Temporary Food Establishments

Temporary Food Establishments (TFE’s) are distinguished from other classes of food establishments such as mobile units and traditional restaurants. TFE’s typically operate for a short duration with limited resources (water, electricity, wastewater disposal) and may be staged beneath a tent or similar open-air cover.

Temporary Events

TFE’s may operate at temporary events such as (but not limited to) festivals, community fairs, music venues, sporting events, and other public gatherings when an event Coordinator Application and list of potential food vendors have been received by the Health Department.

TFE Permits & Fees

A completed application and $40 fee must be received by the Health Department at least ten days prior to the scheduled event. Incomplete applications and applications received without fees or less than ten days prior to an event will not be processed. A TFE permit is valid through the end of the calendar year it was issued. A new application is required for any additional events while the permit is valid, though no additional fee is due. An operator with multiple units is required to obtain a TFE permit for each unit.

The following are required to complete an application and obtain a TFE permit, but are exempt from paying the $40 fee:

- 501(c)(3) non-profit or other organization exempt under §35.1-25 and §35.1-26 of the Code of Virginia. (Attach IRS tax exempt letter or other qualifying documentation)
- Holders of a current, valid VDH TFE permit or VDH Food Establishment permit issued in Virginia (submit a receipt or copy of permit with application).
- An individual participating in a single event during a calendar year that is located within the locality where they reside.

A TFE permit (or other Food Establishment permit, as applicable) must be posted where it can be easily seen by the public during operation. Permits are not transferrable from person to person or unit to unit.

Please fill out the application completely. If something does not apply to your establishment, simply write “N/A” in that area. If any lines are left blank, your application may be returned to you for lack of information provided.

Important Note

Your completed TFE application, fees and accompanying documentation must be received in your local health department office at least ten days prior to the start of the scheduled event. Applications that are incomplete, do not include fees/required documentation, or received less than ten days prior to the scheduled event will not be processed.
Example TFE Permit

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH

CERTIFIES THAT

Owner Name
Street Address
City, State Zip

TRADING AS

Establishment Name

is hereby granted a permit/license to operate in the Commonwealth of Virginia in association with any event or celebration as a TEMPORARY FOOD ESTABLISHMENT accordance with the regulations of the Board of Health of the Commonwealth of Virginia.

Inspector Signature
Health Official

XXXX County Health Department

Facility Type: Tent
Valid: MM/DD/YYYY - MM/DD/YYYY

EHD ID#: TFE-ELF-####
License Plate: ______________________

**A copy of the Health Department’s most recent Inspection Report is available upon request**
## Applicant/TFE Information

<table>
<thead>
<tr>
<th>See Example Permit (Page 2)</th>
<th>Establishment</th>
<th>Owner</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Specific mobile unit, trailer, tent, event stall, etc. where product will be sold or distributed. (As it should appear on permit)</td>
<td>Individual, business entity (LLC, etc.), or other organization with legal ownership of the Establishment. (As it should appear on permit)</td>
<td>Owner, manager, operator or other individual with authority to complete the application and act as point of contact.</td>
</tr>
</tbody>
</table>

### Name:

### Address:
- [ ] Billing Address
- [ ] Billing Address
- [ ] Billing Address

### Phone:

### Mobile:

### Email:

## Event Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Location:</th>
</tr>
</thead>
</table>

### Coordinator Name:

### Coordinator Phone:

### Coordinator Address/Email:

<table>
<thead>
<tr>
<th>Date(s):</th>
<th>Event Time:</th>
<th>Setup Time:</th>
</tr>
</thead>
</table>

### Check any that apply:

- [ ] New Temporary Food Establishment  
  - $40  
  - Proceed to next page and complete application

- [ ] 501(c)(3) non-profit or other organization exempt under §35.1-25 and §35.1-26 of the *Code of Virginia* (Attach IRS tax exempt letter or other qualifying documentation)  
  - No fee  
  - Proceed to next page and complete application

- [ ] Applicant holding a Temporary Food Establishment or VDH Mobile Unit permit issued in the current calendar year (Attach copy of current permit)  
  - Permit #  
  - No fee  
  - Proceed to page 6

- [ ] Holder of a current VDH Food Establishment permit (Attach copy of current permit)  
  - No fee  
  - Proceed to next page and complete application

- [ ] Individual participating in only one (1) temporary event during the calendar year, within the locality where they reside  
  - No fee  
  - Proceed to next page and complete application

## Certified Food Protection Manager (CFPM) Information

As specified in 12VAC5-421-55 of the Virginia Food Regulations, by July 1, 2023, the Person in Charge (PIC) of a food establishment, including a TFE, will be required to be a Certified Food Protection Manager (CFPM). Attach a copy of CFPM certification.

