

THREE RIVERS HEALTH DISTRICT
APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

Health Department Use Only:		Date Application received _____
How was fee paid? <input type="checkbox"/> Cash	Check No _____	Credit Card Auth Code _____
Receipt No _____	Exempt Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Organization _____	501(c) 3 Exemption # _____	

NAME OF EVENT _____

NAME OF EVENT COORDINATOR _____ CONTACT No. _____

LOCATION OF EVENT _____

DATE(S) OF OPERATION: _____ TIMES: _____ TO _____

NAME OF VENDOR/ORGANIZATION _____

***You must be set-up completely and ready for inspection 1 hour prior to above start time**

WHAT TIME WILL YOU BE READY FOR INSPECTION _____

CONTACT PERSON _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

PHONE: HOME _____ WORK _____ CELL _____ FAX _____

EMAIL: _____

FACILITY TYPE: Building on site Mobile unit Pushcart Stand
 Tent Trailer Other _____

Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering

DESCRIBE HAND WASHING METHODS [EX. SOAP, WATER, TOWELS, BASIN]	
DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS [DESCRIBE SANITIZER TO BE USED]	
LIST ALL COOKING EQUIPMENT [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]	
LIST HOT AND COLD HOLDING METHODS [EX. COOLERS, STEAM TABLE, ICE]	

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING FOODSERVICE:

HAVE ANY MEMBERS ATTENDED A FOOD SAFETY TRAINING CLASS? Yes No WHEN? _____

WHERE WILL YOU RECEIVE YOUR WATER SUPPLY? _____
**(Example: Bottled Water, Permitted Facility, or Public Chlorinated Supply)*

HOW AND WHERE WILL YOU DISPOSE OF SEWAGE _____
**(Waste Water is to be disposed of properly)*

METHOD OF SOLID WASTE DISPOSAL _____
**(Trash)*

METHOD OF LIQUID WASTE DISPOSAL _____
**(Grease)*

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING FOODSERVICE:

FOOD AND BEVERAGES THAT WILL BE SERVED [INCLUDE QUANTITY, EX. POUNDS OR GALLONS]	SOURCES OF FOOD AND BEVERAGES [GROCERY STORE, REST. SUPPLIER, ETC.] <i>REMINDER: No foods may be prepared at home</i>	-FOOD PREPARATION- DESCRIBE HOW AND/OR WHERE THE FOLLOWING WILL TAKE PLACE : THAW- WASH- CUT-ASSEMBLY-COLD HOLDING- COOKING-HOT HOLDING-REHEATING

Certification

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in the denial or suspension of the health permit, as per Part 12 VAC 5-421-3750, Virginia Department of Health Food Regulations 2016.

Signature _____ Date: _____

Print name _____

***APPLICATIONS MUST BE SUBMITTED TO THIS OFFICE NO LESS THAN TEN (10) WORKING DAYS PRIOR TO THE EVENT.** Please notify [this office](#) of any changes in your application (i.e., Additional menu items, etc.).

****PLEASE RETURN COMPLETED APPLICATION AND FEE
To the Local Health Department in the County where this Event will be held!**

PLEASE INCLUDE A DIAGRAM OF THE FACILITY LAYOUT

FOR YOUR INFORMATION ONLY

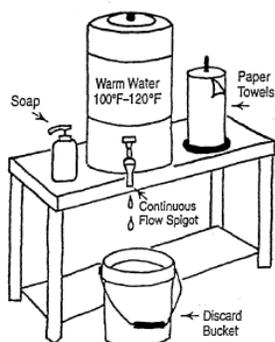
TEMPORARY RESTAURANT SELF INSPECTION

Permit Checklist reviewed with all individuals working at the food booth. 2. Temporary Restaurant Permit POSTED where it is visible to the public.

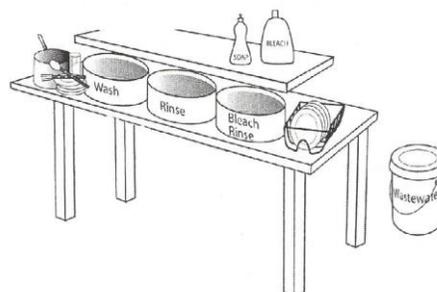
Site Location & Construction: 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.

