply source. Grease and wastewater MUST NOT be poured out on the ground or into storm drains.

What is the source of ice that will be used? _____

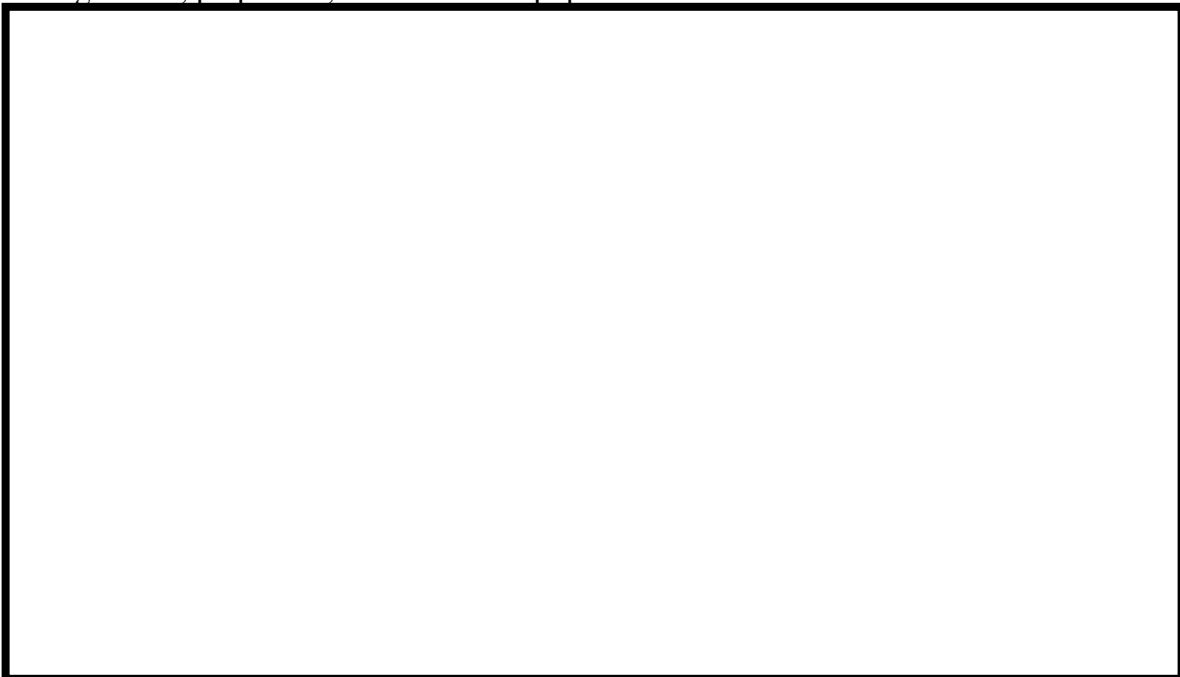
Will vendor prepare any foods prior to event? Yes () No () If yes, indicate location and time of preparation _____

Note: Local groups may be allowed to prepare foods in advance of the event in an approved kitchen if approved by the Health Department prior to the operation.

List ALL menu items to be prepared on-site: If needed, supply additional sheet.

The food booth will be in a () tent, () mobile unit, () building, () other _____.

Draw a diagram depicting your food booth set up. Indicate placement of hand washing station, utensil washing sink, drying rack, fan placement, cooking equipment, refrigeration, prep areas, and all other equipment used.



This application must be completed and returned to the Cleveland County Administration Building, Environmental Health/ Building Inspections Permits Office, 311 E. Marion Street in Shelby, NC 28150 **with payment no less than 7 days** prior to the beginning date of the event. **If you have any questions, please contact the Environmental Health Office at 704-484-5130.**

Applicants Signature: _____ Date Submitted: _____

EXEMPTIONS

Effective October 15, 2001, in order to be exempt from the NC permitting requirement to 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 permitted establishments that are operating off of their permitted premises, or an elderly nutrition program of the Division of Aging that is preparing and serving food for a fund-raising event for one day a month, **one** of the following three criteria must be met:

- 1) Establishments that are **incorporated as Nonprofit Corporations** in accordance with Chapter 55A of the General Statutes, which states “Nonprofit corporation” means a corporation intended to have no income or intended to have income none of which is distributable to its members, directors, or officers, except as permitted by Article 13 of this Chapter, and includes all associations without capital stock formed under Subchapter B of Chapter 54 of the General Statutes or under any act or acts replaced thereby. Documentation must be verified by the Department of the Secretary of State in Raleigh. **Questions on obtaining this Documentation should be directed to the Corporations Division; 919-807-2225.** Their fax is 919-807-2039. Their website is: www.secretary.state.nc.us/Corporations
- 2) Establishments that are **exempt from federal income tax** under the Internal Revenue Code, as defined in G.S. 105-229.90. Documentation must be verified by producing a ruling or determination letter issued to your organization by the IRS. Forms and other information can be obtained at www.irs.gov or [ftp.irs.gov](ftp://ftp.irs.gov) . Publication 557 Tax-Exempt Status for Your Organization discusses the necessary information.
- 3) Establishments that are political committees as defined in G.S. 163-278.6(14), **which states** the term “political committee” means a combination of two or more individuals, or any person, committee, association, or organization, the primary or incidental purpose of which is to support or oppose any candidate or political party or to influence or attempt to influence the result of an election or which accepts contributions or makes expenditures for the purpose of influencing or attempting to influence the nomination or election of any candidate at any election. The term includes, without limitation, any political party’s State, county or district executive committee.

RULES GOVERNING THE SANITATION OF FOOD SERVICE ESTABLISHMENTS JULY 1, 2008 (15A NCAC 18A .2635) REQUIREMENTS FOR *TEMPORARY FOOD ESTABLISHMENTS*

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2602 of this Section:

- (1) Temporary food establishments shall be located in clean surroundings and kept in a clean and sanitary condition. They shall be so constructed and arranged that food, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans.
- (2) Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food.
- (3) All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.
- (4) Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment. At least a single vat sink, large enough in which to wash cooking utensils, pots, and pans, must be provided. At least one drainboard or counter top space must be provided.
- (5) Facilities shall be provided for employees' handwashing. These may consist of a pan, soap, and single-use towels.
- (6) Convenient and approved toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.
- (7) Potentially hazardous foods shall be refrigerated in accordance with Rule .2609 of this Section. All food shall be stored, handled, and displayed in accordance with Rule .2610(a) through (d) of this Section. Food service equipment shall be stored in accordance with Rule .2620 of this Section.
- (8) Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tightfitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as not to create a nuisance. Each operator shall keep his immediate premises clean.
- (9) All food served shall be clean, wholesome, and free from adulteration. Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall not be served in a temporary food establishment. Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Wrapped sandwiches shall be obtained from an approved source. Poultry shall be prepared for cooking in an approved market or plant. Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices.
- (10) Food prepared by local groups shall be prepared in an approved kitchen, and such groups shall maintain a record of the type and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.
- (11) No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

History Note: Authority G.S. 130A-248;

Eff. May 5, 1980;

Amended Eff. January 1, 1996; May 1, 1991; July 1, 1984.