



**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 [ucinspection@unioncountync.gov](mailto:ucinspection@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>

\*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

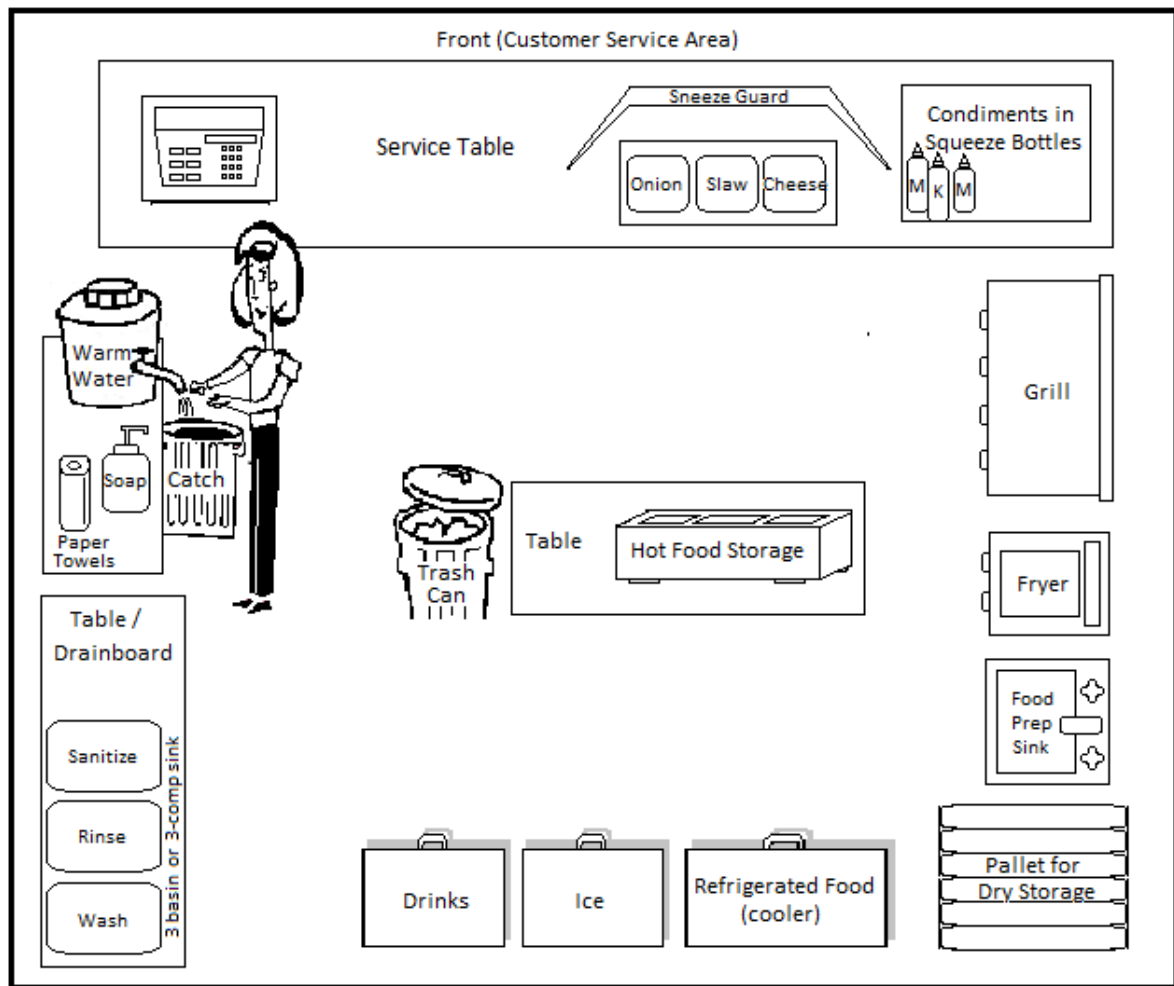
A large grid for drawing the booth layout, consisting of 20 columns and 20 rows of squares.

## 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 ( <b>side guards or sneeze guards if needed</b> )	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.	<b>All raw meat, poultry, and seafood must be purchased ready to cook.</b>
	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	
	<b>DO NOT PREPARE FOOD BEFORE RECEIVING A PERMIT;</b> 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