Food Workers: 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands-disposable gloves, spatulas, tongs, etc. Provided. 3. No eating, drinking or smoking inside food booth. 4. Clean outer clothing (i.e. aprons) and hair adequately held back. → HANDS WASHED FREQUENTLY

Hand washing: 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water **OR** hand wash station detailed below. 3. Five gallon container filled with warm water provided. Has continuous flow spigot so that both hands can be washed at the same time.



SAMPLE HAND WASH STATION



SAMPLE DISHWASHING SET-UP

Dishwashing – 3 Step Procedure: Three compartment sink with **hot and cold** running water **OR** 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use one teaspoon of bleach for every gallon of water) - air dry. **WASTE WATER DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- NOT ON THE GROUND.**

Wiping cloths: Clean and stored between use in a bucket of sanitizer such as bleach. Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above. For bleach, 50-100 PPM.

Food Source: 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site **OR** foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.

Foods Subject to Spoilage: 1. **Cold** perishable foods held at or below **41°F**. **Hot** perishable foods held at or above **135°F**. 2. Thermometers available to monitor food and refrigerator/cooler temperatures. 3. Minimum cook temperatures: pork 145 °F, hamburgers 155 °F, chicken 165 °F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Foods thawed in refrigerator or cold ice chest, not at room temperature.

Food Protection & Service: 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 2. Ice dispensed using scoop with handle 3. Foods covered and protected from flies, dust, animals, etc. 4. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.

GUIDELINES AND CHECKLIST FOR TEMPORARY FOOD EVENTS

- All food products must come from an approved source.
- All food to be served must have prior approval from the Health Department.
- Smoking, drinking and eating in the food prep area is not permitted.
- All participants must wash hands with soap and water prior to handling food and between jobs.
- 5 gallon covered container of clean water, with spigot, to be used for hand washing. Must have a catch basin under spigot for dirty water.
- Liquid (pump) hand soap and paper towels must be available for hand washing.
- Trash can to be located closely for disposal of dirty paper towels.
- If plastic gloves are used, hands must be washed prior to putting on. Each time gloves are removed they must be disposed of and hands must be washed prior to putting on a new pair.
- Metal stem thermometer graded 0° to 220° for checking hot and cold food temperatures.
- Hot foods must be held above 135°; cold foods must be held below 41°.
- Must have thermometers inside freezer and refrigerator units.
- Must have 3 dishpans with clean water to set up wash, rinse and sanitize sequence for utensil washing.
- Must have chlorine bleach for use as sanitizer, (may not use scented bleach). Test strips are needed to check sanitizer strength.
- Must have clean cloth or disposal rags for washing dishes.
- Must have bucket of sanitizing water to immerse cloths in between uses; 50-100 ppm chlorine in water.
- Ice chests must be self-draining and must be kept clean.
- May not use Styrofoam ice chests.
- Ice used for keeping foods cold may not be used for drinking purposes.
- All food storage containers must be smooth, easily cleanable and be made of food grade materials.
- Utensils may not be stored in standing water between uses. They must be washed, rinsed and sanitized unless otherwise stored dry, or in food product with handle out.
- All food products, food equipment, utensils and single service articles must be stored 6 inches off the ground and must be protected from flies, dust and all other contamination.
- Trash cans with appropriate liner and lids shall be provided to minimize insects and when full must be disposed of properly.
- All wastewater must be properly disposed of in designated area.
- Condiments must be dispensed in single service portions (pre-wrapped), in a squeeze bottle or placed on food by food handler prior to serving to customer.
- Hair must be restrained behind the face and neck; caps are recommended. All long hair to be restrained behind shoulders.
- Customers should not be permitted under the tent or in the prep area at any time.
- Animals are not permitted under the tent or in the proximity of food preparation and service.
- A tent or other suitable covering must cover all areas of the food preparation, cooking and serving facility. Cooking area must be under the tent and roped off to prevent public access and possible accidents.
- All light fixtures must be properly shielded (or use plastic coated bulbs). Ample lighting required for nighttime events.

If you have any questions about these guidelines or need clarification of any other aspects of serving food at temporary events, please call your local Health Department (or the office you submitted your application to) **PRIOR** to the event.