



## ANSON COUNTY HEALTH DEPARTMENT

POST OFFICE BOX 473

WADESBORO, NORTH CAROLINA 28170



**Public Health**  
Prevent. Promote. Protect.

### **Temporary Food Establishment Permitting Process**

The information below details the major requirements for event planners to ensure proper Health Department permits are obtained by food service operators.

- Applications for a permit to operate a temporary food establishment are provided to the event organizer by this Department. The event organizer is responsible for sending & providing applications to prospective food vendors and for completing and submitting an organizers application.
- The event organizer is responsible for the collecting applications from the vendors they select to operate during the event and arranging a time to review them with Health Department staff. **APPLICATIONS SHALL BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE EVENT. CONTACT 704-664-4832/4681 TO INITIATE THE APPLICATION REVIEW PROCESS.**
- Applications will be approved or disapproved by the Health Department and notification made to the organizer. Comments indicating the reason for disapproval will be provided to the organizer who will be responsible for notifying vendors. The organizer can request a vendor modify their application and resubmit for approval.
- The Health Department will schedule food handling and sanitation education classes at the request of the event organizer. We encourage organizers to take advantage of this training in order to minimize the potential for a foodborne illness outbreak.
- Festival organizers will continue to be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operation, and to provide parking and access passes for permitting and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on-site when the Environmental Health Specialist arrives for permitting.
- All equipment indicated on the approved application must be provided and properly positioned. If a representative is not available at the time of our visit, or proper equipment is not provided as indicated on the approved plan, a permit will not be issued.
- Sale of food without a permit is a criminal violation and the Anson County Police can cite violators; this will require a court appearance in Superior Court.
- The vendor will be expected to abide by all conditions identified in the approved application and the operational permit throughout the festival. Permits may be suspended or revoked for rule violation.
- Health Department staff will make unannounced visits to food service establishments during the event to ensure safe & sanitary food handling practices are being followed.



- For multiple day events, it is the vendor's responsibility to provide overnight security for their booth and any food and/or food contact surfaces therein.
- Food shall not be prepared in a residential kitchen for sale to the public. If an operator wants to prepare food in a kitchen that does not have a Health Department permit (such as a church kitchen), prior arrangements must be made with the Department so an inspection of the kitchen may be scheduled before a plan is approved or permit issued.
- Water must be obtained on-site from an approved source or brought in commercially packaged from a state or federally inspected source.



## Temporary Food Establishments Exemptions and Exceptions

Some vendors of Temporary Food Establishments (TFE's) may be exempt from the regulations requiring a permit to prepare and sell food to the public. The vendors who meet one of the following conditions will not be required to obtain a permit to operate their TFE:

- i. Incorporated as a nonprofit corporation in accordance with Chapter 55A of the North Carolina General Statutes
- ii. Exempt from federal income tax under the Internal Revenue Service Code as defined in General Statute 105-228.90 (have 501(c)(3) status)
- iii. A political committee as defined in General Statute 163-278.6(14)

A facility meeting one of the above conditions may prepare and sell food to the public without a permit from the health department **FOR NO MORE THAN TWO CONSECUTIVE DAYS, ONE TIME PER CALENDAR MONTH.** The Anson County Health Department **requires** proof of the organization's tax exempt status such as a federally issued 501(c) (3) document or state issued tax-exempt status document.

TFE vendors who sell only non-potentially hazardous drinks, such as fresh-squeezed lemonade, coffee, tea, etc., are not required to obtain a permit from the health department.

TFE vendors who sell only dipped ice cream, popcorn, candy apples, cotton candy, funnel cakes, soft pretzels and or pre-packaged chips or candy are not required to obtain a permit from the health department.

**QUESTIONS?** Please call the Anson County Health Department Environmental Health Office at (704) 694-4832/4681.



**Anson County Environmental Health Department  
Application for Temporary Food Establishment Permit.**

**\*\* (\$75.00 NONREFUNDABLE Application Fee must be included with this application) \*\***

1. Establishment Name: \_\_\_\_\_

2. Operator's Name: \_\_\_\_\_

3. Operator's Address: \_\_\_\_\_

4. Operator's Contact Number: \_\_\_\_\_

5. Booth Location & Dates/Time of Operation: \_\_\_\_\_

6. Menu- List all food items to be prepared and served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. List all food sources of meat, poultry, seafood, and shellfish: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. List methods of storing and dispensing water under pressure: \_\_\_\_\_

\_\_\_\_\_

9. List methods of storing and disposing wastewater: \_\_\_\_\_

\_\_\_\_\_



10. List methods of storing and disposing garbage: \_\_\_\_\_

\_\_\_\_\_

I certify that the above information is complete and accurate, and understand that any deviation from the above may nullify approval of a Temporary Food Establishment Permit by the Anson County Environmental Health Department.

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

Date: \_\_\_\_\_

**\*\* A separate sheet of paper has been provided for you to include a DRAWING of your equipment layout as a part of this application. \*\***

A **\$75.00 NONREFUNDABLE application** fee (checks made payable to Anson County Environmental Health Department) along with this completed application **must be received by the Anson County Environmental Health Department at least two weeks prior to the event.** If you have questions concerning this application, call 704-694-4681 or 704-694-4832.

Mailing address: Anson County Environmental Health Department  
PO Box 473  
Wadesboro, NC 28170

11. Complete the food preparation chart below:

Food	Food Source	Thaw How? Where?	Cut / Wash / Assemble Where?	Cook How? Where?	Cold / Hot Holding How? Where?	Reheating How?



12. Draw or attach a diagram depicting your food booth set-up. Indicate tent dimensions (if applicable), placement of hand washing station, utensil washing sink, drain board, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers:



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 TFE; however, additional requirements may be applicable. **ALL APPLICATIONS WITH A \$75.00 FEE MUST BE SUBMITTED TO THE ANSON COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH OFFICE AT LEAST 15 DAYS PRIOR TO THE DATE OF THE EVENT. THIS FEE IS NONREFUNDABLE**

**Person in charge**

- Available during all hours of food preparation

**Employee requirements**

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

**Tent/weather proof structure/canopy**

- Canopy over entire operation (smokers are not required to be under a canopy)

**Fly protection**

- 3 solid or mesh sides
- Fly fans

**Ground covering**

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

**Water supply**

- Approved water source (requires testing by ACHD if private well)
- Drinking water hose(s) – must be labeled
- A means to heat water
- Sanitizer test strips
- 3 basins (large enough to fit equipment)
- Soapy water, rinse water, sanitizer
- Disposal in approved sewage system or port-a-johns
- Drain board or counter space for air drying
- Buckets/grey water containers – must be labeled

**Waste water disposal**

**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)

**Food temperatures**

- Accurate food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

**Food shields/customer barriers**

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

**Lighting (for night-time operations)**

- Shielded above food/preparation

*I certify that I have read and understand the requirements listed above and will comply with the requirements as described by the Anson County Health Department*