



Forsyth County
Department of Public Health

Marlon B. Hunter, BSEH, MAOM
Public Health Director

Daniel A. Lemons, REHS
Environmental Health Director

April 27, 2017

To: Dixie Classic Fair Food Vendors

From: Michelle Bell, REHS
Forsyth County Department of Public Health

Subject: Temporary Food Event Application and Fee Requirement

All food vendors who plan to have a booth at the Dixie Classic Fair must submit a Temporary Food Establishment (TFE) application and pay a \$75.00 permit fee for each booth. In order to ensure there are no delays in the permitting of food booths at the Fair, **all vendors are asked to submit their TFE application and \$75.00 fee** to the Forsyth County Department of Public Health **no later than September 13, 2017**. Any delay in receiving the application and fee may prevent the issuance of a permit in a timely manner. The application and fee may be mailed to the Health Department at the following address:

Forsyth County Department of Public Health
Environmental Health Division
799 N. Highland Avenue
Winston-Salem, NC 27102-0686

The application and fee may also be submitted in person at the Health Department located at 799 N. Highland Ave. Winston-Salem, NC. Cash, check or credit card will be accepted. Applications and fees may not be submitted electronically via email or over the phone. Applications and fees will not be accepted at the fairgrounds.

No permits will be issued until both the application and the fee have been received and an evaluation has been completed to determine that the vendor is eligible to receive a TFE permit.

If there are any questions regarding the application or the fee, please contact:

Joseph Chrobak (336) 703-3164 or chrobajb@forsyth.cc

Michelle Bell: (336) 703-3141 or bellmi@forsyth.cc



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Important Information for the Dixie Classic Fair:

- All sinks and other wastewater discharges must be connected to sewer. Supply trucks with ice machines may be connected to a portable storage tank with a minimum capacity of 15 gallons. Portable storage tanks must be emptied in an approved sewer connection.
- Wastewater containers and hoses **shall be labeled** and not used for any other purpose.
- Containers and hoses used to store, haul, or convey potable water shall be approved for potable water use, shall not be used for any other purpose, and shall be protected from contamination. **Potable water hoses and containers need to be clearly labeled.**
- A hot water tank of sufficient capacity to fill the wash vat to 110°F must be provided. It is recommended that a hot water tank has a capacity of at least 10 gallons.
- A three-compartment sink big enough to submerge, wash, rinse, and sanitize utensils must be provided. Wash water needs to maintain at least 110°F when washing dishes.
- Ice machines **MUST BE** empty, clean, and sanitized before a permit can be issued. **DO NOT** fill the ice machines or ice bins until your permit has been given to you.
- A one-compartment food preparation sink must be provided for washing produce. If a separate produce sink cannot be provided, produce must be prewashed with documentation that it has been pre-washed from the supplier. A permit will not be issued until the preparation sink or documentation of pre-washed produce from the supplier is provided.
- Non-food service drills used for mixing or cutting food are required to have a cleanable shield.

If you have any questions please contact: **Michelle Bell, REHS at (336)703-3141 or bellmi@forsyth.cc** and/or **Joseph Chrobak, REHS at (336)703-3164 or chrobajb@forsyth.cc**



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TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS
 (Each Food Booth Operator must provide the following information)

15A NCAC 18A .2600 defines a temporary food establishment as those who sell food or drink for a period of 21 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. The Temporary Food Permit Application For Vendors must be submitted along with fee payment. For more information call 336-703-3225. (Be sure to consult with Fire Marshal and other entities about other requirements for your food booth).

All food and beverage must be prepared on site or in a permitted TFE commissary. TFE commissaries require a separate TFE application and a \$75.00 fee.

Event Information (PLEASE PRINT)

Event Name: DIXIE CLASSIC FAIR Location of Event: _____

Dates/Times of Operation: Start Date: _____ Start Time: _____

End Time: _____ End Time: _____

Your Organization/Business Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: _____

Applicant's Email Address: _____

Previous Event Information: _____

Are any food or beverage items being prepared in a TFE commissary/permitted food service establishment?
 Yes No

What is the distance of transport of food and beverages from the TFE Commissary/permitted food service establishment to the food service site? **Distance (miles):** _____

How long will it take to transport food and beverages from the TFE Commissary/permitted food service establishment to the food service site? **Time (minutes):** _____

How will temperatures be maintained during transport? _____

What additional storage areas will be used during the event? (stock trucks, refrigerated trucks, etc): _____

Where will they be located? _____

Menu Information (PLEASE PRINT)

Menu items are subject to approval and may be restricted.

