



*Commonwealth of Virginia
Alleghany/Roanoke City Health Districts
Environmental Health Division*



October 3, 2011

**Procedures & Guidelines for Obtaining a
Health Department Temporary Event Food Facility Permit**

As an operator of a Temporary Event Food Facility you have an important responsibility to prepare quality food in a safe and sanitary manner. To assist you in this task, the Alleghany/Roanoke City Health Districts have developed the “**Procedures & Guidelines for Temporary Event Food Facilities.**”

A “**Temporary Event Food Facility**” 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.

Before beginning any preparation or service of food at the event, you must have been approved for a Temporary Event Food Facility Health Permit. To obtain your approval as quickly as possible, you should take these steps:

1. Read these “**Procedures & Guidelines for Temporary Event Food Facilities.**” Check to see if your proposed food facility will meet these requirements.
2. Complete the “**Application for a Temporary Event Food Facility Health Permit.**” Make sure to report all Health Department requested information, especially the proposed menu and preparation procedures.
3. The “**Application for a Temporary Event Food Facility Health Permit**” should be received by the appropriate Health Department at least ***10 working days prior to the event*** to allow sufficient review time. The location of the event determines which Health Department to submit your application to. You will be notified if there are any questions concerning your application.
4. Submit the Virginia Temporary Permit Fee of \$40 per year, if applicable to your facility or copy of a valid Virginia Paid Receipt must be submitted with the “**Application for a Temporary Event Food Facility Health Permit.**”
5. An Environmental Health Specialist Senior will review your application for completeness and will contact you to discuss your application a week or two before the event. Approval for a permit may be given verbally over the phone or may be given during the inspection of your set up before the event begins. You must receive approval for your temporary permit before you can serve food. (Exception: If you have a locally permitted mobile unit you are approved to serve food and may or may not be contacted by phone before the event).

A Temporary Event Food Facility shall comply with all provisions of the ***Food Regulations***, which are applicable to its operation. All Temporary Event Food Facilities are required to obtain approval for a Temporary Event Food Facility Health Permit before preparing or serving any food. Minimum requirements for obtaining a Temporary Event Food Facility Health Permit in the Alleghany/Roanoke City Health Districts are listed on the following pages.

1. Facilities for **handwashing** must be provided. These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels.
 - B. Soap, water in a completely enclosed container with a free flowing spigot and catch basin, and disposable towels
2. The food facility must be provided with an approved water supply; enough water to be available for: food preparation; cleaning and sanitizing of utensils and equipment; and hand washing.
3. All sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, must be disposed of in an approved manner. Sewage and all liquid wastes shall be disposed of into an approved sanitary sewage system or a waste retention tank at the event site - **NOT DUMPED ON THE GROUND.**
4. All food to be served must be purchased from approved sources. **No foods prepared at home or home canned foods are allowed. All food preparation shall be done on site, or properly transported from a facility that is either permitted by or has the prior approval of the Health Department.**
5. Adequate facilities shall be provided to maintain potentially hazardous foods at required temperatures at all times.
 - A. Cold food to be held at 41°F or below.
 - B. Hot food to be held at 135°F or above.
 - C. Stored frozen food to be maintained frozen.
 - D. Raw animal food must be cooked to the required minimum temperature. **No cooked food can be held over from one day to the next to be reheated and served.**

6. A metal stem food thermometer shall be provided for checking food holding and cooking temperatures.
7. Ice used in foods and beverages must come from an approved source. Ice scoops are to be used for ice dispensing; cups or glasses are not to be used for scooping ice.
9. All cooking, food preparation, service, display, and storage areas are to be adequately protected from contamination from dust and vermin, and completely separated from public access by an effective barrier such as ropes or tables.
 - A. Plastic disposable gloves or utensils are to be used for preparing or serving food.
 - B. Condiments are to be in dispensers or individual packets.
 - C. Food, utensils, and paper products are to be stored off the ground and kept covered.
 - D. Foods on display are to have a sneeze or dust guard or be individually wrapped
10. **For outdoor events, all foods on display must be protected by Sneeze Guards.** All cooking, food preparation, service, display, and storage areas are to have an approved overhead covering. **Mesh tents roofs are not approved.** A **floor** may be concrete, asphalt, dirt, grass or gravel. If it is **dirt** or **gravel** it must be covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.
11. Adequate cleaning supplies and equipment are to be provided.
 - A. Adequate supplies to be used for cleaning and sanitizing must be provided. All food contact surfaces must be cleaned, rinsed and sanitized before use. Cleaning can be done with soapy water. Rinsing should be done with just plain water. An approved sanitizer such as unscented bleach may be used for sanitizing. The bleach solution should be approximately 100 ppm which is about 1 capful of bleach to 1 gallon of water.
 - B. A properly plumbed three-compartment sink or three containers of adequate size shall be provided for washing, rinsing, and sanitizing utensils and equipment.
12. Food handlers are to follow approved procedures in preparing and serving food such as.
 - A. Wash hands frequently, especially after using the restroom, smoking, any cleaning activity, or handling money.
 - B. No bare hand contact with ready-to-eat food is allowed. Use suitable utensils such as deli paper, spatulas, and tongs or single-use gloves.
 - C. Wear clean outer garments.
 - D. Hair restraints are to be worn. Examples: hats, hair covering, or nets that effectively keep hair from contacting exposed food and food contact surfaces.
 - E. No eating, drinking, or smoking in food preparation or service areas.
 - F. No person with symptoms such as vomiting, diarrhea, jaundice or a sore throat with fever is to be a food handler.

