



# Temporary Food Establishment Application

 <p><b>VDH</b> VIRGINIA DEPARTMENT OF HEALTH <i>Protecting You and Your Environment</i></p>	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) BUSINESS DAYS OR 2 WEEKS PRIOR TO THE EVENT.</p> <p><i>**LATE APPLICATIONS WILL NOT BE ACCEPTED</i></p>	
<input type="checkbox"/> \$40.00	<b>Temporary Food Establishment Application Fee</b>	
<input type="checkbox"/> \$0.00	<b>Temporary Food Establishment application fee for churches, fraternal, school and social organizations, and volunteer fire departments and rescue squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i>.</b>	
<input type="checkbox"/> \$0.00	<b>Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.</b>	
<input type="checkbox"/> \$0.00	<b>Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.</b>	

<p><b><u>Event Information</u></b></p> <p>Event Name: _____</p> <p>Event Coordinator/Phone Number/Email Address: _____</p> <p>Event Location Address and Phone Number: _____</p> <p>Dates of Event: _____ To _____ Rain Dates: _____ To _____</p> <p><b><u>Vendor Information</u></b></p> <p>Vendor Business Name (include any trade, fictitious or "doing business as" names): _____</p> <p>Name of Owner: _____</p> <p>Booth Name (if different from vendor name): _____</p> <p>Vendor Address: _____</p> <p>Vendor Phone Number/Email Address: _____</p> <p>Onsite Person Name and Contact Email and Cell Phone: _____</p> <p>Set-up Date and Time: _____</p> <p>Dates of Operation: _____</p>	
<p><b>For Office Use Only</b></p>	<p><b>Approved by:</b></p>
<p><b>Signature:</b></p>	<p><b>Date:</b></p>

**Food Preparation and Menu**

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41°F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
<i>Sausage</i>	<i>Raw, On-site</i>	<i>Cold/on ice</i>	<i>Ice Chest</i>	<i>Grill, 175°F</i>	<i>Steam Table</i>
For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.					
Permitted Food Establishment Name:			Name of Owner/Operator:		
Food Establishment’s Physical Address:			Owner/Operator Phone Number:		
Signature of Permit Holder:			Permit Number:	Date:	

## Temporary Food Establishment Construction

<b>Overhead Covering</b>	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
<b>Floor:</b>	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
<b>Walls(if applicable):</b>	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:

<b>Water Source</b> <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Wastewater Disposal (provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Disposal Method:
<b>Utensils and Equipment (check all that apply):</b> <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils	<b>Handwashing Facilities(provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator
<b>Type of Utensil Washing Setup:</b> <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink(if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment	<b>Type of Handwashing Facilities</b> <input type="checkbox"/> Self-contained portable unit(with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket <i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks. sanitizer needs to have instructions for sanitizing food contact surfaces.</i>
<b>Utensil sanitizer to be used:</b> <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____	

<b>Food Storage or Display Equipment:</b> Identify all holding equipment (hot/cold) that will be used:	<b>Cooking Equipment:</b> Identify all cooking equipment that will be used:
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<b>Toilet Facilities for Food Employees:</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):	<b>Electrical Supply:</b> <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available
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<b>Food Transportation:</b> Identify how food will be transported to events:	<b>Refuse Removal(provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):
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I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_