Commonwealth of Virginia

New River Health District
Environmental Health Division

TEMPORARY EVENT APPLICATION PACKET

A “TEMPORARY FOOD ESTABLISHMENT” IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

If you have questions concerning temporary events or need further assistance, please contact the local Health Department where the event will be held

Floyd County Health Department
P.O. Box 157
203 S. Locust St. Suite M
Floyd VA 24091
Phone: (540) 745-2141 x102
Fax: (540) 745-4929

Pulaski County Environmental Health Department
143 3rd Street NW-Suite 4
Pulaski, VA 24301
Phone: (540) 994-5037
Fax: (540) 994-5039

Giles County Health Department
120 North Main Street
Pearisburg, VA 24134
Phone: (540) 921-2891 x10
Fax: (540) 921-1335

Radford City Health Department
212 Third Avenue
Radford, VA 24141
Phone: (540) 831-5774
Fax: (540) 831-6109

Montgomery County Environmental Health Department
210 S. Pepper St. Suite E
Christiansburg, VA 24073
Phone: (540) 381-7100 x117
Fax: (540) 381-7109

Enclosed:

- Application for a Temporary Food Establishment Permit (one application needed per vendor)
- Temporary restaurant checklist/self inspection (one checklist needed per vendor-to take to event)

These temporary restaurant forms and additional information can also be obtained from our district web site at www.vdh.state.va.us/lhd/newriver
**NEW RIVER HEALTH DISTRICT**  
APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

**PERMIT FEE:** $40 PER THE ENTIRE CALENDAR YEAR  
**[EFFECTIVE JULY 1, 2011]**

### Health Department Use

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<th>Yes</th>
<th>No</th>
<th>Cash</th>
<th>Check number</th>
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<tr>
<td>Receipt submitted with application?</td>
<td>Yes</td>
<td>No</td>
<td>Receipt number</td>
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### Event Details

**NAME OF EVENT** ____________________________  
**LOCATION OF EVENT** ____________________________

**DATE(S) OF OPERATION:** ____________________________  
**TIMES:** _________ TO _________

**NAME OF VENDOR/ORGANIZATION** ____________________________

**CONTACT PERSON** ____________________________

**MAILING ADDRESS** ____________________________  
**CITY/STATE/ZIP** ____________________________

**PHONE:**  
HOMEx WORKX CELLEX FAXX

**EMAIL:** ____________________________

### Facility Type

- Building on site
- Mobile unit
- Push cart
- Stand
- Tent
- Trailer
- Other ____________________________

**Note:** If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.

**RUNNING WATER AVAILABLE?**  
- Hot
- Cold
- None

### Describe Hand Washing Methods

[EX. SOAP, WATER, TOWELS, BASIN]

### Describe Method of Cleaning and Sanitizing Utensils

[DESCRIBE SANITIZER TO BE USED]

### List All Cooking Equipment

[GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]

### List Hot and Cold Holding Methods

[EX. COOLERS, STEAM TABLE, ICE]
PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING FOODSERVICE:

| **FOOD AND BEVERAGES THAT WILL BE SERVED** [INCLUDE QUANTITY, EX. POUNDS OR GALLONS] | **SOURCES OF FOOD AND BEVERAGES [GROCERY STORE, REST. SUPPLIER, ETC.]** | **-FOOD PREPARATION-**
| **REMINDER: No foods may be prepared at home** | **DESCRIBE HOW AND/OR WHERE THE FOLLOWING WILL TAKE PLACE :** |
| **THAW** | **WASH** | **CUT** | **ASSEMBLY** | **COLD HOLDING** | **COOKING** | **HOT HOLDING** | **REHEATING** |

**Certification**

I will comply with the requirements of the Virginia *Food Regulations*. I understand that failure to comply may result in denial or suspension of my permit, as per Section 12 VAC 5- 421-3770 of the *Regulations*

Signature ________________________________ Date: ______________________

Print name ________________________________

*PLEASE RETURN COMPLETED APPLICATION AND FEE TO YOUR EVENT COORDINATOR AT LEAST 10 DAYS PRIOR TO THE EVENT***
*FOOD VENDORS*  Please review and take this checklist to the event

TEMPORARY RESTAURANT CHECKLIST / SELF INSPECTION

☐ Permit  1. Checklist reviewed with all individuals working at the food booth. 2. Temporary Restaurant Permit POSTED where it is visible to the public.

☐ Site Location & Construction: 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.

☐ Food Workers: 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands-disposable gloves, spatulas, tongs, etc. provided. 3. No eating, drinking or smoking inside food booth. 4. Clean outer clothing (i.e. aprons) and hair adequately held back. → HANDS WASHED FREQUENTLY

☐ Hand washing: 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water OR hand wash station detailed below. 3. Five gallon container filled with warm water provided. Has continuous flow spigot so that both hands can be washed at the same time.

☐ Dishwashing – 3 Step Procedure: Three compartment sink with hot and cold running water OR 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use one teaspoon of bleach for every gallon of water) - air dry. WASTE WATER DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- NOT ON THE GROUND.

☐ Wiping cloths:  Clean and stored between use in a bucket of sanitizer such as bleach. Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above. For bleach, 50-100 PPM.

☐ Food Source: 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site OR foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.

☐ Foods Subject to Spoilage: 1. Cold perishable foods held at or below 41°F. Hot perishable foods held at or above 135°F. 2. Thermometers available to monitor food and refrigerator/cooler temperatures. 3. Minimum cook temperatures: pork 145 °F , hamburgers 155 °F , chicken 165 °F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Foods thawed in refrigerator or cold ice chest, not at room temperature.

☐ Food Protection & Service: 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 2. Ice dispensed using scoop with handle 3. Foods covered and protected from flies, dust, animals, etc. 4. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.