



**WAYNE COUNTY  
DEPARTMENT OF HEALTH**

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GOLDSBORO, NORTH CAROLINA 27530

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Health Director  
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**Food Vendor Information**

All applications must be submitted complete (pages 1-4); any partial applications will not be accepted and disapproval forms will be faxed back to the applicants. One application per food operation/concession or unit is required. **All applications & fees must be submitted to our office at least five (5) business days prior to the event's start date. Submit \$75 permit fee with application.** Fee can be paid by cash or check made payable to Wayne County Health Department. A confirmation letter will be sent via e-mail or mail when completed application and fee have been received. (Please note that some foods do not require a permit from our department. Some examples of foods that **would not require a permit** are candy/caramel apples, cotton candy, snow cones, applejacks, popcorn, funnel cakes, etc. Please call our office for clarification before sending application/monies.)

Name: \_\_\_\_\_

Name of Unit/Concession/ Food Operation:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact number for day of event: (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

**Email:**

**Fax:**

**Date of Event/Date of Valid Permit:** \_\_\_\_\_

**Event name:**

**Site Address:**

**Event Contact:**

**Contact phone:**

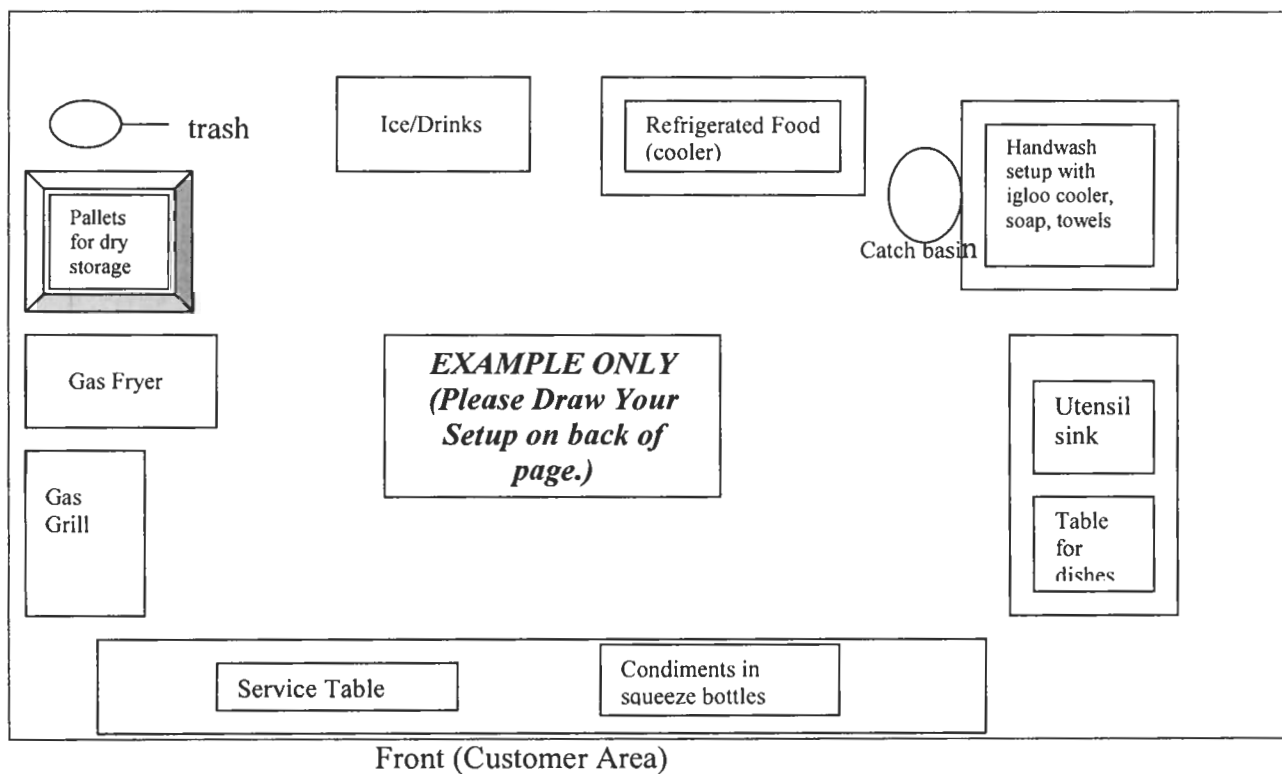
**Email Address:**

Revised 11/17/2010

**\*List all food and beverage items that will be sold below:**

Food Item/ Beverage	Source	Where Prepared	Methods of Preparation
<i>Example: Hamburger</i>	<i>Joe's Supermarket Any City, USA</i>	<i>Jane's Restaurant Permitted in NC or on site</i>	<i>Cooked from pre-proportioned frozen patty on griddle</i>

