



# 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: [flplans@brunswickcountync.gov](mailto:flplans@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

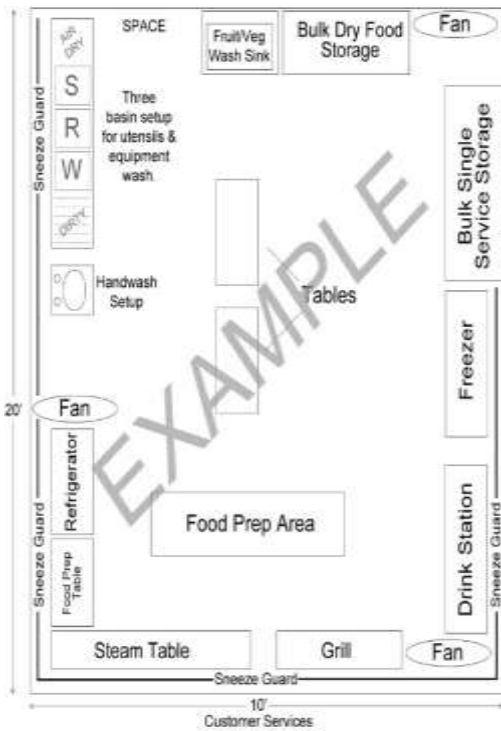
If yes, describe where it will be stored and how it will be protected: \_\_\_\_\_  
\_\_\_\_\_

**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

<u>Cooling Food</u>					<u>Tips for Speeding up the Cooling Process</u>								
<ul style="list-style-type: none"> <li>Cooling time starts at 135°F. Food may be left at room temperature until it drops to 135°F.</li> <li>Cool from 135°F to 70°F in 2 hours, then from 70°F to 41°F in 4 hours.</li> <li>If the temperature is more than 70°F in 2 hours, <b>reheat to 165°F and start over.</b></li> <li>Reheating can only be done <b>one</b> time.</li> <li>Once at 70°F, cool down to 41°F in 4 hours.</li> <li>Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator.</li> <li>Total cooling time cannot exceed 6 hours or <b>food must be discarded.</b></li> </ul>					<ul style="list-style-type: none"> <li>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.</li> <li>Use ice paddle with frequent stirring.</li> <li>Add ice as part of the ingredient.</li> <li>Place pan in coolest part of the refrigerator loosely covered or uncovered.</li> <li>Divide large food quantities into smaller portions</li> <li>Spread thick foods into thin layers and place in refrigerator.</li> <li>Use of metal pans is preferred, as they cool food faster than plastic.</li> </ul>								
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