

**Wayne County Environmental Health**  
301 North Herman Street, Box CC  
Goldsboro, NC 27530  
(919)731-1174  
wchd.fl@waynegov.com

## **Tax-Exempt Food Vending Application**

In order to prepare and sell food in the state of North Carolina, an operator must comply with all regulations of the RULES GOVERNING THE SANITATION OF FOOD SERVICE ESTABLISHMENTS (15A NCAC 18A.2600) or meet the exemption to this regulation under the General Statute 130A-238(b).

The exemption requirements of 130A-238(b) only allows preparing and selling food for a period of 2 consecutive days once a month per organization that can provide documentation for non-profit or tax-exempt status.

This application must be fully completed by the responsible party and the registered agent (as it appears on the 501(c)(3)). **This application and any supportive information should be turned in to our office at least 15 calendar days prior to the sale.** This application must be approved in advance before you can legally operate under this exemption. All incomplete or unapproved application will be returned to you and the event organizer with a reason stating noncompliance to operate in this event.

The following is a list of requirements needed if you are declaring to operate under the 501(c)(3) exemption:

1. The completed attached application with a copy of your 501(c)(3) letter with the registered agent of corporation or agency information or
  2. An approval letter from the church or organizational letter head from the registered agent of the 501(c)(3) corporation or agency.
- \*\* We suggest that you keep records that will include:**
- a. **Workers/Food handlers**
  - b. **Provide proper food handling instructions or training for these workers (see attached checklist)**

Please bring all paperwork to our office at the third floor of the Jeffries Building at 134 N John St, Goldsboro, NC - Monday thru Friday before 6:00pm.

The following will be acceptable:

- Drop-off to our office.
- Fax to (919)705-1815 REF: EHLT: Tax-exempt Application.
- Email: [wchd.fl@waynegov.com](mailto:wchd.fl@waynegov.com) Food and Lodging Supervisor.
- Mail to address above (letter head).

**Please fill out application completely including:**

1. Name, mailing address, email (if applicable) and telephone number of the permit holder of the temporary food establishment or temporary food establishment commissary;
2. Name and location of the event at which the temporary food establishment operated immediately prior to the current event for which applying, if applicable;
3. Name, mailing address, and telephone number of the event organizer;
4. Event name, location, dates, and hours of operation;
5. Proposed menu, food handling procedures, including anticipated food volume and sources;
6. Food equipment list;
7. Proposed water supply;
8. Provisions for sewage and other waste disposal;
9. Any information necessary to ensure compliance.

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Name: \_\_\_\_\_

Name of Unit/Concession/Food Operation: \_\_\_\_\_

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

Phone Number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number for day of event: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Date(s) of Event/Date of Valid Permit: \_\_\_\_\_

