

**TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS
FOR
NORFOLK DEPARTMENT OF PUBLIC HEALTH**

The following requirements are pursuant to **Chapter 18** of the City of Norfolk, Virginia in Ordinance and Code Regulating Food and Food Establishments, and **Chapter 421** of the Rule and Regulations of the Board of Health, Commonwealth of Virginia governing restaurants.

Please read these requirements carefully and complete the required application for a Temporary Establishment Permit. For additional information, please call **757-683-2712**.

Permit

1. Persons responsible for the preparation and/or serving of food (for sale, distribution, or as a gift to the public) are required to obtain a Health Department permit for Temporary Establishments.
2. Applications for the permit must be received at least fourteen (14) days prior to events.
3. Health Department permits are not transferable to another party.
4. Only food items listed on the application can be served unless changes are approved by the Health Department in advance. No changes will be made the day before an event.

Source

1. **NO HOME PREPARED FOODS**. All food product including **beverages, ice, and water** must come from a Health Department approved source (i.e. restaurant, grocery or wholesale).
2. All shellfish (oysters, clams, and mussels) must have approved shellfish shipper's tags. These tags must be maintained for ninety (90) days from the date of service. Documentation of service dates should be on tag.

Transportation

1. Food must be transported in a sanitary manner that will ensure that the product will not become contaminated.
2. Those food items that are TCS (time and temperature control for food safety) must be kept refrigerated below 41 degrees Fahrenheit or held hot, above 135 degrees Fahrenheit during transportation.
3. When removing food from temperature control and providing food to location, temperatures must be taken and documented to ensure food is properly handled.

Storage

1. All food products, food equipment, and single service items (plates, cups, and tableware) must be stored six (6) inches off the ground. Plastic bread pallets and empty boxes may be used for this purpose.
2. No food or drink items may be stored in direct contact with undrained ice. Beverage containers (canned or bottled) may be stored in drained ice provided the drainage creates no nuisance and the mouth contact surfaces extend above the ice.
3. Blue ice packets may be used instead of ice as a coolant as long as there is sufficient amount to keep the food below 41 degrees Fahrenheit.
4. Storage of food product or equipment in garbage bags is prohibited. Only clear food grade plastic is acceptable.
5. Electric refrigeration/freezer or refrigerated truck is preferred.

Preparation

1. Preparation of food items on site is to be kept to a minimum.
2. Any fruits and vegetables used as part of the menu must be washed before use.

3. Preparation of potentially hazardous foods must be done quickly, so that the product does not remain in the temperature danger zone (41 – 135 degrees Fahrenheit) for too long a period of time.
4. Precautions must be taken to minimize flies or other sources of contamination during the handling process.

Cooking and Serving

1. A digital metal stem food thermometer must be provided for those vendors who will be selling TCS foods. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
2. Those responsible for cooking potentially hazardous foods must have knowledge of the proper cooking temperatures of their particular products. Note:
 - Poultry and stuffed products must be cooked to 165 degrees Fahrenheit**
 - Ground beef and other ground meats cook to 155 degrees Fahrenheit**
 - Seafood and other meat products cook to 145 degrees Fahrenheit**
 - Reheating for hot holding 165 degrees Fahrenheit within two (2) hours**
3. Precautions are to be taken to minimize contamination of food by patrons during the preparation/cooking/display process.
4. Food on display must be wrapped or have a sneeze shield protection or otherwise be adequately protected.
5. Food held in warming units or display units for serving must be held at a temperature of 135 degrees Fahrenheit or greater.
6. Leftovers should be kept to minimum. Proper cooling procedures must be followed or food will be discarded. Food must be cooled within four (4) hours from 135 to 41 degrees Fahrenheit. Ice baths are recommended for passing the food quickly through the danger zone.

