

To: Vendors

From: Pitt County Environmental Health Division

Subject: Temporary Food Permits

In order to protect, promote and assure the health of the people of Pitt County, Pitt County Environmental Health requires that all vendors and organizers apply for a temporary food stand permit. Vendors must contact Pitt County Environmental Health and submit a **completed application** along with a **\$75 permit fee** at least **10** days prior to an event. Vendors must be permitted by Pitt County Environmental Health before the event and before the sale of food to the public can occur. Vendors for non-profit organizations such as churches must provide their tax exempt number or other documentation that shows their organizational status in order to be exempt from the \$75 permit fee.

Please read the items in the temporary food permit packet carefully. Included are requests for menus, food sources (example: from a permitted facility), equipment to be used, and layout of vendor space. If food is to be catered in, documentation must be provided as to where the food is coming from. Also included is a vendor checklist. It is the responsibility of the vendor to make sure that the checklist is complete and his/her facility is ready to be permitted.

Permits will be issued to vendors at a time arranged between the organizer and the Environmental Health Specialist. Denial of a permit means that no food (except packaged goods) can be sold to the public by that vendor.

Again, all vendors are responsible for submitting their two-page application and permit fee to our office 10 days prior to an event. Applications along with a check or money order made payable to County of Pitt can be mailed to Pitt County Environmental Health at 1717 W. 5th Street, Greenville North Carolina 27834. Applicants paying in person can pay by cash, check or credit card (MasterCard or Visa).

Thank you in advance for your cooperation and good luck with your event!

Pitt County Environmental Health

## Temporary Food Stand Rules

These conditions must be met to obtain a food-handling permit:

- Food from approved sources and identified
- Clean location and equipment
- Food covered and protected (barrier to shield food from the public)
- Utensils and equipment protected (clean and covered)
- Effective measures taken for fly control (example, fly fans, screens)
- Potable running water under pressure
- Ability to heat water
- Utensil sink with drain boards or counter space large enough to accommodate largest utensil
- Approved employee hand-washing facility with soap and sanitary towels.
- Refrigeration capable of holding food at 45°F or below and hot holding units capable of holding food at 135°F.
- Properly mixed sanitizer (50ppm) in a labeled spray bottle
- Sanitizer test strips
- Metal stem thermometer (0°F- 220°F)
- Approved garbage, grease, and gray water disposal
- Only single service is to be used
- Food-grade hose for approved drinking and water connections

Vendors for non-profit organizations (Churches, Fire Depts.) are not required to obtain a permit **but must provide tax exempt number** or other documentation to show their exempt status. All other vendors for profit must comply with the rules and regulations of 15A NCAC 18A .2635 of “Rules Governing Food Service Establishments”. Failure to meet requirements will result in denial of a permit. For further information contact Pitt County Environmental Health at 902-3206.

## Temporary Food Service Vendor Application

This application is required to be completed by all food vendors who intend to sell food to the public at an event where a permit is required. This application must be submitted with the requested information **at least 10 days prior to the event**. The Division of Environmental Health does reserve the right to deny any permit request and to limit the menu specified on the vendor application. **\*\* There is a \$75 vendor permit fee that must be paid in advance of the event.**

### Event Information

Name of the Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

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

Date and estimated time of set up: \_\_\_\_\_

Date that food sales will begin: \_\_\_\_\_

Length of Event: \_\_\_\_\_

### Vendor Information

Organization/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Alt #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

Please list the equipment that will be used: (deep fryers, woks, stove, flat top grill).

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Please list how food will be held at 45°F or below and or 140°F and above (i.e. coolers, refrigerators, hot holding equipment).

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Please provide layout of vendor space in box below. Please check one of the following you will be using: \_\_\_\_\_ tent (please indicate size and quantity) \_\_\_\_\_ enclosed trailer.

Please attach a menu with the foods listed below. Please provide all sources of any shellfish or seafood that will be served. If food is to be catered from a permitted facility, please provide method of transport and documentation from facility about what will be served.

**If you are permitted Mobile Food Unit or Pushcart:**

Name on Permit: \_\_\_\_\_

Name of business: \_\_\_\_\_

County who issued permit: \_\_\_\_\_

**Please make checks payable to County of Pitt.** Applications submitted without fees will not be processed. Pitt County Environmental Health will accept credit cards in office only. If you have any questions concerning the application or payment options please call (252) 902-3206.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications may be mailed to:  
Pitt County Environmental Health  
1717 West Fifth Street  
Greenville NC 27834**