**\*Please provide a sketch (can be hand drawn) of the layout of your booth or unit on the back of this page or attach. Below is an example layout:**



**Checklist for Temporary Food Establishment Applicants**

- If food is taken out of original packaging, receipts must be available for review
- All meats must be purchased from a North Carolina or US Dept of Agriculture inspected establishment
- All meats must be purchased ready to cook. (No washing, cutting, or handling; Hamburgers must be purchased pre-pattied; Chicken-on-a-stick must be purchased pre-skewered, prepped at a inspected facility, or pre-portioned chicken strips skewered on site after inspection)
- For a tent set up: tarps, plexiglass, or equivalent must be provided on top, front, & sides to protect food. If food is cooked or prepared in back of tent, a barrier is required there also. Tarp is required on floor if set up is on bare soil.
- Foods requiring refrigeration must be stored in a manner that maintains a temperature of 45°F or less for the entire event. (Cut tomatoes and cut melons require refrigeration). Accurate thermometers are required in all refrigerators & coolers.
- Employee hand wash station must be provided; if sink not available, can use igloo cooler with nozzle that provides hands-free flow with catch basin. Antibacterial soap, paper towels, and warm water must be provided.
- No prepping, cooking, or food handling allowed prior to inspection. Any foods that are prepped, cooked or handled prior to inspection must be discarded.
- Ice must be from approved source (i.e. bagged ice with receipt)
- Single service items such as plates, forks, cups, etc. must be stored off ground, in clean covered containers. If taken out of original packaging, items must be stored upside down.
- At least a single compartment sink for utensil washing must be provided. A drainboard, counter space, or utensil drying/storage area must be provided. This can be a clean area on a table. All utensils must be washed, rinsed, & sanitized before use.
- Equipment, such as fryers, grills, griddles, etc. must be clean.
- Labeled spray bottle or bucket with properly mixed sanitizer to use on food contact surfaces must be provided. (For bleach, one teaspoon per quart of water.).
- Test strips to check sanitizer must be provided & used.
- Food thermometer must be provided, accurate, and used. If thermometer is not digital, it must read 0-220°F.

- Food grade hose must be provided for any water hook ups. Food grade hoses are usually marked as such and can be purchased at RV supply stores. They typically are white or clear with stripe. At spigots, vacuum breakers must be used. Vacuum breakers can be purchased from local hardware stores.
- Garbage cans must have tight-fitting lids and garbage must be disposed of in an approved manner
- All wastewater must be disposed of in an approved manner (dump in port-a-john, holding tank, etc). Waste water can not be disposed of in a storm drain. If water under pressure is provided, it is recommended that it be disposed of in an approved waste water system by connecting directly to sewer/septic system.
- Running water under pressure must be provided. (This can be gravity flow.) Water must be obtained from a community or well water source. If a holding tank is used, it must be emptied, washed, rinsed, & sanitized prior to filling for use at the event.

Are you a NC permitted Mobile Food Unit\*\*\*? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please attach copy of your valid permit. If there is a change in menu , food items or food preparation procedures from you mobile food unit permit, Wayne County will consider your permit not valid for this event and you will be required to obtain a temporary food establishment permit.*

**Be prepared to discuss these items while permitting:**

Will other food prep location on or off the festival grounds be used? (Restaurants, caterers, trailers)

Is there adequate refrigeration?

How and where will food be thawed?

How will food be cooked?

What is your method for holding food hot and/or cold?

**PLEASE MAINTAIN ALL FOOD SALES RECEIPTS OF ITEMS PRUCHASED TO SALE AT THIS EVENT. PLEASE HAVE THE RECIETS AVAIABLE UPON REQUEST. THESE WILL BE A PART OF THE PERMITTING PROCESS.**

This letter does not remove any responsibility of the food vendor to adhere to any other peddling issues/ permits, event requirements, individual town or city ordinances, regulations or policies.

I have received a checklist that is based on the Rules Governing the Sanitation of Food Service Establishments 15A NCAC 18A. 2635 Requirements for Temporary Food Establishments, on pages 3-4 of this application. I will adhere to these regulations and maintain all operations and equipment as I have stated on this application. I understand that any food handling permit will be written only for this event and is not renewable or transferable.

Wayne County Environmental Health Department reserves the right to deny the request to serve food to the public if conditions are found that could potentially endanger the public health.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Title:** \_\_\_\_\_