



Environmental Health
 500 N. Main Street
 Suite #47
 Monroe, NC 28112
 T. 704.283.3553
 unioncountyeh@unioncountync.gov
 www.unioncountync.gov

Application Request

APPLICATION TYPE:

- NEW FOOD SERVICE ESTABLISHMENT (\$250) - Complete Plan Review application
- MOBILE FOOD UNIT / PUSH CART (\$150) - Complete Plan Review application.
- LIMITED FOOD SERVICE - (Concession Stands / Lodging) (\$75) - Submit menu.
- TEMPORARY FOOD ESTABLISHMENT (\$75) - Submit menu. **Name of EVENT:** _____
- NEW SWIMMING POOL (\$250) - Submit plans and specification sheets.
- SWIMMING POOL OPERATION PERMIT (\$275) – Submit State Application for Public Swimming Pool Operation Permit, and
- LODGING - Submit plans and menu.
- RESIDENTIAL CARE - Inspection request.
- HOSPITAL, NURSING HOME AND OTHER INSTITUTIONS **Circle applicable Establishment**
 - Hospital
 - Adult Day Care
 - Local Confinement
 - Nursing Home
 - School
- CHILD CARE CENTER - Complete Plan Review application
- TATTOOS (\$200) Complete NC application for Tattooing Permit
- CAMPS Complete Plan Review application

Additional information may be requested.

BUSINESS AND CONTACT INFORMATION

Establishment Name: _____

Current Establishment Name (If applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Owner Name: _____ **Company:** _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owner Phone: (____) _____ E-Mail: _____

Designer/Contractor/Operator:

Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ E-Mail: _____

CONTACT PERSON FOR PLAN STATUS NOTIFICATION:

Contact Person: _____ Contact Phone: (____) _____

E-Mail: _____

ESTABLISHMENT INFORMATION

Projected Start Date: _____ Projected Date for Completion OR Dates of Operation: _____

PUBLIC SEWER: YES NO **PUBLIC WATER:** YES NO **SEPTIC SYSTEM:** YES NO

Provide documentation that Establishment is on Public Sewer and/or Public Water **Occupancy:**

I declare under penalty of perjury that to the best of my knowledge and belief, the description of use and information contained on this application and plans are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this review and the operation of this business. I also agree to conform to all conditions, orders, and directions, issued pursuant to the North Carolina Rules. I understand that if the plans are incomplete due to a lack of any of the required information, the plans will be rejected.

Authorized Signature: _____ Date: _____

Print Name and Title Here: _____



Temporary Food Establishment

All "Temporary Food Establishment" (TFE) vendors shall submit applications to the event coordinator. **Event Coordinators will collect applications and submit all applications to Union County Permit Center.**

A TFE permit is required to sell food or drink at a special event. This permit is issued in conjunction with a fair, carnival, circus, public exhibition or other similar gathering that operates for a period of 21 days or less.

Vendors who sell only dipped ice cream, shaved ice, popcorn, candied apples, cotton candy, funnel cakes, doughnuts, peanuts and commercially prepackaged chips and candy do not have to get an operational permit from this Department; however, vendors should contact the NC Department of Agriculture at 919-733-7366 to determine if a permit is needed from them.

There is a \$75 fee for each TFE permit issued. How can I make a payment?

Coordinator applications, vendor applications and vendor fees must be received by Union County Permit Center at least 15 calendar days prior to the event for consideration. Each question must be answered or the application will be returned.

As the event coordinator it is your responsibility to:

- Complete and submit the Temporary Food Establishment Coordinator Application
- List all food vendors, including those giving samples away, food trucks, and non-profits. Submit map showing the location of all food vendors, water connection, grey water tanks, grease disposal, etc.
- Collect ALL the Temporary Food Establishment applications. Payments can be submitted by you, or each vendor can arrange payment after applications are received.
- Collect all non-profit exemption forms (if needed)
- Submit all TFE applications to Union County Permit Center well in advance of the 15-day deadline.

**Complete application packets may be submitted to:
Union County Permit Center 500 N. Main Street, Monroe NC 28112
or emailed to ucinspections@unioncountync.gov**





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TEMPORARY FOOD EVENT APPLICATION

TEMPORARY FOOD EVENT (operates in connection with a fair, carnival, circus, public exhibition or other similar gathering) (TFE) VENDOR APPLICATIONS MUST BE SUBMITTED BY THE EVENT COORDINATOR. An application includes a Temporary Food Establishment Application(s) and a \$75 fee for each proposed TFE permit. Both the TFE application(s) and the required fee (\$75 for each proposed permit) must be received by Union County Environmental Health at least fifteen (15) calendar days prior to the event, or the application shall be denied. Any application and/or fee received after the permit deadline shall be denied.

