



Environmental Health

#### **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 <a href="mailed:EHRequest@buncombecounty.org">EHRequest@buncombecounty.org</a>
- 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.

	g		φμ		,		
1)	Name of Event:						
2)	Date(s) & Operation Hours of Event:						
3)	Address of Event:	Street	City	NC State	Zip		
4)	Event Organizer:		,				
	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 perm	itting:			
	**Please note: Food booth must be complete a permit from our department. Any food pre discarded before operation permit will be iss	pared before the permit		-		_	
	Exemptions						
	Are you preparing and selling non-TCS foods popcorn, most baked good. If yes, contact N		cones, ice cream, cotton candy, funnel c	akes,	□ No	☐ Yes	
	Are you a non-profit organization which has If yes, you must submit Exempt Vendor Veri	•	vendor prior to this event this month?		□ No	Yes	
	Are you operating as a mobile food unit with If yes, in which county was permit issued. P	rovide copy of most rece	nt inspection report.		□ No	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 prid	or to the event? $\square$ Yes	□No				
If you checked "yes" food will be prep	pared prior to the event*, p	rovide the name of the	facility wh	ere food will be prepared:		
Name of Prep Facility:						
Address of Prep Facility:						
	Street	City		State Zip		
Date(s) of preparation:	d preparation may require an			ation:		
*Please Note: Advance	d preparation may require an	additional permit by BCHI	HS for the pi	reparation site.*		
12) As of September 1, 2012, the approved Employee Health Po						
13) Please check the box that best □ Public water supplied by hose) □ On-site private well (requires sampling by BCHH source)	organizer (required food			d booth:  ☐ Tap water supplied by vendor ☐ Bottled water supplied by vendor		
Method of Heating Water: (for handwashing, utensil w	ashing, and general clear	ning)?				
<ul> <li>temporary food es</li> <li>Containers and hopotable water/foocontamination.</li> </ul>		ined, washed, rinsed or convey potable wa or any other purpose e labeled.	and sanit ter shall b and shall	ized. e approved for be protected from		
☐ Waste taken offsite		☐ Portable toilet at event		Grease taken offsite Event		
☐ Event Dumpster	☐ Event gray	water bin	☐ Event grease receptacle			
Other:			☐ Othe	r:		
☐ Refrigerated truck☐ Commercial	Hot Holding:	Utensil Washing: ☐ 3 Utility sink		Hand Washing Set-up: ☐ Mechanical sink ☐ Gravity flow set up		
refrigerator	По :::					
☐ Freezer ☐ Other:	☐ Grill			Other:		
□ Otilei	□ Other	□ Other				
16) Will ready-to-eat produce ☐ Yes, ( <u>requires</u> a prep sink		e prepared in your	food boo	th?		
17) Check the box which des	scribes your food boo	oth set up:				
☐ 3-sided tent ☐ Tent	with fans	e Food Unit 🗆 Ot	:her:			
18) Will vendor be using a se	econdary storage or	preparation area	þ			
□ Refer truck □ Supp		•		her:		



# Health and Human Services

**Environmental Health** 

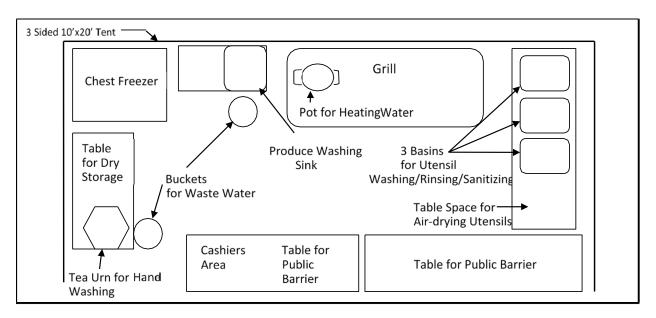
# **Menu Details**

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



19) Must submit plan with application. Please see below example of a typical food booth setup. 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:	
	Office Use Only		
Reviewer Signature:		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:	