



Public Health
Prevent. Promote. Protect.

**Rowan County Environmental Health Division
402 N. Main St., Suite 106, Salisbury, NC 28144**

**TEMPORARY FOOD ESTABLISHMENT
FOOD VENDOR APPLICATION**

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. A separate Temporary Food Establishment application is required for each vendor. **This application, along with a fee of \$75.00, must be received by the Rowan County Environmental Health Division 15 days prior to the event.** Make your check payable to the Rowan County Health Department. Please complete the entire application, sign, and date.

Event Information

Event Name _____
Event Location _____
Event Organizer _____
Name _____
Mailing Address _____
Phone No. _____
Event Date _____
Hours of Operation _____
Set-Up Date _____ Time _____
Tear-Down Date _____ Time _____

Vendor Information

Vendor Name _____
Vendor Address _____
City, State, Zip _____
Vendor Phone No Home _____ Cell _____ Fax _____
Email Address _____
Prior Event of Operation (if applicable) _____

For Office Use Only

Receipt Amount: _____

Receipt Number: _____

Operations Information

List all menu items (including beverages) or attach a copy of menu:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all sources of food:

How will you keep foods hot?

How will you keep foods cold? (coolers shall have drains)

Where will your water be obtained?

How will your wastewater be disposed? (waste tank 15% larger than fresh)

How are vegetables/fruits washed?

Food Handling Procedures?

List your equipment here:

Temporary Food Establishment Applicant Signature _____

Date _____ (Print Name) _____

- Nonprofit groups that have a tax exempt status are exempt from these rules. This exemption is available for two consecutive days once per month. These groups may be asked to provide proof of their tax-exempt status. Groups that serve certain types of food may also be exempt.
- Office hours are Monday-Friday 8:00am – 5:00pm to submit an application and pay fee. **Representatives are available to answer questions from 8-8:30 am and 4:30-5:00 pm.** Office phone is 704-216-8525.

DRAW LAYOUT OF SET UP BELOW (additional sheet of paper may be added):

Please Keep This Page For Your Information

A complete set of rules and other information is available at:

<http://www.rowancountync.gov/government/departments/healthdepartment/environmentalhealth.aspx>

Before the Health Department representative arrives, you should address the following items:

- _____ Employee Health Policy (available at our office or on web site)
- _____ Sanitizing solution and test strips (ex: non-scented household bleach with concentration of at least 50 ppm)
- _____ Metal Stem Thermometer that reads 0-220F on the tip or a digital thermometer
- _____ Alcohol Swabs to sanitize thermometers
- _____ Back up method available if using sternos in case of windy conditions
- _____ Water under pressure for hand washing (continual pressure without manual assistance, can be gravity fed) 2 gallons of water – minimum
- _____ Gloves, tongs, spoons, etc – No bare hand contact with ready to eat foods
- _____ Separate hand wash sink with soap & paper towels or station with soap and paper towels
- _____ Hair restraints (baseball cap, hairnet, or visor)
- _____ Ice scoops and separate storage container with drain for ice to be used with drinks
- _____ Food must be from approved source and stored off floor/ground (ex: pallets, crates, etc)
- _____ All food handling and cooking must be done in a protected area. This area shall have overhead coverage. Grills the pose a safety risk from being under overhead coverage shall have a lid
- _____ Open food displays must be protected by sneeze guards or other approved barriers
- _____ 3 basin set up (wash, rinse, and sanitize) counter space for air drying
- _____ Ground cover (except for pavement, concrete, or grass)
- _____ Light source for night time operation and necessary utility sources such as a generator
- _____ No food prepared until permitted (seasoned, prepped, cooked, etc)
- _____ Towels/wiping cloths stored in sanitizer or a spray bottle of sanitizer
- _____ Capability of heating water for hand washing and utensil washing
- _____ Protection against flies or other insects by use of screening or fans