### CFPM Name:

### Certification Exam:

### Certification Number:

### Expiration Date:

### Health Department Use Only

- Amount Paid $ ____________________________  
  - Receipt # ____________________________  
  - Date Rec’d ________________

- [ ] Cash  
- [ ] Credit Card ____________________________  
- [ ] Check # ____________________________

- EHD: [ ] Entered  
- Scanned  
- Payment  
- OSS: ____________________________

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Page 3 of 6  
TFE Application  
Rev. 12/09/2022
For food items that will be prepared at other location provide the following information and obtain required signature from approved food establishment.

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Purchased</th>
<th>Prepared</th>
<th>Transportation</th>
<th>Cooking Method</th>
<th>Method for keeping TCS foods hot (≥135°F) or cold (≤41°F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Cooked</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>On-Site</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Off-Site</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
</tbody>
</table>

Establishment Name: ____________________________________________
Name of Permit Holder: _________________________________________
Establishment Address: _________________________________________
Permit Holder Phone: ________________________________
Permit Holder Signature: ______________________________________
Date: ________________
# Temporary Food Establishment Requirements

<table>
<thead>
<tr>
<th>Overhead Covering:</th>
<th>☐ Canvas</th>
<th>☐ Wood</th>
<th>☐ Plastic</th>
<th>☐ Other: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor:</td>
<td>☐ Asphalt</td>
<td>☐ Wood</td>
<td>☐ Plastic</td>
<td>☐ Other: ______________________</td>
</tr>
<tr>
<td>Walls:</td>
<td>☐ Screens</td>
<td>☐ Wood</td>
<td>☐ Plastic</td>
<td>☐ Other: ______________________</td>
</tr>
</tbody>
</table>

Water Provided By: ☐ Event Coordinator ☐ TFE*  
*Source:  
Wastewater Disposal: ☐ Event Coordinator ☐ TFE*  
*Method:  
Food grade hose provided: ☐ Yes ☐ No  
Frequency of liquid waste removal: _______ gal/day

Utensil & Equipment Washing (Check all that apply):  
☐ Shared 3 comp. sink (pre-approved)  
☐ Three basin setup  
☐ 3 comp. sink w/in food establishment  
☐ Single-serve eating & drinking utensils  
☐ Multi-use kitchen utensils

Sanitizer to be used: ☐ Chlorine ☐ Quaternary Ammonia ☐ Other: ______________________

Handwashing Facilities Provided By: ☐ Event Coordinator ☐ TFE  
Type of handwashing facility:  
☐ Gravity-fed water with spigot/bucket  
☐ Self-contained portable unit (w/ potable and waste water holding tanks)  
☐ Plumbed with hot and cold water under pressure

Hand soap, single-use towels, trash receptacle, and handwashing sign to be provided at all handwashing sinks.

Electrical Supply: ☐ Refrigerator or Freezer available ☐ Lighting available  
Number of food employees:

Employee Toilet Facilities Provided by: ☐ Event Coordinator* ☐ TFE  
*Method:

Refuse Removal Provided by: ☐ Event Coordinator* ☐ TFE  
*Method:

Food Storage or Display Equipment: (Identify all hot/cold holding equipment to be used)  
Cooking Equipment: (Identify all cooking equipment to be used)

Food Transportation: (Identify how food will be transported to event)  
Food Sources:
Sketch below the general layout of the Temporary Food Establishment.Indicate the location of each of the following:

1. Location of cooking and holding (hot/cold) equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage

Important Note

Your completed TFE application, fees and accompanying documentation must be received in your local health department office at least ten days prior to the start of the scheduled event. Applications that are incomplete, do not include fees/required documentation, or received less than ten days prior to the scheduled event will not be processed.

A temporary food establishment permit will not be issued until it is verified that the Temporary Food Establishment meets the Virginia Food Regulations, as summarized in the Temporary Food Establishment PIM, and the permit has been signed and approved by the regulatory authority. Additionally, the undersigned is aware that non-compliance may result in suspension or revocation of the temporary food establishment permit.

Applicant Name: ___________________________ Signature: ___________________________