Your Organization or Booth Name: _____
 Event: _____
 Event Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Name: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: (____) _____ E-Mail: _____
 Cell Phone: (____) _____

Dates/time of operation:
 _____ / _____ / _____
 _____ / _____ / _____

Indicate the distance and time for transporting food or beverages to the food service site.
 Distance: _____ Time: _____

Do you have an Employee Health Policy as required? Yes No

How will the food temperatures be maintained during transportation?

Will the sewage disposal be: (Check one that applies) Municipal (public) Septic system

Will the water supply be: (Check one that applies) Municipal (public) Well

Will vendor prepare food prior to the event? Yes -All food must be prepared in an approved Food Service Establishment, (This includes washing vegetables, marinating meat, or cooking) not a home kitchen. Must include a letter from the FSE owner/operator listing what will be prepared, contact information. If this FSE is out of state please call UCHD before completing this application
 No

Describe equipment to be used for:

Cold holding: _____

Cooking: _____

Hot holding: _____

Reheating: _____

Menu - LIST ALL FOOD TO BE SERVED.

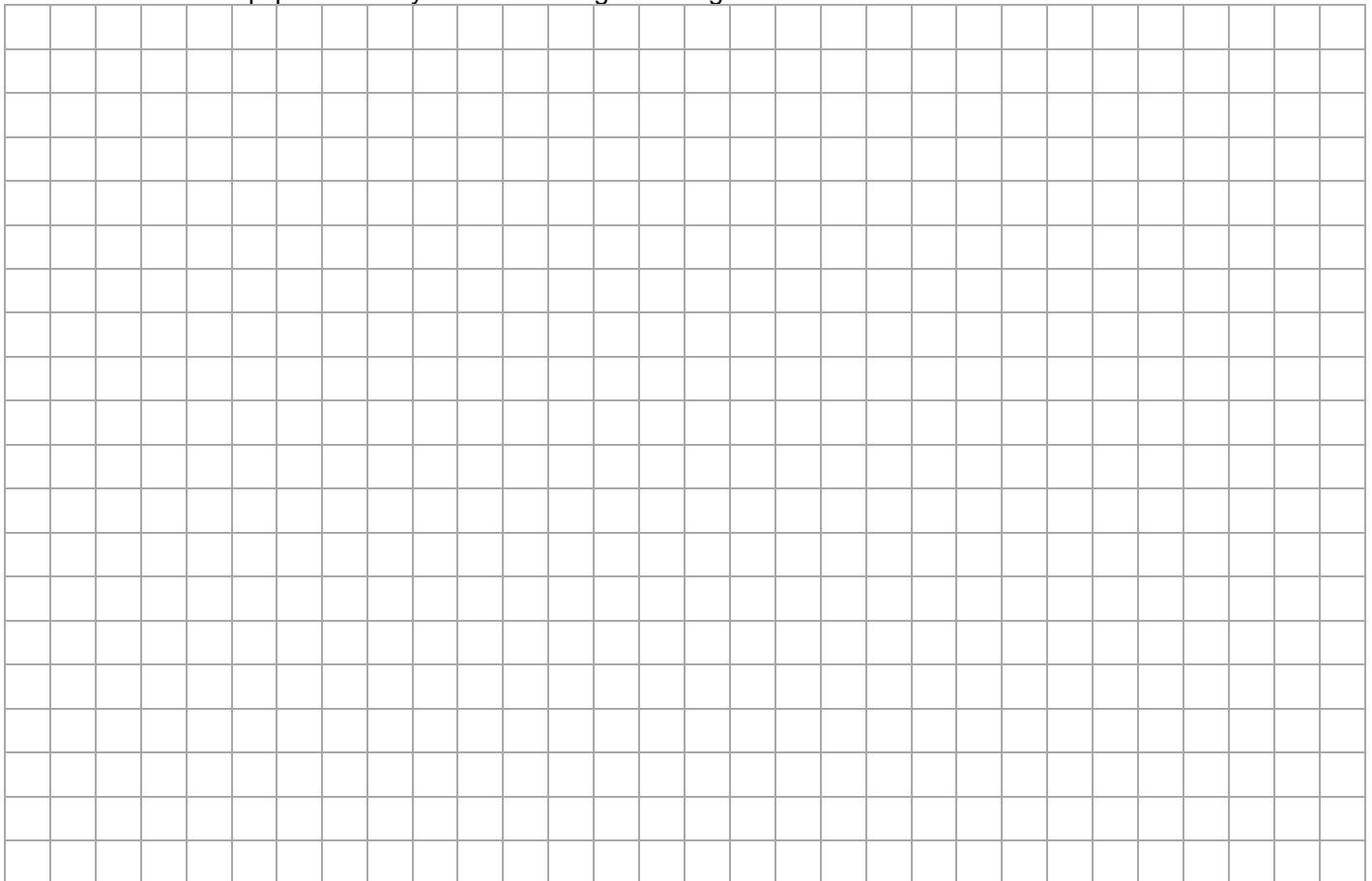
Food items not listed will result in a delay of issuance or denial of a permit.

