



TEMPORARY FOOD EVENT (TFE) COORDINATOR INFORMATION AND APPLICATION

INSTRUCTIONS AND INFORMATION FOR TFE VENDORS

1. TFE vendor obtains TFE application packet from event coordinator or Health Department.
2. Vendor reviews TFE requirements and completes vendor application.
3. The completed application, commissary agreement and the \$75.00 permit fee is submitted to the Environmental Health Office **at least fifteen (15) calendar days before the event.**
4. A commissary agreement must be completed for approval if food will be prepared in advance.
5. No food shall be prepared in a home kitchen.
6. The TFE will receive an inspection on the day of the event from an Environmental Health Specialist. Vendors who meet the requirements will be issued a permit.

Submit the completed application and fees to:

- Mail or hand deliver: Human Services Building
- Environmental Health Division second floor
- 414 East Main Street
- Durham, North Carolina 27701
- Email: healthinspector@dconc.gov
- Fax: (919) 560-7830
- Call (919) 560-7800 to confirm receipt and to make payment by credit card

No food preparation or food sales shall occur before the permit is issued.

Refunds and Transfer of Fees

If you need to cancel your participation in an event, please notify our office as soon as possible. Refund of fees will be made if written notice of cancellation is given to our office at least 48 hours prior to the event. If you need to cancel participation in an event but want to transfer the fee to a future scheduled event, please notify our office at least 48 hours prior to the event in which you are cancelling.





FAQs for Food Sales at Events

We are a nonprofit group. Do we need a permit?

Nonprofit groups are allowed by the North Carolina General Statutes to prepare and sell food for up to 2 consecutive days per month. Request the Non-Profit Permit Exemption form and return it to our office. Include an approval letter from the sponsoring agency.

If the event exceeds 2 consecutive days then the TFE application procedures must be followed.

I have a Mobile Food Truck (MFU) or pushcart permitted in North Carolina. Do I need a TFE permit?

The North Carolina food service permit allows participation in a one-day event without obtaining a TFE permit. If the event is more than 1 day and return to the MFU commissary each day is not possible, then the TFE application must be submitted.

Mobile Food Units and Push Carts that hold a valid NC Permit may qualify to operate without paying the fee for a single day event if approved; however, application is still required for all food vendors participating at the event. Be sure to consult with Fire Marshal and other entities about other requirements for your food booth.

Documentation of the most current inspection must be provided to Environmental Health. The Mobile food unit must have a valid permit with the county that issued the permit.

My food truck (or pushcart) is permitted in a different state. Do I need a TFE permit?

Yes, you will need to follow the TFE application procedures. Food from a food establishment located in a state bordering North Carolina will have additional requirements to fulfill. Please contact our office for details.

I am just selling Italian ices. Do I need a permit?

Certain foods are exempt from permitting and inspection. These include: popcorn, funnel cakes, cotton candy, candied apples, Italian ices, snow cones, ice cream, and baked goods such as cookies, cakes, fruit pies and bread.

*Food that has been individually prepackaged in an establishment permitted by a local health department or NCDA can be sold without an additional permit; however, **it cannot be modified by the food vendor at the event.***





Date Received: (office use only);

Temporary Food Event Coordinator Application

NC Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 defines a temporary food establishment as "a food establishment that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition."

This application must be submitted at least 15 calendar days before the event, or the application will be denied.

Vendors must fill out and return all pages, including a diagram depicting the layout of the food service area, along with the non-refundable fee of \$75 (per booth) to the health department for review/pre-approval.

Event Information

1) Name of Event:							
2) Event Address				City	State	Zip	
Event Date / Time	Begin Date:			End Date:			
	Begin Time:	am / pm		End Time:	am / pm		

Event coordinator (s) name (s) and contact information (this is for contact before and during event)

	Name	Phone number	Email
a.			
b.			

Coordinators' Address	City:	State:	Zip:
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Proposed date/time for vendors allowed on-site for set-up:

Number of Anticipated Food Vendors: **Attach list. Note: food trucks must provide copy of food permit**

Date/Time Food Vendors will be ready for DCPH permitting:

Water source for Food Vendors (Mark box which applies for all food vendors)

- Public Water Supplied by Coordinator
- On-site Private Well (testing required by DCPH)
- Water Supplied by Vendor
- Other:

Check the following items which the coordinator will provide for the food vendors

<input type="checkbox"/> Electricity	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Toilet Facilities	<input type="checkbox"/> Drinking Water Hose (s)
<input type="checkbox"/> Garbage Pick-up	<input type="checkbox"/> Grease Disposal	<input type="checkbox"/> Wastewater Disposal	<input type="checkbox"/> Other:

Contact Name:	
Best Contact Number:	





Return the completed TFE Coordinator application to Environmental Health at least thirty (30) calendar days prior to the event. The coordinator application package must include the following;

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event.

An event map identifying the locations of:

- **The individual food vendor(s)**
- **Location(s) of restrooms or port-a-johns**
- **Locations of waste disposal facilities (liquid wastes, garbage, and grease)**
- **Location(s) of dumpsters**
- **Location of vendor(s) water supply**
- **Includes a list of all food vendors who will be participating.**
- **Supplemental list of event site coordinators (if different than those listed above)**

Event Coordinator Responsibilities:

- I hereby certify that the above information is correct, and
- I fully understand that any change from the above without prior permission from Durham County Environmental Health may prevent final approval and prevent issuance of permits to participating food vendors.
- I understand that a pre-opening inspection of each food vendor is required and, if the food vendor is not in compliance with 15A NCAC 18A .2665 - .2669, a temporary food establishment permit will not be issued.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, and local).

Coordinator's signature: _____ Date: _____

Return application and documentation to Durham County Environmental Health 30 calendar days before the event.

