

## TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in the Virginia Food Regulations 12 VACS 5-421-10 is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. Complete and submit an application form (Pages 5 - 7) for each event and for each booth at each event at least 10 calendar days prior to the event. Applications must be submitted to the health department in which the event is located.
2. A \$40.00 application fee is required for the first application submitted during the calendar year (January 1 – December 31). No additional fees are required for the remainder of the calendar year. The annual application fee may be paid at any Health Department in the state. It is the responsibility of the vendor to keep the payment receipt and to provide copies of the receipt as proof of payment with each application submitted. If an applicant cannot produce a receipt, a \$40.00 fee will be charged. Organizations that are exempt under the *Code of Virginia* §35.1-25 and §35.1-26 are exempt from temporary permit fees even if they are participating in a non-exempt temporary event.
3. If you are using a permitted mobile food unit, submit a copy of that permit. The fee is not required.

Applications and fees must be received by the Health Department at least **(10) business days prior to the temporary event**. Please send the completed applications(s) and fee(s) to the appropriate Health Department below.

- » Use the self-inspection form, page 3, to ensure that you are prepared and have met the requirements of the Regulations.
- » Please **keep** pages 1 through 4 for your use and **return** pages 5 through 7 (the application) to the Health Department.

An Environmental Health Specialist reviews your application and will call to discuss your operation and obtain additional information if **needed**. If there are no additional questions, **they will see you the day of the event**. Permits for Temporary Events are issued by the Health Department on the day of the event, prior to the start of the food operations.

If you have any questions, please call us at the phone number(s) that are located on Page 2. We look forward to working with you!

Dinwiddie Health Department  
12318 Boydton Plank Road  
PO Box 185  
Dinwiddie, Virginia 23841  
(804) 469-3771  
(804) 469-9379 FAX

Greensville/Emporia Health Department  
140 Uriah Branch Way  
Emporia, Virginia 23847  
(434) 348-4210  
(434) 348-4281 FAX

Hopewell Health Department  
1501 West City Point Road  
Hopewell, Virginia 23860  
(804) 458-1297  
(804) 541-3023 FAX

Petersburg Health Department  
Attn: Candy Williams  
301 Halifax Street  
Petersburg, Virginia 23803  
(804) 862-8944  
(804) 862-7640 FAX

Prince George Health Department  
6450 Administration Drive  
Prince George, Virginia 23875  
(804) 733-2630  
(804) 862-6127 FAX

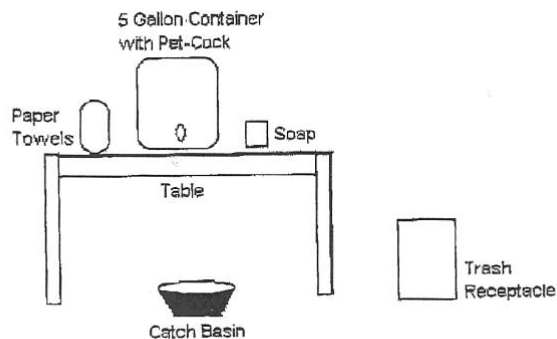
Surry Health Department  
474 Colonial Trail West  
Dendron, Virginia 23839  
(757) 294-3185  
(757) 294-3756 FAX

Sussex Health Department  
Sussex County Courthouse Complex  
20103 Princeton Road  
PO Box 1345  
Sussex, Virginia 23884  
(434) 246-8611  
(434) 834-3883 FAX