Reminder:

1. Submit your Application at least 10 working days prior to the event date.
2. If your organization is fee exempt, you may email or fax your application to the appropriate Health Department below.
3. If you have a paid State Receipt or Mobile Unit permitted by the Virginia Department of Health, you may fax the application and proof of payment to the appropriate Health Department below.
4. The ***Food Regulations*** may be found in the Virginia Department of Health Web Page at the following Web Site: vdh.virginia.gov and link to the Office of Environmental Health.
5. If you have questions concerning a Temporary Food Event, please contact the appropriate Health Department below.



Roanoke City Health Department or
 Roanoke County Health Department
 (Both located in same office and covers the City of Salem and Craig County)
 1502 Williamson Rd NE, Civic Mall, 2nd Floor, Roanoke VA 24012
 Phone: (540) 204-9764
 Fax: (540) 857-7315
 Email: Kathy.Hartman@vdh.virginia.gov



Botetourt County Health Department
 POB 220 Fincastle VA 24090
 Phone: (540) 473-8240, Ext. 123
 Fax: (540) 473-8242
 Email: Robyn.Rader@vdh.virginia.gov



Alleghany/Covington Health Department
 (Also covers Clifton Forge area)
 POB 747 Covington VA 24426
 Phone: (540) 962-2173, Ext. 112
 Fax: (540) 962-8353
 Email: Michelle.Cash@vdh.virginia.gov

October 3, 2011

Alleghany/Roanoke City Health Districts
Application for a Temporary Food Event Permit
Applications Must be Submitted at Least 10 Days BEFORE the Event



Name of Event: _____ Date(s): _____

Address of Event: _____ Proposed Setup Time: _____

Event Coordinator: _____ Phone #: _____

Vendor's Business Name: _____

Vendor's Ownership Name: _____

Vendor's Address: _____

Vendor's Primary Phone: _____ Email: _____

Vendor's Contact Name: _____ Primary Phone #: _____

VDH Permit Fee - \$40 Per Calendar Year – Fee Submitted With Application: Yes No

If Prepaid - Receipt Must Be Submitted With This Application: Receipt # _____

Fee Exempt: Yes (Reason-See back of page for exemptions): _____

Vendor Unit Type: VA Permitted Mobile Unit Trailer Tent Building On Site

Water Supply: Is Running Water Available? Yes No If no, describe source: _____

Method of Sewage Disposal: Is public sewer available? Yes No If No, source of sewage disposal: _____ ***No Waste Water to be dumped on ground!***

Complete **All** Information & Submit with Applicable Fee. ***Failure may result in Denial of Application.***

Food & Beverages	Sources of Food & Beverages	Where Food is Prepared	Food Preparation Methods
Method of Cleaning & Sanitizing Utensils	Hand Washing Methods	Restricted Public Access	Hot & Cold Holding Methods

Certification: I have read the attached Procedures & Guidelines, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension, as per the **Commonwealth of Virginia, Board of Health, Food Regulations, 12 VAC 5-421.**

Signature: _____ Date: _____

Print Name: _____

October 5, 2011

Temporary Food Event Permit Fee and Application Information

Effective July 1, 2011, a one-time per calendar year fee of \$40 became effective. No additional fees are required for the remainder of the calendar year. This fee applies to a single business regardless of the number of mobile units or setups owned. Vendors are required to present a copy of the Virginia State Permit Receipt with each Application submitted for a Temporary Food Event.

For the purpose of implementing the **Commonwealth of Virginia, Board of Health, Food Regulations, 12 VAC 5-421**, the following are exempt from the definition of a "Food Establishment" and are exempt from Temporary Vendor's Food Permit Fees:

Churches, schools, fraternal and social organizations and volunteer fire departments and rescue squads that hold dinners and bazaars of not more than one time per week or not in excess of two days duration at which food is prepared in homes of the members, or in the kitchen of the church or organization and is offered for sale to the public.

In addition, an **individual** who participates in only one event per calendar year and the event is within the locality in which the individual resides, then the individual is exempt from the fee requirement for this one event.

Once you have completed your application return it with proper payment **at least 10 working days** before the event to the appropriate health department checked below. If you wish to pay by Credit Card, please complete that information below for Credit Card Payment or call the appropriate health department office checked.

If you prefer to make payment by Credit Card, please complete the following information or call the office checked.

Type of Credit Card: Visa _____ MasterCard _____

Account#: _____ - _____ - _____ - _____ Expiration Date: ____ / ____

Print Name on Card: _____ Signature: _____

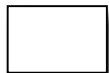


Roanoke City Health Department (Covers Roanoke City, Roanoke County, City of Salem and Craig County)

1502 Williamson Road, NE, Civic Mall, 2nd Floor, Roanoke VA 24012

Phone: (540) 204-9764 Fax: (540) 857-7315

Email: Kathy.Hartman@vdh.virginia.gov

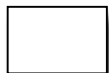


Botetourt County Health Department

POB 220 Fincastle VA 24090

Phone: (540) 473-8243

Fax: (540) 473-8242 Email: Robyn.Rader@vdh.virginia.gov



Alleghany/Covington Health Department

POB 747, Covington VA 24426

Phone: (540) 962-2173X112, Fax: (540)- 962-8353,

Email: Michelle.Cash@vdh.virginia.gov

October 5, 2011