


# TEMPORARY FOOD ESTABLISHMENT PERMIT

TO BE SUBMITTED A MINIMUM OF 10 DAYS PRIOR TO EVENT

	BRHD Local Environmental Health Offices	Phone	FAX
	Charlottesville/Albemarle, 1138 Rose Hill Drive, Charlottesville, VA 22903	434-972-6219	434-972-4310
Fluvanna County, Route 15, County Office Bldg., PO Box 136, 132 Main Street, Palmyra, VA 22963	434-591-1965	434-591-1966	
Greene County, 50 Stanard Street, PO Box 38, Stanardsville, VA 22973	434-985-2262	434-985-4822	
Louisa County, 101 Woolfolk Avenue, Suite 203 Louisa, VA 23093	540-967-3707	540-987-3733	
Nelson County, 1645 Thomas Nelson Highway, Arrington, VA 22922	434-263-4297	434-263-4304	

(PLEASE Print or Type Completing Both Sides of the Form)

Date of Application: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Telephone numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Coordinator's Name: \_\_\_\_\_

Event Coordinator's Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of Operation: \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Type of Food Facility:  Mobile Food Unit  Permitted Restaurant  Tent  Other \_\_\_\_\_

**Vendor Fee** - \$40 per calendar year (include a copy of receipt with application).

<b>OFFICE USE:</b> Fee Status: <input type="checkbox"/> Normal <input type="checkbox"/> Exempt <input type="checkbox"/> Not Applicable <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card _____ Amount Collected: \$ _____ Receipt #: _____
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**There are no fees for an exempt organization/group such as churches, fraternal, school and social organizations and volunteer fire departments and rescue squads.**

Are you with an exempt organization as defined above that has a current Blue Ridge Health District Cooking for Crowds Waiver:  Yes  No

Waiver Expiration Date: \_\_\_\_\_ (Attach a copy of both sides of waiver to application)

Are you participating: as an:  Individual or  Part of a Group or Organization?

If as an individual, do you live in the city or county in which the event takes place?  Yes  No

If as an individual, will you participate in more than one event this calendar year?  Yes  No

Have you ever had a Health Department inspection?  Yes  No Date of Last Inspection: \_\_\_\_\_

Have you ever participated in a Temporary Event?  Yes  No Name of Event: \_\_\_\_\_

Address Location of last Temporary Event: \_\_\_\_\_ County/City \_\_\_\_\_



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Please provide the following information. Failure to provide the necessary information regarding your operation may delay the processing of your application.

Water Service \_\_\_\_\_ Sewage Disposal \_\_\_\_\_  
Solid Waste Disposal \_\_\_\_\_ Liquid Waste Disposal \_\_\_\_\_

### Food, Beverages and Equipment:

Food/Beverage Serving	Where is food purchased?	Where is food prepared (on site at event, in organization's kitchen, at a permitted facility)	Methods of food preparation (cooking, holding)
<i>Example: Hamburger, onions, iced tea</i>	<i>Example: local market, food distributor</i>	<i>Example: on site, church kitchen, restaurant</i>	<i>Example: Cooked to 170° F, held in pan on grill. Washed, sliced and held in cooler.</i>

*(Please attach page 3, if additional space is needed)*

Method of hand washing	Condiments offered & how served (prepackaged, bulk containers)	List utensils used and how they will be cleaned, and type of sanitizer used	Types of refrigeration (coolers, refrigerator, freezer, etc.)	Cooking Equipment
<i>Example: Soap, hot water, towel, catch basins.</i>	<i>Example: Prepackaged mustard, catsup, etc.</i>	<i>Example: Tongs, spatula, knife (3 basin set up for bleach water sanitizer)</i>	<i>Example: Refrigerator, cooler with ice</i>	<i>Example: Electric grill, steam table, deep fat fryer, hot plate</i>

*(Please attach page 3, if additional space is needed)*

Do you have cooking or reheating equipment that can rapidly heat foods to 165°F or above?  Yes  No

**NOTE: Crock pots are not acceptable for the cooking or reheating of foods.**

Are thermometers available in each refrigeration unit?  Yes  No

Are calibrated metal stem thermometers provided to monitor food temperatures?  Yes  No

Method used to prevent bare hand contact with ready-to-eat foods? \_\_\_\_\_

### CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in denial of my application for a permit or suspension of my permit, per 12 VAC 5-421-3730 and 12 VAC 5-42-3770, Commonwealth of Virginia Board of Health Food Regulations July, 2016 .

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Applicant**



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**Please submit this page only if additional space is needed**

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<b>Example:</b> <i>Hamburger, onions, iced tea</i>	<b>Example:</b> <i>local market, food distributor</i>	<b>Example:</b> <i>on site, church kitchen, restaurant</i>	<b>Example:</b> <i>Cooked to 170° F, held in pan on grill. Washed, sliced and held in cooler.</i>

Condiments offered & how served (prepackaged, bulk containers)	List utensils used and how they will be cleaned, and type of sanitizer used	Types of refrigeration (coolers, refrigerator, freezer, etc.)	Cooking Equipment
<b>Example:</b> <i>Prepackaged mustard, catsup, etc.</i>	<b>Example:</b> <i>Tongs, spatula, knife (3 basin set up, bleach water sanitizer)</i>	<b>Example:</b> <i>Refrigerator, cooler with ice</i>	<b>Example:</b> <i>Electric grill, steam table, deep fat fryer, hot plate</i>