



**APPLICATION FOR
TEMPORARY FOOD ESTABLISHMENT**
Brunswick County Health Services, Environmental Health Section
25 Courthouse Drive NE ▪ P. O. Box 9 ▪ Bolivia, NC 28422
(910)253-2150
Email: env-health@brunswickcountync.gov

**Submit the completed application and
\$75 application fee at least two (2) weeks prior to the event.

Applicant Name: _____

Address: _____

Phone: _____ **Email:** _____

Event Name/Address: _____

Event Coordinator: _____

Name of Concession/Booth: _____

Operation Date(s) & Time: _____

Date/Time your booth will be ready for permitting: _____

Is this application being submitted for a non-profit organization? YES NO

If yes, provide the following:

501(c)(3) Tax ID#: _____

Name/Date of last event where your organization prepared/sold food: _____

**Non-profit organizations may prepare and sell food for up to two consecutive days per month without a permit or permit fee but an application must be completed and submitted prior to each event.

MENU

1. List all menu items, including beverages and condiments: _____

Note: Applications received without a complete menu listing will not be processed.

2. Will any food items on your menu be washed, cut, cooked and/or cooled* prior to this event? YES NO

a. If yes, provide name and address of facility where food will be prepared: _____

b. List proposed food items to be prepared prior to this event: _____

*Cooling logs will be required for permitted TFEs if any food items are heated and cooled prior to event. See page 4.

3. Will any food items be cleaned/cut at the event? YES NO

If yes, a separate food preparation sink will be required. (Ex. lettuce, tomato, potatoes) Designated booth space/equipment will be required if preparing raw animal foods at the event.

4. Where will food for this event be purchased? (Receipts/invoices will be reviewed at event)

5. Will food be left overnight at the event site? YES NO

If yes, describe where it will be stored and how it will be protected: _____

FOOD HANDLING

1. Approximate distance and time you will travel to get to this event: _____
2. Describe how food temperatures will be maintained during travel: _____

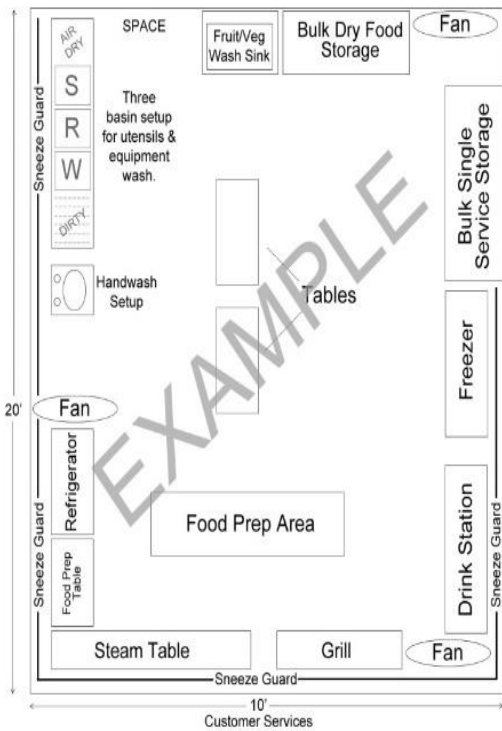
3. Describe how cold food temperatures will be maintained during event: _____

4. Describe how hot food temperatures will be maintained during event: _____

5. Describe how utensils will be cleaned and sanitized during the event: _____

EQUIPMENT LAYOUT

Provide a sketch of your food booth set-up. Identify the location of all handwashing facilities, dishwashing facilities, grills, refrigerators, freezers, hot holding equipment, work tables, sneezeguards, barriers, fans, coolers, etc. Additional pages may be used. **Applications received without an equipment layout will not be processed.**



I certify that the information in this application is correct and I understand that any deviation without prior approval from Brunswick County Health Services, Environmental Health Section, may nullify plan approval.

Name (print/sign): _____

Title: _____

Date: _____

Cooling Down Foods – Tracking Chart

Cooling Food					Tips for Speeding up the Cooling Process								
<ul style="list-style-type: none"> Cooling time starts at 135°F. Food may be left at room temperature until it drops to 135°F. Cool from 135°F to 70°F in 2 hours, then from 70°F to 41°F in 4 hours. If the temperature is more than 70°F in 2 hours, reheat to 165°F and start over. Reheating can only be done one time. Once at 70°F, cool down to 41°F in 4 hours. Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator. Total cooling time cannot exceed 6 hours or food must be discarded. 					<ul style="list-style-type: none"> Use the ice bath method by placing a smaller pan of food inside a larger pan filled with half ice and half water, stirring frequently. Use ice paddle with frequent stirring. Add ice as part of the ingredient. Place pan in coolest part of the refrigerator loosely covered or uncovered. Divide large food quantities into smaller portions Spread thick foods into thin layers and place in refrigerator. Use of metal pans is preferred, as they cool food faster than plastic. 								
Date	Food	Start Time & Temp	After 1 Hour	After 2 Hours	135°F to 70°F in 2 hours?	After 3 Hours	After 4 Hours	After 5 Hours	After 6 Hours	70°F to 41°F in 4 hours?	Corrective Actions?	Employee	Verified By Manager
Example: 1/1/10	Beef Stew	8 am 135 °F	9am 100 °F	10am 70 °F	if Yes, continue if No, Reheat	11am 60 °F	12pm 50 °F	1pm 45 °F	2pm 38 °F	Yes Cover, Label, Date	No	AB	CD