

Temporary Food Establishment Vendor Application

A completed application and any applicable application fee should be received by the appropriate health department at least **10 calendar days** prior to each event and be listed on the event Coordinator Application. Applications submitted after the deadline may not be approved.

Type of Application

<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 Organizations and Volunteer Fire Departments and Rescue Squads that are exempt under §35.1-25 and §35.1-26 of the Code of Virginia.
<input type="checkbox"/>	\$0.00	Application with documentation of paying a Temporary Food Establishment Fee in the current calendar year.
<input type="checkbox"/>	\$0.00	Individual resident locally participating in only one Temporary Event per calendar year which is located in: _____

Event Information

- Event Name: _____
- Event Location: _____
- Event Date(s): From _____ To _____ Rain Date(s): From _____ To _____
- Coordinator: _____ Phone: _____

Vendor Information

- Vendor Business Name (DBA): _____
- Vendor Ownership Name: _____
- Vendor Address: _____
- Vendor Phone: _____ Vendor Email: _____
- Onsite Contact Name: _____ Onsite Contact Phone: _____
- Set-Up Date and Time: _____
- Name of Certified Food Protection Manager (CFPM): _____

Type of Temporary Food Establishment

- | | | | |
|----------------|--------------------------|--------------------------|--------------------------|
| 1. Mobile Unit | <input type="checkbox"/> | 3. Tent/Canopy | <input type="checkbox"/> |
| 2. Push Cart | <input type="checkbox"/> | 4. Inside Building/Booth | <input type="checkbox"/> |

Temporary Food Establishment Construction

1. Overhead Covering: Canvas Wood Plastic Other: _____
 2. Floor Covering: Asphalt Concrete Wood Other: _____
 3. Wall Covering: Screens Concrete Wood Other: _____
 4. Water Source: Permitted Waterworks/Municipal
 Private Well (VDH Approved water sample required)
 5. Food grade hose provided: Yes No
 6. Handwashing facilities provided by: Event Coordinator TFE Vendor
 7. Type of Handwashing Facilities:
 - Self-contained portable unit (with potable water and wastewater holding tanks)
 - Plumbed with hot and cold water under pressure
 - Gravity-fed water with spigot and bucket
- Note: Hand soap, single-use towels and trash receptacle shall be provided at all handwashing sinks.
8. Utensils and Equipment (check all that apply):
 Single-serve eating and drinking utensils Multi-use kitchen utensils
 9. Type of Utensil Washing Setup:
 - Three-basin setup
 - Shared three-compartment sink (if pre-approved)
 - Three-compartment sink within a food establishment
 10. Utensil Sanitizer to be used: Chlorine Quaternary Ammonia Other: _____
 11. Wastewater Disposal provided by: Event Coordinator TFE Vendor Approved Dump
 Station Permitted Sewage Pumper Method (if not provided by the event): _____
 12. Food Storage or Display Equipment: Identify all holding equipment (hot or cold) that will be used:

 13. Cooking Equipment: Identify all cooking equipment that will be used: _____

 14. Food Transportation: Identify how food will be transported to events: _____

 15. Toilet Facilities for vendor employees (provided by): Event Coordinator TFE Vendor
 Method (if not provided by the event): _____
 16. Electrical Supply (provided by): Event Coordinator TFE Vendor
 17. Refuse Removal (provided by): Event Coordinator TFE Vendor
 Method (if not provided by the event): _____

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 foods that will be served. Attach additional pages as needed.*

<i>Food Item</i>	<i>Purchased Raw or Cooked?</i>	<i>On-site or Off-site Preparation?</i>	<i>Transported hot or cold? What type of equipment used to transport?</i>	<i>Type of cold holding equipment used at event? (41°F or below)</i>	<i>Cooking and/or reheating equipment used? Final cook temperature?</i>	<i>Hot holding equipment used at event? (135°F or above)</i>
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Examples of Answers

<i>Sausage</i>	<i>Raw</i>	<i>On-Site</i>	<i>Cold, On Ice</i>	<i>Ice Chest</i>	<i>Grill, 175°F</i>	<i>Steam Table</i>
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Ownership & Submittal Agreement

I attest to the accuracy of the information provided, affirm to comply with the food Regulations, allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required and agree to accept notices issued and served by the regulatory authority.

I understand this form contains information subject to disclosure under §2.2-3700 of the Code of Virginia.

I understand this Health Department Temporary Food Establishment Vendor Permit is not transferable from one ownership to another. If any information listed or attached changes concerning the establishment, the permit automatically becomes void. The health department is to be notified of any such changes.

Applicant's Name (Print): _____ Title: _____

Signature: _____ Date: _____

Credit Card Information

If you prefer to make payment by credit card, complete the following information or call the appropriate health department to provide your credit card information.

Name on Card: _____ Type of Card: Visa MasterCard

16-Digit Account#: _____

Expiration Date: _____ 3-Digit # On Back: _____

Signature: _____

VDH USE

Received By: Mail In Person Email Fax Other: _____

Payment Made By: Check Cash Money Order Credit Card Wire Transfer

Check/MO#: _____ Receipt#: _____ Accepted By: _____

Locality: _____ Assigned To: _____

Application Reviewed and Approved By: _____ Date: _____

March 2019