List all food items that will be served. Include how you plan to keep potentially hazardous food hot (135* F or greater) or cold (45*F or less). The Forsyth County Department of Public Health is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of permit. It is strongly recommended that only pre-washed produce be purchased and used in a temporary food establishment (TFE). Please use one row for each food item and include all beverages. Attach additional sheets if necessary. The first row is written as an example ONLY.

Food Item	Food Supplier or Source	Thawing process and location	Cut/Wash, Assembly location	Cooking process and location	Cold/Hot holding process and location	Reheating process
<i>EXAMPLE ONLY</i> <i>Hamburgers</i>	<i>EXAMPLE ONLY</i> <i>Frozen patties, from Sam's Club</i>	<i>EXAMPLE ONLY</i> <i>No thawing</i>	<i>EXAMPLE ONLY</i> <i>No advance prep</i>	<i>EXAMPLE ONLY</i> <i>Cooked on grill at the event</i>	<i>EXAMPLE ONLY</i> <i>Hold in crock pot with beef broth</i>	<i>EXAMPLE ONLY</i> <i>No reheating needed</i>

What is the source for ice that will be used at this event? _____

Describe the equipment to be used at the event for the following:

1. Cold Holding _____
2. Hot Holding _____
3. Cooking _____
4. Reheating _____

From the options below, please check what the booth will be connected to at the event (check all that apply):

- Water Sewer Electricity

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment needs to be positioned so the food is not exposed to the public. If the cooking and serving equipment is exposed to the public, shields and sneeze guards must be provided and installed correctly.

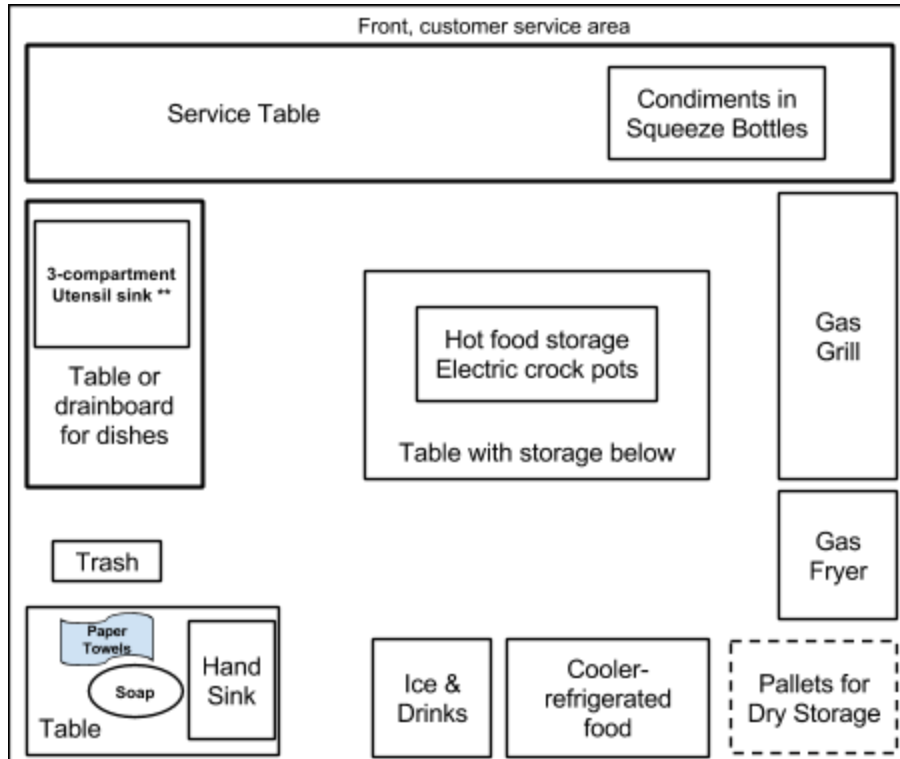
What type of structure will your food booth be at this event?

- Tent Trailer Building
 Other (describe): _____

Food Service Space Layout

Use the following example layout to draw your own layout on the next page. You must indicate ALL equipment that you will be using, including what will store hot and cold foods. For cooking equipment, indicate gas, electricity, or charcoal.

The layout pictured below for example and demonstration purposes only.



Size of food service area:
10 ft by 10 ft.

