



### Temporary Food Event Vendor Application

This application must be completed and submitted to the Buncombe County Environmental Health to provide information about all food preparation and sales to the public at any public event or exhibition within Buncombe County. **A TFE permit may only be issued in conjunction to a special event such as fair, carnival, circus, public exhibition or other similar gathering. Examples are NC Mountain State Fair, holiday festivals, traveling carnivals and special events.** In addition to this vendor application, a separate Organizer Application shall be submitted by the organizer of the event or exhibition.

**Please Note:**

- **Applications must be submitted no later than 15 days prior to the event.**
- Applications can be mailed, emailed, faxed or submitted directly to: 30 Valley Street, Asheville NC 28801; Fax: 828-250-6161; email [EHRequest@buncombecounty.org](mailto:EHRequest@buncombecounty.org)
- A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.
- **Food Vendor Application will not be considered complete until the Organizer Application is received. If the Organizer Application is not received within 15 days prior to the event the Vendor Application may be denied.**

1) Name of Event: \_\_\_\_\_

2) Date(s) & Operation Hours of Event: \_\_\_\_\_

3) Address of Event: \_\_\_\_\_  
Street City State Zip

4) Event Organizer: \_\_\_\_\_ Contact Info: \_\_\_\_\_

5) Name of Vendor: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

6) Vendor Business Name: \_\_\_\_\_

7) Vendor Business Address: \_\_\_\_\_  
Street City State Zip

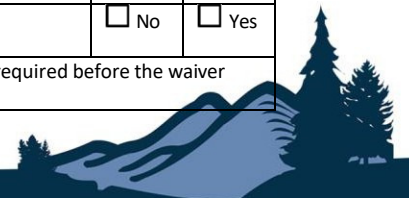
8) Applicant Email Address: \_\_\_\_\_

9) On-site (Person-in-Charge): \_\_\_\_\_ PIC Phone: \_\_\_\_\_

10) Date for permitting: \_\_\_\_\_ Time for permitting: \_\_\_\_\_

**\*\*Please note: Food booth must be completely set up prior to permitting. NO foods may be prepared or offered for sale prior to receiving a permit from our department. Any food prepared before the permit has been issued, or food from off-site unapproved location, must be discarded before operation permit will be issued\*\***

Exemptions		
Are you preparing and selling non-TCS foods only? Examples: snow-cones, ice cream, cotton candy, funnel cakes, popcorn, most baked good. If yes, contact NCDA at 919-707-3000	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you a non-profit organization which has not operated as a food vendor prior to this event this month? If yes, you must submit Exempt Vendor Verification Form.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you operating as a mobile food unit with a valid permit from a local health dept. located in NC? If yes, in which county was permit issued. Provide copy of most recent inspection report.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If answered yes for any of the above questions, the \$75 fee may be waived. Additional information may be required before the waiver can be granted.		



11) Will vendor prepare food prior to the event?  Yes  No

If you checked "yes" food will be prepared prior to the event\*, provide the name of the facility where food will be prepared:

Name of Prep Facility: \_\_\_\_\_

Address of Prep Facility: \_\_\_\_\_  
Street City State Zip

Date(s) of preparation: \_\_\_\_\_ Time of Preparation: \_\_\_\_\_

**\*Please Note: Advanced preparation may require an additional permit by BCHHS for the preparation site.\***

12) As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy?  Yes  No

13) Please check the box that best describes the source of water for your food booth:

- |   |   |
|---|---|
| <input type="checkbox"/> Public water supplied by organizer (required food grade hose)                            | <input type="checkbox"/> Tap water supplied by vendor     |
| <input type="checkbox"/> On-site private well (requires sampling by BCHHS prior to event or back up water source) | <input type="checkbox"/> Bottled water supplied by vendor |

Method of Heating Water:

