



**Rowan County Health Department – Environmental Health Division**  
**402 N Main Street, Suite 106 – Salisbury, NC 28144-4341**

**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 5 business days prior to the event for new vendors and 3 business days prior for replacement vendors. Once the event starts additional vendors CANNOT apply for a permit.** 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) \_\_\_\_\_

## Operations Information

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

\*Meats shall be purchased be in ready to cook form; burgers shall be purchased pre-pattied, meats pre-cut, etc. Foods must be purchased from commercially approved facility or prepared in a permitted food establishment; preparing foods prior to event must be pre-approved by our office. **NO FOOD SHALL BE PREPARED AT HOME.** If you have any questions about what can be done please contact our office.

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List all sources of food:

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How will you keep foods hot (135F or greater)?

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How will you keep foods cold (41F or less, if using coolers they shall have drains)?

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Where will your water be obtained? If water is not purchased please explain how it will be collected.

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

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How are vegetables/fruits washed?

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Food Handling Procedures?

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List your equipment here:

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- 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 will be asked to provide proof of their tax-exempt status, with letter stating dates and location exemption will be used.
- Office hours are Monday-Friday 8:00am – 4:00pm to submit an application and pay fee. **Representatives are available to answer questions from 8-8:30 am and 4:30-5:00 pm; individual contact information page 5.**

*The signature below indicates that I have received the Temporary Food Service Checklist and understand that a permit will not be issued unless all of the items needed in the check list are in place at the time of inspection. Any changes or additions to the menu shall be reported to Environmental Health in advance of issuing a permit. All coolers (refrigerators), warmers and freezers if used shall already be on and up to temperature upon arrival of the inspector. Coolers shall be able to maintain 41F or less and warmers shall maintain foods at least 135F or greater.*

Temporary Food Establishment Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_ (Print Name) \_\_\_\_\_

DRAW LAYOUT OF SET UP BELOW (additional sheet of paper may be added),  
**Application will not be considered complete if layout is not included:**

\*please indicate the area where: food will be served or picked up by customers, equipment will be placed such as grills, prep tables, 3 basin set up, fans, hand wash station, disposable items and trash receptacles.

**Retain the last 2 pages (4&5) they are for you to insure all requirements are met.**

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/purchase the following items:

- Employee Health Policy (available in our office or on web site)
- All food from approved sources. (**Original unopened packages**; provide receipts)
- All food properly stored (off the ground, properly covered, at the correct temperatures and ready-to-eat foods stored separately from raw meats).
- Back up method available if using sterno's in case of windy conditions
- The utensils, equipment, and site of the TFE visibly clean.
- Sanitizer solution(s) available and at the correct strength. Bleach (non-scented) & water must be a minimum of 50 ppm and Quaternary Ammonias must be a 200-400 ppm..
- The correct tests strips (chlorine or Quat) available for the sanitizer being used (**Pool test strips are not approved**)
- A thin tip metal stem thermometer capable of checking the temperature of the thinnest foods you serve must be available (usually a digital and needle tip)
- Alcohol Swabs to sanitize thermometers.
- Towels/wiping cloths stored in sanitizer (or spray bottles).
- Water under pressure with a free flowing **unassisted** faucet is required (this can be gravity pressure); 2 gallons of water minimum. This is required hand washing set up if regular hand sink is not available: soap and paper towels required.
- Water from an approved source. If obtaining water from an outside spigot a **food grade/potable water hose** is required.
- There must be the capability of heating water for hand washing and utensil washing.
- A minimum 3-Basin setup is required for utensil wash, rinse and sanitizing as well as counter space for air drying. (**Basin adequate size to fit the largest utensil or equipment to be washed, rinsed and sanitized**)
- Hair restraints required (nets, caps, visors).
- Ice scoops and separate clean containers for ice served with drinks provided.
- Food and food service equipment must be protected from the public shields/sneeze guards (plexi-glass or plastic wrap can be used in most cases).
- Protection against flies or other insects by use of screening or by fans.
- The TFE must have overhead protection and ground covering (if needed)
- Utensils or gloves provided for handling RTE foods.
- If coolers are used for food, they must have drains.
- Lights required for night time operation. **Lights shall be shielded or shatterproof.**

## Additional Information

- **Food employees may not contact exposed, ready-to-eat food with their bare hands** and shall use suitable utensils such as deli tissue, spatulas, single-use gloves or tongs.
- Food employees shall wash their hands before engaging in food preparation, before putting on gloves, after touching bare human body parts other than clean hands, and after coughing, sneezing, using tobacco, eating and touching or using phones.
- Food employees are to **use disposable paper towels when turning off the handwashing sink** to they avoid re-contaminating hands.
- Recommend checking temperatures of foods every 2 hours to make sure they are maintaining the correct temperature (135F or higher for hot hold and 41F or less for cold hold).
- Food employees shall wear hair restraints such as hats, hair nets & beard restraints (keep hair from contacting exposed food, clean equipment, utensils and unwrapped single-service and single-use article).
- Places where sanitizer test strips can be purchased:
  - Orrell's Food Service- 9827 S NC HWY 150, Linwood, NC 27299
  - Swicegood Paper Corporation- 1305 E Innes St, Salisbury, NC 28146
  - [www.webstaurantstore.com](http://www.webstaurantstore.com)
  - [Bailey's www.baileysts.com 1-888-685-TEST](http://Bailey's www.baileysts.com 1-888-685-TEST)
  - [Or any vendors the applicant may find that can supply requirements of checklist](#)
- Cooking temperatures-
  - 135°F- Fruits, vegetables, grains (ex. rice & pasta), and legumes (ex. beans) that will be **hot held** for service
  - 145°F- Seafood; steaks/chops of pork, beef, veal & lamb; and shell eggs that will be served immediately
  - 155°F- Ground beef or pork (ex. hamburgers & pork sausages), injected meat, mechanically tenderized meat, ratites (ex. ostrich & emu), ground seafood, shell eggs that will be hot held
  - 165°F- Poultry (ex. chicken, turkey, & duck); stuffing made with fish, meat, or poultry; stuffed meat, seafood, poultry, or pasta; and dishes that include previously cooked potentially hazardous foods (reheating)
- Animals are not allowed in the permitted food area or to contact food, equipment and other items.

### REHS Contacts:

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