

**\$75.00 PERMIT FEE PER FESTIVAL PER BOOTH REQUIRED**  
**COMPLETED APPLICATION AND FEE ARE DUE 15 DAYS PRIOR TO EVENT**

**APPLICATION FOR TEMPORARY FOOD ESTABLISHMENTS**

Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Organizers Name: \_\_\_\_\_

Event Organizers Phone: (\_\_\_\_) \_\_\_\_\_

Name of Food Vendor Stand: \_\_\_\_\_

Owner, Operator, and/or Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #(s): (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Cell Other

Are you claiming an exemption? Yes ( ) No ( ) [See page 2]

**\* Date & time ready for inspection (this must be prior to any food preparation):**  
\_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. (circle one)

**Date(s) & Time of Operation:** \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

**From:** \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. **Til:** \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. (circle one)

**List previous event name and location you participated in prior to this event:**

**List all food items you plan to prepare and serve and/or enclose a copy of your menu. Food must be purchased from approved source, have food receipts available for inspection. No food shall be prepared prior to festival without approval from the Health Department!**

RULES MAY BE ACCESSED AT [www.ehs.ncpublichealth.com](http://www.ehs.ncpublichealth.com) (Click on .2600 RULES & Refer to .2665 - .2669)

Please make checks payable to: Haywood County Health & Human Services

Office Use Only			
Amount Paid \$ _____	Date ____/____/____	Receipt Number _____	Received By: _____

*Please mail application to:  
(Must be received  
15 days prior to event)*

Haywood County Health & Human Services  
Environmental Health Section  
157 Paragon Parkway - Suite 200  
Clyde, NC 28721  
Phone: (828) 452-6682 Fax: (828) 452-6791

As defined in 15A NCAC 18 A.2651 (20) DEFINITIONS: “temporary food establishment” means a food establishment that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. Food establishments that operate in the same event location for more than 21 days per calendar year are not eligible for a temporary food establishment permit. Domestic yard sales and businesses such as auctions, flea markets, or farmers markets are not eligible for a temporary food establishment permit.

### *PERMITTING CONDITIONS*

- A Temporary Food Establishment must operate in conjunction with a public event such as a fair, festival, or carnival.
- The Temporary Food Establishment must operate on the property of the public exhibition.
- A person or facility holding a permanent foodservice permit that prohibits outdoor cooking or serving stations may not be issued a Temporary Food Establishment Permit on their own property. This prohibition also applies to subcontractors or persons receiving supplies or equipment from the permitted foodservice facility.

### **Exemptions**

The following foodservice operations will not require a permit nor need to be monitored by the Health Department.

- Non-profit where food or drink is prepared or served for pay no more frequently than once a month for a period not to exceed two consecutive days. Non-profit status must be proven with a letter of non-profit status from the IRS.
- Facilities where only drinks are put together, portioned, set out, or handed out using single service containers that are not reused on the premises.
- Facilities where only items such as; dip ice-cream, popcorn, candy apples, cotton candy, funnel cakes, packaged items (chips or peanuts), or soft pretzels are served.

### **Mobile Food Units**

These units already have permits to operate, but they **must comply with all the requirements of their permit** when operating at the event. This means that:

- Permit must be posted so that it can be read by customers.
- Food must come from the commissary identified on the permit.
- The whole unit must return daily to its commissary for supplies, cleaning, and servicing.

If it is impossible for the Mobile Food Unit or Push Cart Permit requirements to be met, the permit will be invalid. The vendor will not be allowed to operate at the event unless the Temporary Food Establishment requirements detailed within this document are met and a Temporary Food Establishment Permit is obtained.

### **Questions?**

Contact the Haywood County Health & Human Services at (828) 452-6682 between the hours of 8:00 a.m. & 5:00 p.m. Monday through Friday, and ask for Donna Brown or Norma Barrett