(for handwashing, utensil washing, and general cleaning)? \_\_\_\_\_

- All potable water holding tanks, containers and hoses used to transport or store water at the temporary food establishment shall be drained, washed, rinsed and sanitized.
- Containers and hoses used to store, haul, or convey potable water shall be approved for potable water/food grade, not to be used for any other purpose and shall be protected from contamination.
- Potable water hoses and containers shall be labeled.
- Approved backflow device

14) Check the box that best describes the disposal method for the following:

- |  |   |   |
|--|---|---|
| <u>Garbage:</u>                              | <u>Wastewater:</u>                                | <u>Grease:</u>                                      |
| <input type="checkbox"/> Waste taken offsite | <input type="checkbox"/> Portable toilet at event | <input type="checkbox"/> Grease taken offsite Event |
| <input type="checkbox"/> Event Dumpster      | <input type="checkbox"/> Event gray water bin     | <input type="checkbox"/> Event grease receptacle    |
| <input type="checkbox"/> Other: _____        | <input type="checkbox"/> Other: _____             | <input type="checkbox"/> Other: _____               |

15) Check the box that best describes your equipment:

- |  |   |   |  |
|--|---|---|--|
| <u>Cold Holding:</u>                             | <u>Hot Holding:</u>                       | <u>Utensil Washing:</u>                     | <u>Hand Washing Set-up:</u>                  |
| <input type="checkbox"/> Refrigerated truck      | <input type="checkbox"/> Chafing dishes   | <input type="checkbox"/> 3 Utility sink     | <input type="checkbox"/> Mechanical sink     |
| <input type="checkbox"/> Commercial refrigerator | <input type="checkbox"/> Electric hot box | <input type="checkbox"/> 3 Compartment sink | <input type="checkbox"/> Gravity flow set up |
| <input type="checkbox"/> Freezer                 | <input type="checkbox"/> Grill            | <input type="checkbox"/> 3 Basins           | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Other: _____            | <input type="checkbox"/> Other: _____     | <input type="checkbox"/> Other: _____       |  |

16) Will ready-to-eat produce (vegetables or fruit) be prepared in your food booth?

- Yes, (requires a prep sink)  No

17) Check the box which describes your food booth set up:

- 3-sided tent  Tent with fans  Mobile Food Unit  Other: \_\_\_\_\_

18) Will vendor be using a secondary storage or preparation area?

- Refer truck  Supplementary Prep Area  Storage Trailer  Other: \_\_\_\_\_



# Health and Human Services

## Environmental Health

### Menu Details

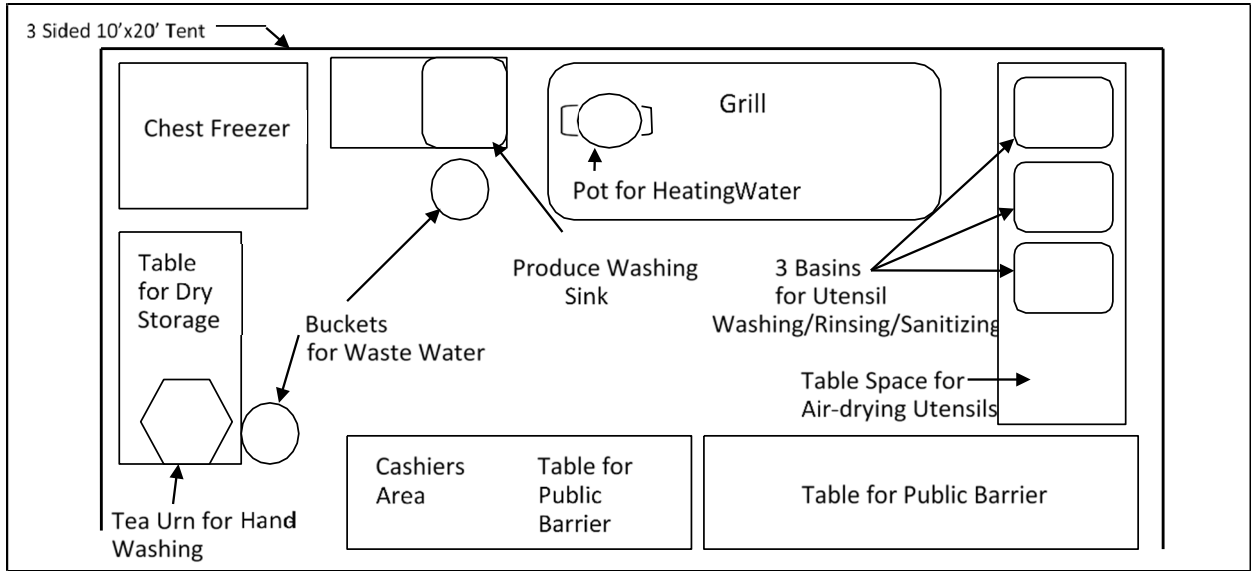
Provide a complete list of all food/menu items in the chart below and check "Advanced Preparation" if the food/menu item will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed. Check both "Advanced Preparation" and "Prepared at Event" if food/menu item requires both types of preparation. Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion).