| FOOD | Food Supplier or Source | Prepared and Cooked How? | Cold or Hot Holding Where? |
|--------------------------------|---|-------------------------------------|--|
| <i>Example: Hamburgers</i> | <i>Prepackaged Frozen patties from Sam's Club</i> | <i>Cooked on grill at the event</i> | <i>Hold hot in a crock pot with beef broth</i> |
| | | | |
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*ATTACH ADDITIONAL SHEETS IF NECESSARY

Layout of your Booth

Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods

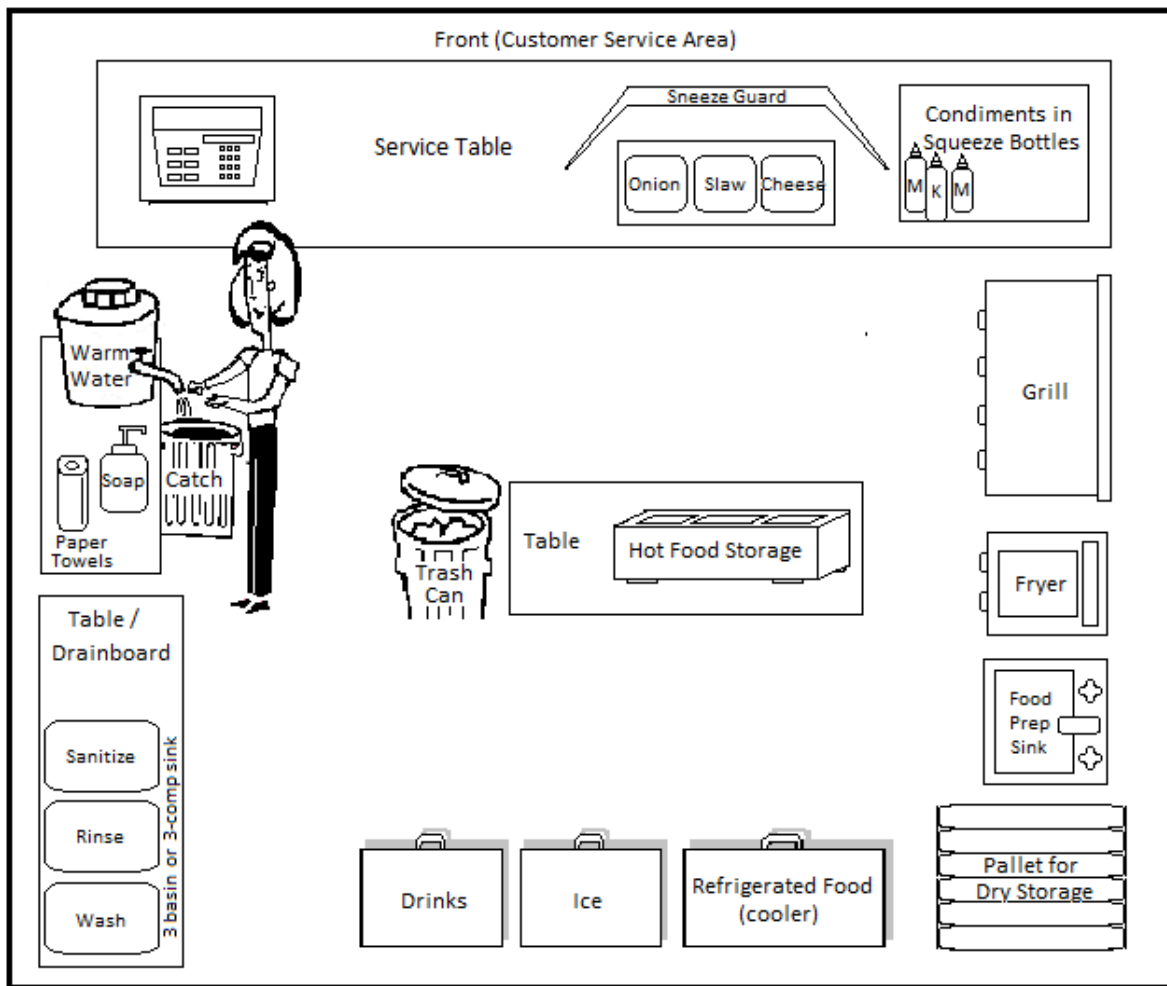
A large grid for drawing the booth layout, consisting of 20 columns and 20 rows of small squares.

