

Duplin County Environmental Health
Temporary Food Establishment Permit Application

It is a requirement of North Carolina General Statutes 130A-248 (b) to obtain a permit to sell food at special events. For events that are eligible, the local health department issues Temporary Food Establishment Permits to those food vendors who comply with the rules listed in 15A NCAC 18A .2665 through .2669. To obtain a permit you must submit a completed application and payment of \$75.00 to Duplin County Health Department, Division of Environmental Health no fewer than 15 calendar days prior to commencing operation. A separate application must be submitted for each booth operator. Vendors who serve only ice cream, funnel cakes, coffee, popcorn or other exempt items do not need this permit. If you are non-profit, tax exempt or a political fundraising group, do not use this form. Complete the Duplin County Environmental Health Exempt Vendor Verification Form available at <https://www.duplincountync.com/food-lodging/>.

Date of Submission _____

Event Information

Event Name _____

Event Coordinator _____

Event Location _____

Set-Up Date and Time _____

Starting Date _____ Time _____ Ending Date _____ Time _____

Vendor Information

Organization/Business Name _____

Contact Name _____ Phone _____ Cell _____

Address _____

City _____ State _____ Zip _____

Email Address _____



Duplin County Health Department / Duplin County Environmental Health / Food & Lodging Section
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Temporary Food Establishment Guideline

Statement from Applicant: I certify the information in this application is complete and accurate. I understand that the Duplin County Health Department does not provide verbal approval of plans. Failure to comply with approved plans and procedures in this application may nullify final approval and result in denial of a permit. Deviation from approved plans and procedures once a permit has been issued may result in permit suspension or revocation.

- I. I understand that approval of these plans and specifications by this office does not constitute endorsement or acceptance of the completed establishment (structure or equipment) at the event. A preopening inspection of the establishment with equipment in place will be necessary to determine if the establishment complies with the Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600, Section .2665-.2669
- II. These rules can be accessed on the web at <https://ehs.ncpublichealth.com/rules.htm> under 'North Carolina Food Code Manual' and 'Rules'. Vendors are responsible for applying food safety parameters found in chapters 2 and 3 of the NC Food Code Manual.
- III. I have verified that the organizer of the event will provide potable water and electrical hookups and will have provisions for the removal of wastewater, garbage and grease into an approved waste facility/system. I also verify that I have reserved booth space with the event coordinator.
- IV. I understand that all foods must be obtained from approved sources and that no food may be prepared (washed, cut, mixed, marinated) prior to the issuance of a permit unless otherwise approved by this department. I understand that I will be required to discard any such foods. Food prepared at a previous event or potentially hazardous food removed from original packaging shall not be served at another event. Receipts for food items may be re requested for review by the local authority prior to the issuance of a permit.

Signature _____

Print Name _____ Date: _____

Are all 4 required pages of this application filled out completely? YES NO

TO BE COMPLETED BY DUPLIN COUNTY ENVIRONMENTAL HEALTH

Date Application Received: _____ Date Payment Received: _____

Plans Approved: YES NO

Restrictions _____

Reason(s) for Disapproval _____

Plan Reviewed by: _____ Date: _____

Duplin County Environmental Health Specialist

Food Preparation at Temporary Food Establishment

(All categories may not apply to each menu item. Mark N/A for those that do not apply)

[illegible]

Vendor Plan

In the following space, provide a drawing of your temporary food establishment. Identify and describe all equipment including cooking and holding equipment, handwashing facilities, work tables, utensil washing, food and single service storage (including trailers, coolers, etc.) garbage containers, and customer service areas. Overhead booth protection is required during operation and side walls (3) during inclement weather. Floor covering is required if set-up is not on concrete/asphalt.

A 15x15 grid of dots on a white background. The dots are arranged in a regular pattern, forming a square grid. There are 15 dots in each row and 15 dots in each column, totaling 225 dots. The dots are small, black, and evenly spaced.