

**APPLICATION FOR A PERMIT**  
**TO OPERATE A TEMPORARY FOOD ESTABLISHMENT**

Onslow County Health Department  
Environmental Health Section  
604 College Street  
Jacksonville, NC 28540  
Phone 910-938-5851      Fax 910-989-2341

**This application must be submitted to Onslow County Health Department at least fifteen (15) days prior to the date of the event and a \$75.00 FEE PAID for the requested service. NON PROFITS ARE EXEMPT FROM SUBMITTING \$75.00 FEE**

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Phone Number: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Owner/Operator of Food stand: \_\_\_\_\_

Is Operator a Non-Profit or Tax-Exempt Organization? Yes \_\_\_ No \_\_\_ **If yes, you must provide the letter from the IRS or NC Dept of Revenue that contains your 501 © 3 number specifying that you are tax exempt.**

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

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

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

Sponsor of Event: \_\_\_\_\_ Phone number \_\_\_\_\_

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

Location of Food Stand (if known): \_\_\_\_\_

Menu of all foods and drinks to be sold: \_\_\_\_\_

\_\_\_\_\_

Food Supplier's Name: \_\_\_\_\_

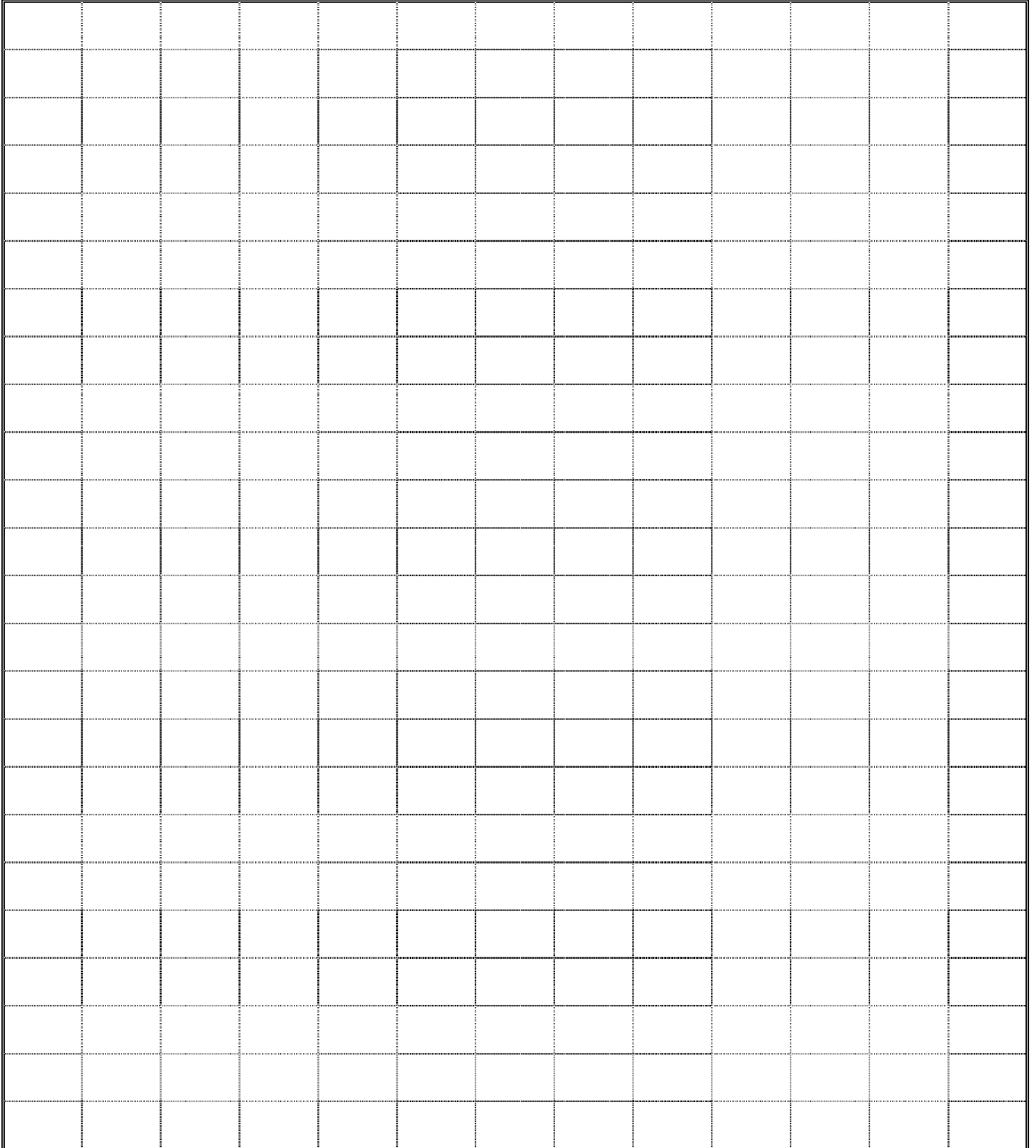
Supplier's Address: \_\_\_\_\_

**Draw a diagram of your food stand and equipment on the reverse side of this application.**

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

# EQUIPMENT LAY-OUT

Draw in the location and identify all equipment including hand washing facilities, dishwashing facilities, ranges, grilles, other cooking equipment, refrigerator, hot and cold holding equipment, worktables, food/single service storage, etc. Indicate how you will protect food and utensils from flies, dust, dirt, etc. (Note: If you have a self-contained trailer and have a floor plan of the unit, you may attach it.)



**ONslow COUNTY HEALTH DEPARTMENT**  
**ENVIRONMENTAL HEALTH SECTION**  
**604 COLLEGE STREET**  
**JACKSONVILLE, NC 28540**

**GUIDELINES FOR SPECIAL EVENT FOOD STANDS**

**NOTICE:** Only establishments that meet the requirements stated in G.S. 130-250 (7) Exemptions may be permitted as a Special Event Food stand. All others must meet the requirements of the Temporary Food Establishment rules. The primary requirement to be exempt is to be a non-profit corporation or otherwise meet tax-exempt requirements. Proof of tax-exempt status will be required.

1. Food stands must be located in a clean place away from animal pens, dusty areas, or other areas that will attract flies or are otherwise unsanitary.
2. All food and equipment must be inside the food stand, placed above the ground and located away from public areas. Food displays and cooking equipment that is exposed to the public must be protected with glass or other approved materials on the top, front and ends.
3. All utensils and equipment must be thoroughly cleaned before use. All utensils and surfaces that will come into contact with food must be sanitized before use.
4. A sanitizing solution must be available. Bleach water with a strength of 50 PPM in a spray bottle or bucket is acceptable. Chlorine test strips should be available to test the solution. ( ½ oz. Bleach per gallon of water)