Temporary Food Establishments (Checklist for 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.

| Employee Requirements | | |
|--|--|--|
| | Employee health policy | Hat, hair net or other hair restraint |
| Tent/Overhead Protection | | |
| | All items of food operation must be under tent or cover | Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover |
| Food Protected and Secured | | |
| | Food secured at all times to prevent tampering and contamination | Public access restricted to all areas of the food establishment except dining areas. |
| | No food exposed to customers (side guards or sneeze guards if needed) | Open displays of food must be protected from contamination by sneeze guards, or other effective barriers. (Grills, fryers, hot holding areas, ice bins, etc. are examples of such areas) |
| | Approved self-service condiments | |
| | All food stored and transported in food grade containers | |
| Water Supply | | |
| | Approved water source | Backflow preventer required if directly connected to water supply. Hoses must be for Potable water. |
| | Must have means to heat water for utensil and hand washing | |
| Waste Water Disposal | | |
| | Disposal in an approved sewage system | Buckets/grey water containers must be labeled |
| Food Temperatures | | |
| | Provide accurate thin probe thermometer | Consumer advisory required for foods cooked to order |
| | Cold holding at 41F and below | Hot holding at 135F and above |
| Insect and Dust Protection | | |
| | 3 sided tent or mesh sides | Fly fans |
| | Ground cover in absence of asphalt, concrete, or grass | |
| Utensil Washing | | |
| | Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil | Drain board or counter space for air drying |
| | Soapy water, rinse water and sanitizer | 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 |
| Food From Approved Source, Protected and Secured | | |
| | Approved source/food invoices | Food storage off ground |
| | No salads that contain ingredients that have been cooked and cooled (e.g. tuna salad, potato salad, egg salad, etc.) may be served unless commercially prepared. | All raw meat, poultry, and seafood must be purchased ready to cook. |
| | Approved & adequate supply of ice. Ice used for drinks should be kept in separate cooler from foods. Ice scoops are required when dispensing ice to customers. | Food prepared at a previous event or potentially hazardous food (time/temperature control for safety food) removed from original packaging shall not be served. |
| Fresh Fruit/Vegetable | | |
| | Produce must come in prewashed or a separate produce sink is required | |
| | Produce sink is for produce washing only | |
| Lighting | | |
| | Heat lamps protected against breakage | All lights shatterproof or shielded above food prep or storage |
| Permitting | | |
| | Vendor is expected to be ready at permitting time given | |
| | DO NOT PREPARE FOOD BEFORE RECEIVING A PERMIT ; any food pre-prepped will be discarded. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by EHS. | |
| | The permits must be posted in a conspicuous place designated by the regulatory authority. | |

EXAMPLE LAYOUT



Handwash Station - If a standard sink is not used.

1. Fill a container that has a spout or dispensing valve (e.g. tea urn) with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. The dispensing valve should be able to remain open during the handwashing procedure.
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do NOT pour this water into a storm drain or side ditch.

Ways to Prevent Foodborne Illnesses

1. Proper handwashing must be completed after smoking, eating, visiting toilet facilities, before returning to work, and as necessary to prevent contamination
2. Don't work when you are sick
3. No smoking or tobacco use allowed inside Temporary Food Establishment (TFE).
4. No jewelry on arms and hands except plain ring