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

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

Event Organizer: \_\_\_\_\_

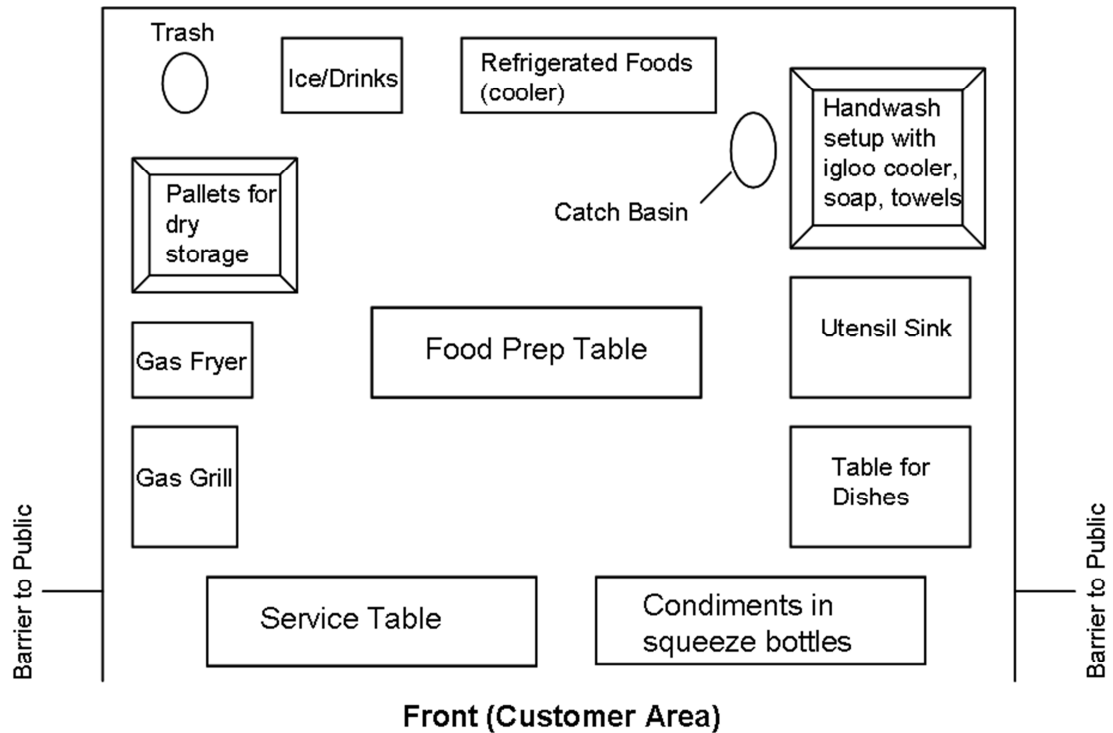
Contact Phone Number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

List all food and beverage items that will be sold below:

Food Item/Beverage	Source	Quantity	Where Prepared	Methods of Preparation
<b>Example:</b> Hamburger	Joe's Supermarket Any City, USA	50 Lbs.	On-site	Cooked from pre-portioned frozen patty on griddle

Please provide a sketch (can be hand drawn) of the layout of your booth or unit on the back of this page or attach. Below is an example layout:



### **Checklist for Temporary Food Establishment Applicants**

- If food is taken out of original packaging, receipts must be available for review.
- All meats must be purchased from a North Carolina or U.S. Department of Agriculture inspected establishment.
- All meats must be purchased ready to cook. (No washing, cutting, or handling; Hamburgers must be purchased pre-pattied; Chicken-on-a-stick must be purchased pre-skewered, prepped at an inspected facility, or pre-portioned chicken strips skewered on site after inspection.)
- Food prepared at a previous event or potentially hazardous food (time/temperature control for safety food) removed from original packaging shall not be served at a subsequent event in a temporary food establishment.
- For outdoor cooking, overhead protection shall be provided such that all food, utensils, and equipment are protected. For tent set up: tarps, plexiglass, or equivalent must be provided on top, front & sides to protect food. If food is cooked or prepared in back of tent, a barrier is required there also. When bulk foods such as roasts, shoulders, and briskets are cooked, cooking equipment with attached lids, such as smokers, roasters, and other cooking devices provide sufficient cover for the food being cooked. Food in individual servings such as hot dogs, hamburgers, and meat kabobs shall have additional overhead cover.
- Indoor/outdoor carpeting, matting, tarps, or similar nonabsorbent material is required as ground covering in the absence of asphalt, concrete, grass, or other surfaces that control dust or mud.
- Effective measures such as fans, screens, walls, or a combination thereof, shall be provided to keep dust, insects, rodents, animals, and other sources of potential contamination out of the food establishment and shall comply with the Food Code regarding live animals.
- Foods requiring refrigeration must be stored in a manner that maintains a temperature of 45°F or less for the entire event. (Cut tomatoes and cut melons require refrigeration).
- Ready to Eat foods shall not be stored in direct contact with ice; non-mechanical coolers must be provided with a drainage port.

