



PORTSMOUTH HEALTH DEPARTMENT
 Environmental Health Services
 1701 High Street, 4th Floor, Portsmouth, VA 23704
 Phone (757) 393-8585, extension 8585
 Fax (757) 393-8027

TEMPORARY FOOD PERMIT APPLICATION

The person named below is making application for a temporary food permit in accordance with the City Code of Portsmouth, **Chapter 15** and the Commonwealth of Virginia Board of Health Food Regulations. It shall be valid only within the City of Portsmouth at the location designated and only for the day(s) specified. **The sale of any home prepared or canned foods is prohibited except by those organizations specifically exempted under Section 12 VAC5 -421 of the State Rules and Regulations Governing Restaurants.**

Name _____ Phone (H) _____

Address _____ Phone (W) _____

City _____ State _____ Zip Code _____

Organization _____

Event _____ Date(s) of Sale _____

Location of Event _____ Time of Sale _____

MENU

(CHANGES TO THE MENU MUST BE APPROVED BEFORE THE EVENT)

FOOD	SOURCE (where purchased)	PREPARATION (where & how, ex: cooked on grill) (No home preparation allowed)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Provide complete information in regard to the following food preparation concerns. After each item listed, describe the method or source you will use to fulfill the requirement.

1. **FOR EVENTS LASTING MORE THAN ONE (1) DAY, HOW WILL HOT FOODS BE COOLED FOR OVERNIGHT COLD-STORAGE?** _____

2. **HOW AND WHERE WILL THE COOLED FOODS BE STORED OVERNIGHT?**

3. **HOW WILL YOU OBTAIN WATER?** (All water must be from an approved source {example: city water}): _____
4. **HOW WILL YOU DISPOSE OF SEWAGE?** (All wastewater must be disposed of in an approved manner (e.g. city sewer)): _____
5. **WHAT IS YOUR OVERHEAD PROTECTION?** (Food preparation, service and display areas must be protected {e.g. tent including ground cover}): _____
6. **HOW WILL YOU PROVIDE FOR HANDWASHING?** (Some method must be provided for proper handwashing in the food prep area) {e.g. cooler with spigot, water soap, towels and catch bucket}): _____

7. **HOW WILL YOU PROVIDE FOR WASHING OF UTENSILS?** (Facilities must be provided for washing, rinsing & sanitizing utensils, etc. {e.g. 3 tub set up with water, dish soap and bleach}): _____

8. **HOW WILL YOU MAINTAIN REFRIGERATION?** (All potentially hazardous cold foods must be kept below 41° F {e.g. coolers w/ice}): _____
9. **HOW WILL YOU MAINTAIN HOT TEMPERATURES?** (All potentially hazardous hot foods must be held at greater than 135° F {e.g. gas grill}): _____

10. **HOW WILL YOU PROVIDE CONDIMENTS?** (Condiments must be dispensed or individually wrapped, no open bowls):

11. **HOW WILL YOU ENSURE THAT THE FOOD AND COOKING FACILITIES ARE PROTECTED FROM THE PUBLIC?** (All food & cooking facilities must be protected {e.g. ropes or tables, shields in front of open grills}):

12. **HOW WILL YOU STORE FOODS & UTENSILS?** (All foods and utensils must be stored off of the ground {e.g. tables}): _____

The following items are also required and must be provided and/or used during the event:

- | | | |
|--------------------------------|-------------------------------|--|
| 1. Single-use gloves | 2. Approved food & ice scoops | 3. Digital probe thermometer |
| 4. Hair restraints | 5. Chlorine test paper | 6. Wiping cloths & sanitizing solution |
| 7. Diagram of Food Booth/Stand | | (ex: bleach + water) |

~~NO SMOKING, EATING OR DRINKING IN FOOD PREP AREAS!~~

Please provide an overhead sketch of the food booth/stand equipment placement for the following:

- all cooking equipment
- all food preparation tables
- all refrigerators/coolers/freezers
- all hot holding equipment (if used)
- dry goods/paper products storage
- wash/rinse/sanitize station
- hand washing station
- **include any equipment that will not be placed under the booth's overhead cover**
- **note if additional on-site food storage is used (i.e. trucks, vans, storage units)**

Sketch (Please label equipment):

By signing this permit/application, I do hereby agree to comply with the rules and regulations as outlined on this application and with the instructions that accompany it. I understand that only the foods listed may be sold. Failure to comply with this and all other requirements may result in a permit not being issued or having the permit suspended and having to leave the event. **Submit this application within 72 hours prior to the event.**

Signed _____

Date _____

OFFICE USE:

Reviewed/approved by: _____

Date: _____