



Wilson County Health Department

1801 Glendale Drive SW • Wilson, NC 27893-4401 • Phone 252.237.3141

Temporary Food Establishment Application (TFE)

This application must be completed and submitted to Wilson County Health Department (WCHD) to provide information about all food preparation and sales to the public at any public event within Wilson County. Applications must be submitted **no later than 15 days prior** to the event. Please Note: A fee of **\$75.00** will be required for each food service permit.

Facility Type: Booth Pushcart Mobile Food Unit (MFU) Permanent-Building

1. Name of Booth/Food Service: _____
2. Name of Event: _____
3. Address of Event: _____
4. Event Date(s): _____
5. Applicant Name: _____ Applicant Cell #: _____
6. Applicant Mailing Address: _____
7. Applicant Email Address: _____
8. Person In Charge (PIC) day of event name: _____
9. PIC Cell #: _____ PIC Email: _____

Please note: Food booth must be **COMPLETELY** set up prior to permitting and **NO** food preparation is allowed until permit is issued.

10. Date for permitting: _____ Time for permitting: _____
11. Please provide a drawing of the proposed set-up. 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.

OFFICE USE ONLY

Fee: \$75.00 Date Received: _____ Receipt #: _____

Comments:



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12. Check the box that best describes the source of water for your food booth:

Public Water Supplied by Organizer

Water Supplied by Food Vendor

On-site Private Well

Other: _____

(Requires testing by WCHD prior to even or backup water supply source)

13. Check the box that best describes the disposal method for the following:

Garbage:

Wastewater:

Waste taken offsite

Grey water bin

Event providing dumpster

Can wash facility

Other: _____

Taking back to approved Commissary

Other: _____

14. Check the following items supplied for the food booth(s) by the organizer:

Electricity

Refrigeration

Toilet Facilities

Drinking Water Hose(s)

Recycling

Garbage Pick-up

Grease Disposal

Wastewater Disposal

15. Will ready-to-eat produce (vegetables and/or fruits) be prepared in your booth/unit?

Yes (requires prep sink)

No

16. Check the box that best describes your equipment:

Cold Holding:

Hot Holding:

Utensil Washing:

Refrigerated truck

Chafing Dishes

3 compartment sink

Commercial fridge

Electric hot box

3 basins

Commercial Fridge

Grill

Other: _____

Ice chest

Other: _____

Handwashing Set-up:

Utility sin

Gravity flow set-up

Other: _____

17. Indicate the approximate distance and time you will travel to festival site: _____



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18. How will the food temperatures be maintained during transportation?

- Ice chest(s)
- Mechanical Refrigeration
- Cambrio Unit/Holding cabinets
- Other: _____

19. Check the box that best describe each:

a. Booth Set-up

- 3-sided (tent walls) Tent (____) x (____) with front sneeze guard. Tent must restrict access from the public and protect food from contamination on all sides
- Trailer/Self-contained unit (____) x (____)
- Building/indoor event

b. Flooring in food service/storage area:

- Grease mats under fryers
- Asphalt or concrete
- Matting, tarps or similar non-absorbent material

c. Lighting in food service/storage areas

- Shielded bulbs
- Shatterproof bulbs

20. Provide a complete list of all food/menu items in the chart below: *Attach additional sheets if needed*

Food/Menu Items & Ingredients	Source of Food	Method of Preparation	Raw	Pre-Cooked	Pre-Portioned	Frozen	Ready-To-Eat
Ex: hamburgers	Fred's Food Club	Purchased pre-pattied, cooked on flat top. No advance prep	X		X		



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I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation shall be submitted to Wilson County Health Department for review and approval a minimum of 15days prior to the day of the event.
- I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635, a temporary food establishment permit will not be issued.
- **NO FOOD PREPARATION IS ALLOWED UNTIL PERMIT IS ISSUED**
- A compliance check may be conducted at any time of operation.
- All potentially hazardous food items (PHF) that I am serving must be maintained at approved temperature (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 may result in disposal or embargo of food
- Non-compliance may result in closure of the Temporary Food Establishment.
- Approval of this application does not indicate compliance with any other code, law, or regulation that may be required (ie: Fire Marshal, federal, state, and local authorities/jurisdictions)

I certify that I will comply with the requirements described by Wilson County Health Department Checklist for Temporary Food Establishments.

Applicant (full name, print): _____

Applicant Signature: _____ Date: _____

Visit <https://www.wilsoncountync.gov/departments/health-department/environmental-health> for TFE checklist and more information.