SELF INSPECTION FORM

	AREA OF CONCERN
<input type="checkbox"/>	1. Review Temporary Food Establishment Application Packet.
<input type="checkbox"/>	2. Review proper food handling practices and employee hygiene requirements i.e., proper hand washing; proper use of gloves; no illness, proper hair restraints; clean clothing; no artificial nails; no jewelry, etc.
<input type="checkbox"/>	3. Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket.
<input type="checkbox"/>	4. Food Source: approved, in sound condition, no spoilage
<input type="checkbox"/>	5. Time/Temperature for safety foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service
<input type="checkbox"/>	6. Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals. Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up.
<input type="checkbox"/>	7. Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41°F or below. Hot: 135°F or above
<input type="checkbox"/>	8. Thermometers provided: dial probe or digital thermometer for taking product temps (0°F - 220°F), indicating thermometers for refrigeration units.
<input type="checkbox"/>	9. Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended
<input type="checkbox"/>	10. The floor may be concrete, asphalt, or dirt / gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.
<input type="checkbox"/>	11. Equipment cleaned thoroughly <u>PRIOR TO THE EVENT</u> , kept clean, stored properly
<input type="checkbox"/>	12. Proper facilities to wash, rinse, and sanitize equipment and utensils. <b>MUST HAVE HOT WATER.</b> Wash basins should be large enough to accommodate the biggest item to be washed.
<input type="checkbox"/>	13. Sanitizer with appropriate test strips, i.e., chlorine bleach and chlorine test strips.
<input type="checkbox"/>	14. Water source approved; Hot and cold water provided; food grade hoses used.
<input type="checkbox"/>	15. Approved and adequate disposal of sewage and all waste water
<input type="checkbox"/>	16. Adequate collection and disposal of grease and garbage.
<input type="checkbox"/>	17. Overhead protections (tent, pavilion, etc.); Lighting adequately shielded.
<input type="checkbox"/>	18. Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution.
<input type="checkbox"/>	19. Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site.

## HAND WASHING FACILITY SET-UP

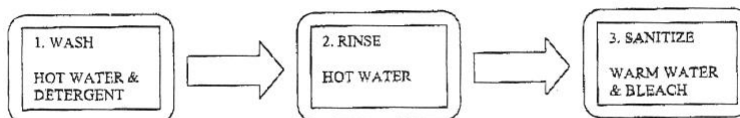


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

## THE HOW-TO'S OF HANDWASHING

1. Wet hands
2. Apply soap
3. Briskly rub hands for twenty (20) seconds
4. Scrub fingertips and between fingers
5. Scrub forearm to just below elbow
6. Rinse forearms and hands
7. Dry hands and forearms with a disposable paper towel
8. Turn off water with paper towel
9. Discard paper towel

## KITCHENWARE WASHING PROCEDURE





After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

Unscented chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All waste water must be disposed of properly, to either a sanitary sewer or a drainfield.

### Temporary Food Establishment Application

 <p><b>VDH</b> VIRGINIA DEPARTMENT OF HEALTH <i>Healthy People in Healthy Communities</i> www.vdh.virginia.gov</p>	<p>A COMPLETED APPLICATION AND ANY FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT</p>	
<input type="checkbox"/> \$40.00	Temporary Food Establishment Application Fee	
<input type="checkbox"/> \$ 0.00	Temporary Food Establishment Application Fee for churches, fraternal, school and social organization, and volunteer fire department and resource squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i> .	
<input type="checkbox"/> \$ 0.00	Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.	
<input type="checkbox"/> \$ 0.00	Individual who is only participating in one (1) temporary event this calendar year in the locality in which they reside. Locality: _____	
<b>Event Information</b>		
Event Name:		
Event Coordinator Name:		
Event Coordinator Phone # and Email Address:		
Event Location Address:		
Event Location Phone #:		
Dates and Times of Event:	Start Date:	Start Time:           AM PM
	End Date:	End Time:           AM PM
Rain Dates:	Start Date:	
	End Date:	
<b>Vendor Information</b>		
Vendor Business Name:		
Name of Owner or Corporation:		
Booth Name (if different from vendor name):		
Complete Vendor Address:		
Vendor Phone # and Email Address:		
Onsite PIC for the Event:		
Onsite PIC Phone # and Email Address:		
Set-up Time and Date:		
Dates of Operation:	Start Date:	
	End Date:	

### Food Preparation and Menu

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all food that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41°F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
Sausage	Raw, On-site	Cold/on ice	Ice Chest	Grill, 175°F	Steam Table
<p><b>For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.</b></p>					
Permitted Food Establishment Name:			Name of Owner/Operator:		
Food Establishment Physical Address:			Owner/Operator Phone #:		
Signature of Permit Holder:			Date:		

Temporary Food Establishment Construction				
Overhead Covering:	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls (if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source: <input type="checkbox"/> Permitted Waterworks/Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink (if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment		Type of Handwashing Facilities: <input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket <i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other:				
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date