

Clarke County
100 N Buckmarsh St
Berryville, VA 22611
(540) 955-1033

Frederick/Winchester
107 N Kent St, Ste 201
Winchester, VA 22601
(540) 722-3480

Page County
75 Court Lane
Luray, VA 22835
(540) 743-6528

Shenandoah County
494 N Main St, Ste 100
Woodstock, VA 22664
(540) 459-3733

Warren County
465 W 15th St, Ste 200
Front Royal, VA 22630
(540) 635-3159

Temporary Food Establishment Application

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

See Example Permit (Page 2)	Establishment Specific mobile unit, trailer, tent, event stall, etc. where product will be sold or distributed. <i>(As it should appear on permit)</i>	Owner Individual, business entity (LLC, etc.), or other organization with legal ownership of the Establishment. <i>(As it should appear on permit)</i>	Applicant Owner, manager, operator or other individual with authority to complete the application and act as point of contact.
Name:			
Address: <small>Indicate your preferred billing address.</small>	<input type="checkbox"/> Billing Address	<input type="checkbox"/> Billing Address	<input type="checkbox"/> Billing Address
Phone:			
Mobile:			
Email:			

Event Information

Name:		Location:	
Coordinator Name:		Coordinator Phone:	
Coordinator Address/Email:			
Date(s):	Event Time:	Setup Time:	

Check any that apply:

<input type="checkbox"/>	New Temporary Food Establishment	\$40	Proceed to next page and complete application
<input type="checkbox"/>	501(c)(3) non-profit or other organization exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i> (Attach IRS tax exempt letter or other qualifying documentation)	No fee	Proceed to next page and complete application
<input type="checkbox"/>	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
<input type="checkbox"/>	Holder of a current VDH Food Establishment permit (Attach copy of current permit)	No fee	Proceed to next page and complete application
<input type="checkbox"/>	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	Date Rec'd
Amount Paid \$ _____ Receipt # _____	
<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card _____ <input type="checkbox"/> Check # _____	
EHD: <input type="checkbox"/> Entered <input type="checkbox"/> Scanned <input type="checkbox"/> Payment OSS: _____	

Temporary Food Establishment Requirements

Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Other: _____				
Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Other: _____				
Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Other: _____				
Water Provided By: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE*		Wastewater Disposal: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE*		
*Source:		*Method:		
Food grade hose provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Frequency of liquid waste removal: _____ gal/day		
Utensil & Equipment Washing (Check all that apply):		<input type="checkbox"/> Shared 3 comp. sink (pre-approved)		<input type="checkbox"/> Single-serve eating & drinking utensils
		<input type="checkbox"/> Three basin setup		<input type="checkbox"/> Multi-use kitchen utensils
		<input type="checkbox"/> 3 comp. sink w/in food establishment		
Sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____				
Handwashing Facilities				
Provided By:		<input type="checkbox"/> Event Coordinator		<input type="checkbox"/> TFE
Type of handwashing facility:		<input type="checkbox"/> Gravity-fed water with spigot/bucket		
		<input type="checkbox"/> Self-contained portable unit (w/ potable and waste water holding tanks)		
		<input type="checkbox"/> Plumbed with hot and cold water under pressure		
<i>Hand soap, single-use towels, trash receptacle, and handwashing sign to be provided at all handwashing sinks.</i>				
Electrical Supply: <input type="checkbox"/> Refrigerator or Freezer available		Number of food employees:		
<input type="checkbox"/> Lighting available				
Employee Toilet Facilities Provided by: <input type="checkbox"/> Event Coordinator* <input type="checkbox"/> TFE				
*Method:				
Refuse Removal Provided by: <input type="checkbox"/> Event Coordinator* <input type="checkbox"/> 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: _____