

CENTRAL VIRGINIA HEALTH DISTRICT  
PO Box 6036  
1900 Thomson Drive  
Lynchburg, Virginia 24505-6036  
  
Telephone (434) 947-6777  
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SERVING THE COUNTIES OF  
Amherst  
Appomattox  
Bedford  
Campbell  
and the  
City of Lynchburg

## ***COMMONWEALTH of VIRGINIA*** **DEPARTMENT OF HEALTH**

### **NOTICE TO ALL APPLICANTS FOR TEMPORARY FOOD PERMITS**

A \$40.00 application fee for temporary applications submitted during the calendar year.

Organizations that are exempt under the *Code of Virginia*, Section 35.1-2.5 and 53.1-26 are exempt from the temporary permit fees even though a permit may be required. **(i.e., public schools, churches, social and fraternal organizations)**

Please complete the application that has been provided and submit with cash, check or money order or a valid copy of an official receipt for the current year's fee. Make checks or money order payable to:

***Campbell County Health Department  
Office of Environmental Health  
PO Box 160  
116 Kabler Lane  
Rustburg, VA 24588***

Applications and payments may also be made in person at the above address during regular business hours. No combined payments will be accepted, only individual payments.

An official receipt for the payment will be provided to you upon receiving payment. You should retain the receipt documenting that the fee has been paid for subsequent temporary food vendor permits.

If you have any questions, please contact the Campbell County Health Department at (434) 592-9550.

**Applications and fees must be submitted to the Health Department two (2) weeks before the event. If all the required paperwork and fees are not submitted two (2) weeks prior to the event, then the temporary event permit cannot be issued.**



*Virginia Department of Health/Central Virginia District*

**APPLICATION FOR A TEMPORARY FOOD VENDOR PERMIT**

**YOU MUST SUBMIT YOUR COMPLETED APPLICATION AND FEES TO THE HEALTH DEPARTMENT TWO (2) WEEKS PRIOR TO THE EVENT OR THE TEMPORARY FOOD VENDOR PERMIT WILL NOT BE ISSUED.**

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

**Date:** \_\_\_\_\_

**Name of the Organization/Individual:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Organization Representative:** \_\_\_\_\_

**Contact/Telephone Numbers: (W) \_\_\_\_\_ H) \_\_\_\_\_**

**Event:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Date/Time of Event:** \_\_\_\_\_

**Type of Food Facility?** \_\_\_\_\_  
(Beverage wagon, mobile unit, booth, kitchen, tent, etc.)

**Water Service(circle one): Private/Public    Sewage Disposal:    Private/Public**

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

**Trash Disposal:** \_\_\_\_\_ **Liquid Waste Disposal:** \_\_\_\_\_

**Do you have a Commonwealth of Virginia Food Service Operations Permit?    YES    or    NO**

**If yes, is it a RESTAURANT PERMIT or MOBILE PERMIT?**

**What city/county is it issued in?** \_\_\_\_\_

**Please provide a copy of the permit with your application.**

**LIST ALL FOOD & BEVERAGE ITEMS BELOW**

<b>Food/Beverage Items</b>	<b>Source (where purchased)</b>	<b>Where prepared (ie., on site, etc.)</b>	<b>Methods of preparation and serving</b>
<i>Ex. Hot Dogs</i>	<i>Supermarket</i>	<i>On-Site</i>	<i>Boiled in large pot on grill using tongs</i>

*(Please attach another sheet with the same information, if more spaces is needed.)*

<b>Hand Washing Method</b>	<b>Condiments Served</b>	<b>Utensils/How Cleaned</b>	<b>Refrigeration</b>	<b>List Cooking Equipment</b>

**PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION. PLEASE NOTIFY THE OFFICE OF ANY CHANGES IN YOUR APPLICATION (I.E., 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.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## GUIDELINES FOR TEMPORARY FOOD STANDS