5. All food (including Ice) must be obtained from an approved source. Food must be clean, wholesome and free from adulteration. Food shall be pre-portioned and ready to cook when delivered to the food stand. Hamburger patties must be formed and separated by clean paper. Chicken must be cut-up, washed and ready to cook.
6. Foods that require refrigeration must be kept at 45°F or below at all times. Provide accurate indicating thermometers in all refrigerators. Ice chests with drains open may be allowed when determined adequate by the Department. Food shall not be stored in direct contact with the ice or water while being stored in ice chests.
7. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to temperatures that comply with Rules Governing Operation of Special Event Food Stands in Onslow County and Rule 15A NCAC 18A .2609(d).
8. All potentially hazardous foods must be kept at 45°F or below or 140°F or above at all times. (Bar-B-Que, Hot Dogs, Chili, Hamburgers, rice, pasta, etc.)
9. Potentially hazardous foods must be thawed under refrigeration, during the cooking process, or under cold (70°F or less) potable water. No potentially hazardous food may be thawed at room or ambient temperature.
10. All highly processed foods such as Bar-B-Que, salads, and cream filled pastries must have specific approval. Approval must be obtained prior to the day of the event.

**GUIDELINES FOR SPECIAL EVENT FOOD STANDS** (cont'd)

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11. Ice for beverages must be stored in the container it was purchased in or a clean sanitized container and dispensed with a clean, sanitized scoop.
12. A metal stem-type dial top thermometer must be available when holding hot foods.
13. Food shall be handled with utensils whenever possible. Clean disposable plastic gloves or deli wrap should be provided. All serving utensils must be kept clean and sanitized.
14. Hand washing facilities must be provided. A two (2) gallon closed container of potable water with a cut-off valve, liquid antibacterial soap in a pump dispenser, single use paper towels and a container to catch the waste water is suitable for a hand-wash station.
15. All persons engaged in preparation, serving or handling food must wash their hands thoroughly before starting work, after each visit to a toilet, before putting on gloves and as often as necessary to ensure that all soil and contamination is removed from their hands.
16. All persons working in the food stand must wear effective hair restraint and clean outer clothing.
17. No person who has a contagious or infectious disease, wound, boil, or systems such as coughing or nasal discharge shall be allowed to work in a Special Event Food Stand.
18. Toilet facilities shall be provided for employees and the public. Toilet facilities must be reasonable convenient and kept clean.
19. Garbage must be kept in a closed container. Garbage containers that are in constant use may be left uncovered while in use.

If you have any questions regarding Special Event Food Stands, call Onslow County Health Department, Environmental Health Section. 910-938-5851