- ❑ Accurate thermometers are required in all refrigerators and coolers.
- ❑ Employee hand wash station must be provided; if sink not available, can use igloo cooler with nozzle that provides hand-free flow with catch basin. Antibacterial soap, paper towels and warm water must be provided.
- ❑ No prepping, cooking, or food handling allowed prior to inspection. Any foods that are prepped, cooked, or handled prior to inspection must be discarded.
- ❑ Food employees in temporary food establishments shall wear effective hair restraints, clean outer clothing, and maintain good hygienic practices as specified in the Food Code.
- ❑ Ice must be from approved source. (i.e. bagged ice with receipt).
- ❑ Single service items such as plates, forks, cups, etc. must be stored off the ground, in clean containers. If taken out of original packaging, items must be stored upside down.
- ❑ Equipment, such as fryers, grills, griddles, etc. must be clean.
- ❑ Labeled spray bottle or bucket with properly mixed sanitizer to use on food contact surfaces must be provided. (For bleach, one teaspoon per quart of water).
- ❑ Test strips to check sanitizer must be provided and used.
- ❑ Food thermometer must be provided, accurate, and used. If thermometer is not digital, it must read 0-220°F.
- ❑ Food grade hose must be provided for any water hook ups. Food grade hoses are usually marked as such and can be purchased at RV supply stores. They typically are white or clear with stripe. At spigots, vacuum breakers must be used. Vacuum breakers can be purchased from local hardware stores.
- ❑ Garbage cans must have tight-fitting lids and garbage must be disposed of in an approved manner.

- ❑ All wastewater must be disposed of in an approved manner (dump in port-a-john, holding tank, etc.). Wastewater can not be disposed of in a storm drain. If water under pressure is provided, it is recommended that it be disposed of in an approved wastewater system by connecting directly to sewer/septic system.
- ❑ Running water under pressure must be provided. (This can be gravity flow.) Water must be obtained from a community or well water source. If a holding tank is used, it must be emptied, washed, rinsed, and sanitized prior to filling for use at the event.
- ❑ Equipment and utensils in temporary food establishments shall be kept clean and maintained in good repair. Those surfaces that come into contact with food, drink, or utensils shall comply with the Food Code.
- ❑ Equipment and utensils in temporary food establishments shall be cleaned, sanitized, stored, and handled in accordance with the Food Code.
- ❑ When multi-use utensils other than eating and drinking utensils are used in temporary food establishments, three basins of sufficient size to submerge, wash, rinse, and sanitize utensils shall be provided. Other equivalent products and procedures may be used in accordance with the Food Code. At least one drainboard, table, or counter space shall be provided for air-drying.
- ❑ When multi-use eating and drinking utensils are used in temporary food establishments, a three-compartment sink of sufficient size to submerge, wash, rinse, and sanitize utensils must be provided. Drainboards shall be provided as specified in the Food Code.
- ❑ Wash, rinse, and sanitizing solutions shall be maintained in temporary food establishments as specified in the Food Code.
- ❑ A food preparation sink must be provided for washing produce in temporary food establishments.
- ❑ Food shields or other effective barriers in temporary food establishments shall be installed in a manner to protect food and food contact surfaces from contamination.

**\*\* A permit will not be issued for tax-exempt vendors; this checklist is to be used to ensure food safety.**

This letter does not remove any responsibility of the food vendor to adhere to any other peddling issues/permits, event requirements, individual town or city ordinances, regulations, or policies.

I have received a checklist that is based on the Rules Governing the Sanitation of Food Service Establishments 15A NCAC 18A .2665 - .2669 Requirements for Temporary Food Establishments, on pages 4-6 of this application. I will adhere to these regulations and maintain all operations and equipment as I have stated on the application for the entire event.

**Wayne County Environmental Health Department reserves the right to deny the request to serve food to the public if conditions are found that could potentially endanger the public health.**

All acceptances (approvals) will be made at least 48 hours prior to the start of event. Our office will attempt to contact the vendor by phone or email. A list of approved for tax-exempt vending will be provided to the event organizer.

I have read and will adhere to the policy from Wayne County Health Department for the Tax-exempt, Non-Profit Food Vending.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_