**\*Please note: food preparation may not exceed more than 7 days prior to the event. \***

Food/Menu Items	Food Supplier/Source	Advanced Preparation*	Thawing	Cut, Washed, Assembled? Where?	Where will item be hot/cold hold?
<i>Ex. Lettuce/Tomato</i>	<i>US Foods</i>	<i>N/A</i>	<i>N/A</i>	<i>Lettuce and tomato cut, washed and assembled on site</i>	<i>In refrigeration</i>



19) **Must submit plan with application.** Please see below example of a typical food booth set-up. Please note that ALL food booths must have **approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment.** Other equipment needs may vary.



*I certify that the information in this application is complete and accurate. I understand that:*

- Any changes to my operation must be submitted to the Buncombe County Environmental Health for review and approval prior to the day of the event
- All Time/temperature control for safety foods (TCS) that I am serving must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service
- Failure to maintain approved temperatures for TCS foods may result in disposal or embargo of the food
- Vendor is expected to be ready at permitting time.
- Permits must be posted in a conspicuous place designated by the regulatory authority.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reviewer Signature: _____	Office Use Only	Date: _____
Comments: _____		



## Buncombe County Environmental Health

### Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. **All applications must be submitted to Buncombe County Environmental Health (BCEH) at least 15 days prior to the date of the event.**

#### Person in charge

- Available during all hours of food preparation

#### Employee requirements

- Gloves
- Hat, hair-net or visor
- Clean outer clothing, hands, and nails
- Employee Health Policy Agreement
- Vomit/Diarrhea Clean Up Procedures

#### Tent/weatherproof structure/canopy

- Canopy over entire operation, including food storage
- smokers are not required to be under a canopy

#### Fly protection

- Fly fans – 2 box size fans or more as needed

#### Ground covering

- Protection from dust/mud – in the absence of asphalt, concrete, or grass

#### Water supply

- Approved water source – private well must meet minimum construction standards as outlined in 15A NCAC 18A.1700 and requires testing in advance by Buncombe County Environmental Health
- Drinking water hose(s) – must be food grade, labeled, and sanitized
- Approved backflow prevention
- A means to heat water

#### Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or Grey-water removal service

#### Utensil washing

- 3 basins large enough to fit food equipment
- Soapy water, rinse water, sanitizer
- Drain board or counter space for air drying
- Sanitizer test strips

#### Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

#### Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink – when preparing/serving ready-to-eat vegetables
- Ability to secure food against tampering and/or contamination (locked storage)

#### Food temperatures

- Accurate thin-probe food thermometer
- Cold holding: refrigeration/freezer/coolers with ice and drainage port
- Hot holding equipment

#### Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

#### Lighting and miscellaneous

- Lighting shielded above food/preparation
- Toxic materials must be labeled
- Garbage collected/stored in containers with tight fitting lids and liners

*I certify that I will comply with the requirements listed above and any other requirements as described by BCEH while operating my Temporary Food Establishment: Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*