** Water heater is located under the utensil sink

Food Service Space Layout (PLEASE PRINT AND DRAW CLEARLY)

Use the space below to draw the layout of your food service space.

Food service area size: _____ ft. by _____ ft.

Please confirm and sign the following statement:

I hereby certify that all information presented in the application above is complete and accurate. I fully understand that:

- Any deviation from the above information without written permission from Forsyth County Department of Public Health Environmental Health Division, may nullify final approval and prevent issuance of a temporary food event permit.
- A pre-opening inspection (with all electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting without prior approval from FCDPH may result in disposal or embargo of the food/drink.
- Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.
- Approval of this application does not indicate compliance with any other code, law, or regulation that may be required (ie: Fire Marshall, federal, state, and local authorities).
- Incomplete applications will be denied.
- Both the TFE Application(s) and required fee(s) must be received by FCDPH at least thirty (30) calendar days prior to the event, or the application shall be denied.

Applicant (full name, please print): _____

Applicant signature: _____ **Date:** _____

Reminder: Application and payment must be received at the same time. Applications and payments will not be accepted via fax, email, phone, or other electronic methods.



Temporary Food Establishment Permit Checklist

Please note the following:

- NO food preparation (processing, cutting, marinating, cooking, etc) can be done until you receive a permit. Foods, especially meats, must be in their original packaging. Any food that has been prepared or removed from the original packaging before receiving a permit will be **THROWN AWAY IMMEDIATELY**.
 - A \$75.00 permit fee and application must be received prior to obtaining a permit.
 - Disposing of grease or wastewater on the ground or in storm drains is **NOT** allowed. Grease receptacles will be on site. Sewer connections must be used.
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- Permanent booths must have gas inspected and approved.
 - Water properly connected. Drinking water safe, food grade hoses are required for water connections. Hoses must be sanitized before using them. Hoses need to be clearly labeled.
 - Wastewater properly disposed. Sewer connections are available on site and must be used. No holding tanks or blue-boys are allowed. Hoses for wastewater need to be clearly labeled.
 - Hot water at a minimum of 120°F at utensil sinks and a minimum of 90°F to 110°F at hand sinks. Wash water in the utensil sink must be maintained at 110°F.
 - Separate hand sink with soap and paper towels at all food handling areas. No cooler set-ups are allowed.
 - Three-compartment utensil sink and counter space/drain board for the air drying of utensils.
 - Separate food preparation sink provided in each food preparation area, unless using pre-washed produce with documentation from provider.
 - Sanitizer available. NO splashless or scented bleach can be used. Mix regular bleach and water to make a 50ppm chlorine solution.
 - Sanitizer test strips must be available.
 - Mechanical refrigeration is required for cold-holding all potentially hazardous food items.
 - Thermometers in refrigerators. Air temperature must be between 35°F and 40°F. Food needs to be 45°F or below.
 - Thermometers for checking food temperatures. Metal stem thermometers should read 0°F to 220°F. Cold foods must be kept at 45°F or below.
 - Food from approved sources. Any food requiring preparation prior to the event must be approved in advance by the Environmental Health Division of the Forsyth County Department of Public Health.
 - Food stored off the floor/ground and covered. Corn, potatoes, onions, etc must be stored on a pallet or other approved means and must be kept covered.
 - All food handling and cooking must be done in a protected area. This area needs to have overhead coverage. Any separate food areas need to have hand sinks provided.
 - Means to prevent bare hand contact with ready to eat foods, such as food grade gloves, utensils, or deli paper.
 - Outside storage such as supplies, refrigerators, and freezers, must be protected. Any supplies or equipment not inside a building, trailer, or tent must be covered.
 - Open food displays must be protected from contamination by sneeze guards or other barriers.
 - Ice bins need to be empty and clean before a permit will be issued. Ice scoops and a separate bin for ice used in beverages must be provided.
 - Consumer advisory must be posted for raw or undercooked animal products.
 - Lighting must be shielded and shatterproof.
 - Effective hair restraints, such as a ball cap or hairnet.
 - Employee health policy in place.
 - Non-food service drills used for mixing or cutting food are required to have a cleanable shield.

Health Dept. Staff will be on fairgrounds beginning date of permitting. If you have any questions please contact: **Michelle Bell, REHS at (336)703-3141 or bellmi@forsyth.cc** and/or **Joseph Chrobak, REHS at (336)703-3164 or chrobajb@forsyth.cc**