- Submit a temporary restaurant application to the Health Department at least **two weeks** prior to the event. A fee of **\$40** for the calendar year must be submitted with application for a temporary event.
- Your food stand will be inspected prior to the event opening. If the stand is in compliance, a permit will be issued. This permit is valid **only** for the scheduled days of the event, and is **not transferable** to any other event.
- Temporary food and drink stands shall be located in clean surroundings. They must be constructed and arranged so that food, drinks, utensils and equipment will not be exposed to insects, dust and dirt.
- **Overhead covering** such as tent, canopy or umbrella is required.
- **Fire Prevention:** Depending on local fire codes, your overhead protection may be required to be constructed of fire-retardant materials. Contact the local county or city fire official for information regarding this and other fire-safety issues.
- **Floor coverings** of asphalt, concrete and removable platforms or other suitable materials to control dust and mud are required.
- Set up the food booth so as not to have the public in close proximity to the food prep or cooking area.
- All food and single service items shall be kept off the ground surface.
- All foods must come from an approved source. **Do not use damaged** food packages, **dented or rusted** canned goods, **wild game** (unless from an approved source and USDA inspected) or **home-canned** foods.
- **Food must be prepared on-site** or in an approved kitchen with a valid VDH Food Permit.
- **Potentially hazardous foods** such as meats, milk, eggs, cheese, poultry, fish and other high protein foods must be maintained at **41 degrees F** or below for cold foods, and **135 degrees F** or above for hot foods.
- A bi-metallic stem **food thermometer** is required to assure foods are kept at the required temperatures.
- Convenient and suitable utensils such as forks, knives, tongs, spoons, scoops, spatulas, etc. must be provided and used when handling food. **No bare hand contact** with ready to eat foods is allowed.
- **Condiments** (sugar, ketchup, mustard, etc.) provided for self-service use must be kept in **individual packets or pour-type dispensers** and kept covered.

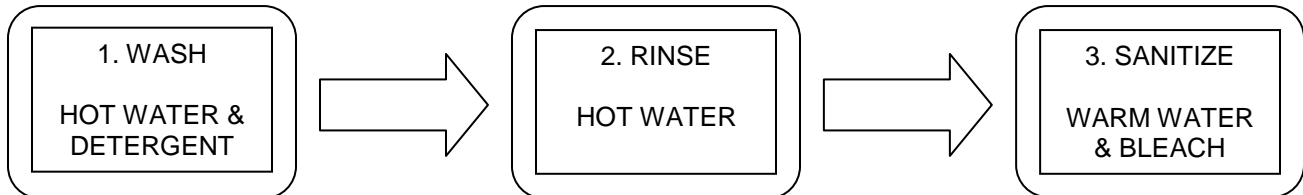
- Employees **must wash their hands** thoroughly with soap and water before starting work, after each visit to the toilet and as often as necessary to remove soil and contamination. **A back-up method** of hand-washing is also necessary. Instant hand sanitizers, sanitized hand wipes or disposable gloves may be used. These methods are **in addition** to hand-washing and are **not** a replacement.
- Outer garments of all persons engaged in handling food or food contact surfaces must be clean. No eating, drinking, or smoking while engaged in food preparation or service during the washing of utensils or equipment is allowed. Effective hair restraints such as caps, hats, etc. are required.
- Any person infected with communicable disease, or a carrier of such disease, infected with boils, wounds, sores or acute respiratory infection must not work in food stand area.
- **Water must be from an approved source** such as a public utility or non-community water supply. If the water supply is neither of these, then a State Certified Laboratory must analyze the water for coliform bacteria before the event. If a vendor brings their own water it must be from an approved source and carried in food grade containers.
- **Wastewater must be disposed of in an approved sewer system, not on the ground surface.** Waste may be retained and disposed of in an approved sewage dump station or public sewer system.
- Garbage and solid waste must be stored properly, removed at least daily and disposed of in a sanitary manner. Adequate trash receptacles must be provided in the vicinity of the food stand.
- All equipment and utensils must be easily cleanable, routinely cleaned and maintained in a sanitary manner and in good repair.
- **No wooden utensils such as canoe paddles or homemade stirring devices may be used.**
- Utensil and equipment washing set-up must consist of one basin each for **washing, rinsing, and sanitizing**. {One tablespoon of liquid bleach per gallon of water provides an adequate concentration of chlorine (50 ppm)} for sanitization. Appropriate sanitizer **test strips must be on-hand** to insure proper concentration of sanitizer is maintained.
- All wiping cloths must be kept in a sanitizing solution of one tablespoon per gallon of water when not in use and the container must be labeled SANITIZER.
- Convenient and approved toilet facilities must be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and clean.

## **SANITATION REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS**

Each temporary establishment shall have:

- Three (3) dish pans for cleaning and sanitizing utensils and cooking implements.

### **CORRECT SANITIZATION SETUP**



- **Insulated container** with a dispensing spout for hot water to be used for hand and equipment washing.
- **Sanitizing solution** – It is recommended to use at least 50 ppm of chlorine, which is *approximately* one (1) tablespoon (capful) of regular chlorine bleach, per gallon of water (any brand is acceptable, no scented varieties). As it is not an exact science, it is further suggested that vendors purchase and use chlorine test strips to ensure the proper concentration levels. Do not add soap or detergent to the bleach water because soap makes the bleach ineffective as a sanitizing agent.
- **Paper towels** – For drying utensils and hands after washing.
- **Large Bucket with tight-fitting lid** – For holding used wash-water and transporting it to the designated disposal site. **NEVER DISPOSE OF WASTE-WATER ONTO THE GROUND.**

### **CORRECT HANDWASHING SETUP**

