

# Virginia Department of Health

## Application for Temporary Restaurant Permit

**\*\*Please apply 10 days prior to the event \*\***

**(applications may not be accepted less than 48 hours before an event)**

Please Print

Today's Date \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Organization Representative: \_\_\_\_\_

Phone Numbers: work \_\_\_\_\_ home/cell \_\_\_\_\_

### ***EVENT INFORMATION***

***(one event coordinator's application shall be submitted for each event in addition to this form)***

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates of operation for the event: \_\_\_\_\_

Time of operation for the event: \_\_\_\_\_

Type of Food Facility: \_\_\_\_\_  
(Beverage Wagon, Booth, Kitchen, Tent, etc)

Are you the sponsor for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you participating in this event that is sponsored by someone else? Yes \_\_\_\_\_ No \_\_\_\_\_

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***Please provide the following information. Failure to provide the necessary information regarding your operation may delay the processing of your application.***

Water Service: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Solid Waste Disposal: \_\_\_\_\_

Liquid Waste Disposal: \_\_\_\_\_



Hand-washing Methods	Condiments How served	List all utensils How cleaned Described Sanitizer	Refrigeration Type	List all cooking equipment
<b>Example:</b> Soap, water, towels	<b>Example:</b> Prepackaged Mustard, catsup, etc.	<b>Example:</b> Tongs, spatula, knife, ice scoop, (bleach and water sanitizer)	<b>Example:</b> Reach in refrigeration, cooler with ice	<b>Example:</b> Electric grill, steam table, deep fat fryer, hot plate

*Please call this office prior to the event to verify the status of your application.  
Please notify this office of any changes in your application. (additional menu items, etc).*

### **CERTIFICATION**

I have read the attached instructions, 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 5-421-10 et. seq.

>> The fee for a temporary food permit is **\$40.00**. This fee covers any additional temporary permits you may desire in Virginia within the same calendar year. If you apply for additional permits you will need to provide proof of payment so please retain your receipt.

>> Churches, schools, volunteer fire departments and rescue squads, fraternal and social organizations may be exempted from this fee. Local residents may receive a one time exemption from the fee for a local event. (Non-Profit organizations are not specifically exempted)

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**Signature**

**Date**

(\*\*\*\* Vendor -- please tear off and retain this page. \*\*\*\*)

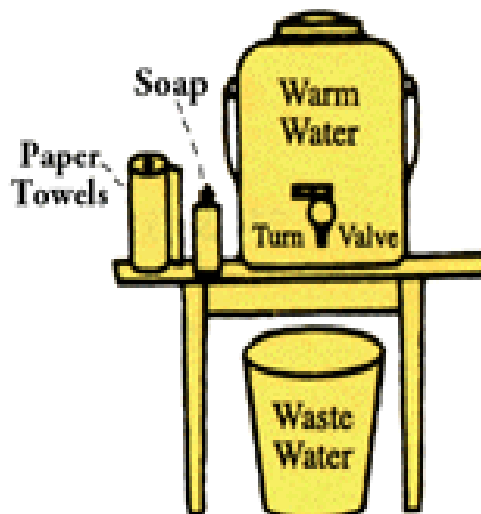
**Please make every effort to be fully set up and prepared by the time you stated on your application. A representative from the Health Department will need to visit your site and verify that you have the appropriate and necessary temporary facility to be able to offer food to the public. Once this has been verified, a permit to operate can be issued. No food shall be served until a permit to operate has been issued.**

**If you are a food vendor that has operated in the past and VDH is comfortable with your ability, a permit may be issued prior to the event based on your prior history of compliance. This will be at the discretion of VDH staff.**

**The local health department representatives may briefly check with you during the event to help monitor food temperatures and provide any assistance in which we can. We will make every effort to not interfere with your operation. We look forward to working with each group to ensure a safe and wholesome event for everyone. If we can provide any assistance, please feel free to contact us at:**

<b>Henry Martinsville Health Department</b>	<b>(276) 638-2311</b>
<b>Franklin County Health Department</b>	<b>(540) 484-0292</b>
<b>Patrick County Health Department</b>	<b>(276) 693-2070</b>

**Suggested method of setting up proper hand-washing station.**



***Food Regulations* can be found online at:**

**[www.VDH.Virginia.gov](http://www.VDH.Virginia.gov)**

(\*\*\*\* Vendor -- please tear off and retain this page. \*\*\*\*)

## REQUIREMENTS FOR FOOD PREPARATION

### Operating as a vendor with a TEMPORARY FOOD PERMIT

Apply for and obtain a permit from the local health department prior to offering food.

Should apply 10 days prior to the event (application may not be accepted within 48 hours of event).

Person in Charge (PIC) must have knowledge of the Food Regulations and proper techniques.

#### FOOD SOURCE

ABSOLUTELY no home canned, home prepared, or home processed foods are allowed. All foods and beverages must come from an approved source (permitted restaurant, grocery store, or food distributor).

#### TRANSPORTATION

Food must be transported in a sanitary manner. Those foods considered potentially hazardous must be refrigerated below 41°F, or held hot at above 135°F during transportation. Keep foods covered.

#### STORAGE

- A. Operator must provide adequate equipment (coolers, etc.) for refrigeration and hot holding of foods.
- B. All food products, service packaging, and utensils (plates, cups, etc.) must be stored off of the ground. Pallets and empty boxes may serve as storage racks.
- C. No food or drink items can be stored in direct contact with UN-DRAINED ice (open drain plug).

#### PREPARATION AND HANDLING

- A. Prepackaged foods and pre-cooked foods are sometimes easier, safer, and more convenient.
- B. Potentially hazardous foods such as meat, fish, shellfish, poultry, dairy products, eggs, etc., must always be kept colder than 41°F; or hotter than 135°F (after cooking).
- C. Slim tipped digital thermometers shall be provided to accurately verify temperatures.
- D. All cooking and food preparation should be separated from public access areas to minimize contamination by patrons from coughing, sneezing, etc.
- E. Foods shall be served with proper tongs or single service items.
- F. Proper cooking temperatures shall be reached for all raw meats prior to service (see regulations)

#### DISHWASHING AND SANITIZING

- A. Adequate temporary facilities must be available to wash and sanitize utensils, cutting boards, and work surfaces. Three pans must be available for Wash, Rinse, and Sanitize. Dishwashing soap and a sanitizing chemical must be available (plain bleach is the most common sanitizer). Chemical test strips are required to verify that proper sanitizer concentrations are used.
- B. Working surfaces shall be washed and sanitized at least every 4 hours.

#### PHYSICAL FACILITIES

- A. Overhead protection is required over all food/beverage operations (tent, awning, or roof).
- B. Toilet facilities must be provided and conveniently located (Portable toilets or permission to use)

#### SOLID WASTE DISPOSAL

- A. All garbage/refuse must be placed in containers and properly disposed of during and after the event.
- B. Containers must be provided for liquid waste (hand-washing, etc). Drainage on the ground is prohibited. Buckets or sealed containers are acceptable for collection.

#### PERSONAL HYGIENE

Suitable means for hand-washing must be provided.

1. Soap and water should be used. An adequate supply of water with a catch basin is required.
2. If approved for limited menus, chemically-treated towelettes may be used.
3. Disposable gloves must be used to prevent bare hand contact with ready-to-eat food.
4. Clean Clothes and hair restraints are required for all food handlers, limit jewelry.

#### WATER

Must be in approved/closed containers and from an approved source. Warm water must be available for washing dishes (minimum of 110°F); a pot to heat water is an acceptable method of warming water.