

## Blue Ridge Health District

### Process for Obtaining a Temporary Food Establishment Permit

#### Determine if you need a permit

A food establishment facility that operates for no more than 14 consecutive days in conjunction with a single event or celebration is considered a temporary food establishment and requires a permit.

Virginia Department of Health permitted mobile units are not required to submit a temporary food application or fee as they are already a permitted facility. Virginia Department of Health permitted restaurants that will not be preparing any food onsite are not required to submit a temporary food application or fee.

For a list of exemptions to these requirements, please refer to [Title 35.1-25 of the Code of Virginia](#).

#### Event Coordinator Submits a Coordinator Application to the Health Department

The Event Coordinator is responsible for organizing the event and ensuring that all food vendors are permitted to serve food to the public. A Coordinator Application is required for all events that will have temporary food service to the public. The Coordinator Application provides the Health Department with critical information regarding water, sewage, and food service at the event.

**Application:** [Coordinator Application](#)

- Mail or In-Person: Blue Ridge Health Department  
1138 Rose Hill Drive, Charlottesville, VA 22923
- Fax: 434-972-4310

**Application Fee:** None

**Application Deadline:** The completed application must be received at least ten (10) days prior to the event. **Applications will not be accepted after the deadline.**

**Note:** A coordinator application is required in order to permit temporary food vendors. A food vendor will not be permitted for an event unless a Coordinator Application has been received.

#### Vendor Applies for a Permit

Temporary Food Vendors are required to submit a Temporary Food Establishment Application for each event they participate at. The Temporary Food Establishment is responsible for obtaining a permit and serving food according to the *Virginia Food Regulations* (see: [Temporary Food Establishment Guideline Document](#)).

**Application:** [Temporary Food Establishment Application](#)

- Mail or In-Person: Blue Ridge Health Department  
1138 Rose Hill Drive, Charlottesville, VA 22923
- Fax: 434-972-4310

**Application Fee:** \$40 annual fee. A receipt will be provided to you at the time of payment.

Attach a copy of the receipt to all future temporary food applications. This is the only documentation available to show you have paid the fee for the year. It is the responsibility of the

Vendor to provide this documentation.

- Make checks payable to the Blue Ridge Health District.
- Phone for credit card payments: 434-972-6219

Certain organizations such as churches, fraternal, school and social organizations, and volunteer fire departments are exempt from fee. For a list of exemptions, please refer to [Title 35.1-25 of the Code of Virginia](#).

**Application Deadline:** The completed application must be received at least ten (10) days prior to the event. **Applications will not be accepted after the deadline.**

**Notes:**

- If you have been inspected within the last year in the State of Virginia at a temporary event, please indicate the name, location, and date of the event on your application. Attach a copy of your last inspection with your application. This will help to facilitate faster processing of your application and permitting.
- Permits are not transferable to another food vendor or event and are valid only for the period of time specified.
- Fees cannot be collected on site at the temporary event by health department personnel.
- Only those food items listed on the application may be offered for sale, sample or service unless changes are approved in advance by the Health Department.
- All food preparation must be done on site or properly transported from an approved permitted food facility.