Physical Facilities

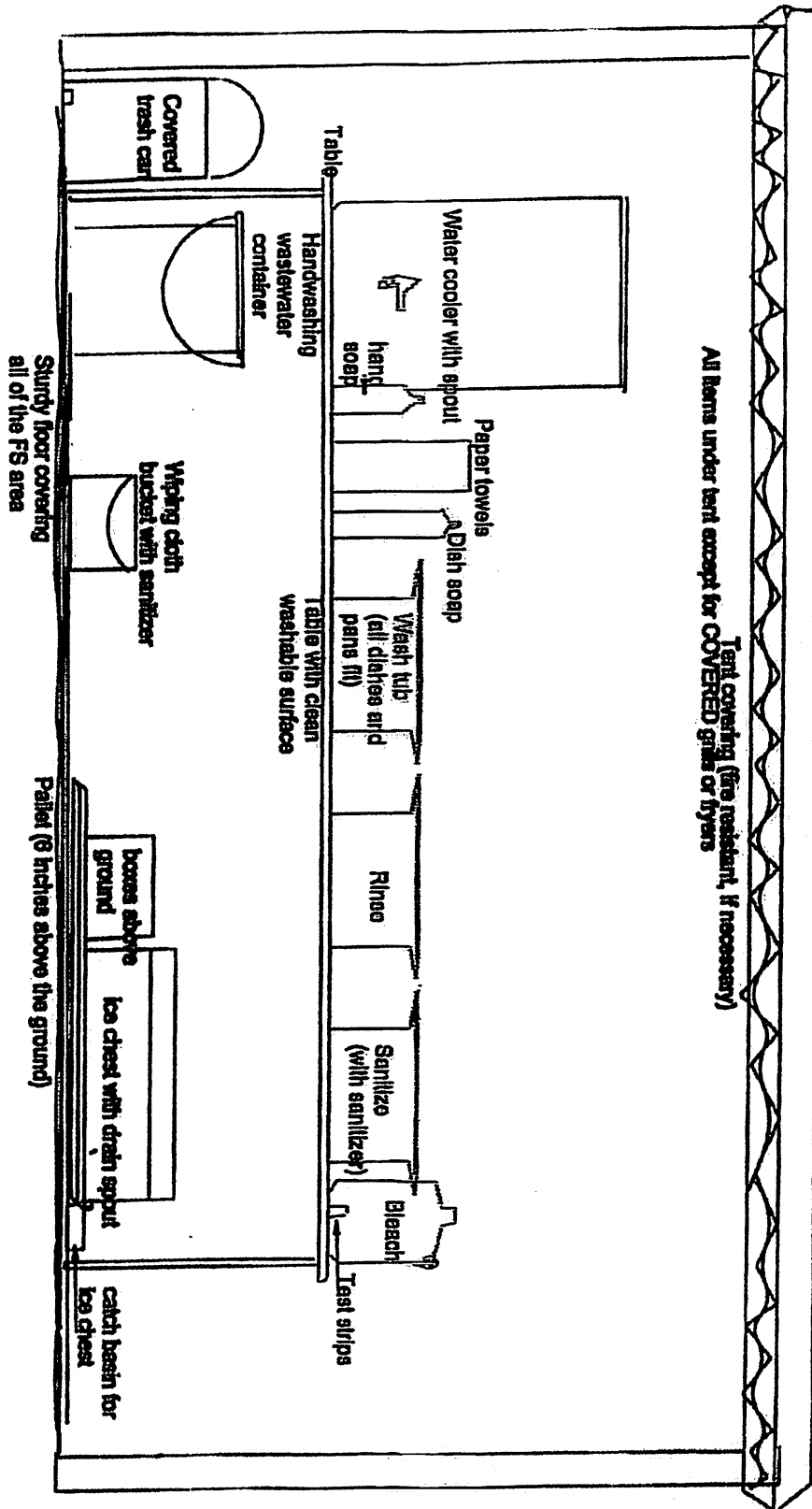
1. Food grade hoses for potable water use are required and must be labelled to indicate that they are EPA or NSF approved. Also backflow prevention devices must be provided.
2. Overhead protection is required over all food and beverage operations i.e. tent, awning or umbrella. Based on type of operation, the overhead protection may need to fire retardant.
3. Flooring is required to minimize dust and to aid in clean up. Tar paper or rubberized matting is suggested.
4. Toilet facilities must be provided and conveniently located.
5. A portable three (3) compartment sink set up is required for washing, rinsing and sanitizing of equipment. A sanitizing chemical (bleach or Quats) must be provided **with the appropriate test strips**. A bucket for sanitizing solution for wiping cloths is also required. A good guide for measuring bleach is: one (1) teaspoon per gallon (Note: bleach must be regular, unscented bleach).
6. Garbage, trash and refuse must be containerized and properly disposed of during and after the event. Any liquid waste or grease must be disposed of in approved containers. If the event coordinator does not provide containers, then they must be transported away from the site and emptied in approved sewage system.

Personal Hygiene

1. A means of hand washing must be provided. The container used for the water source must have a free flowing spout. A portable hand washing station with soap, water and towels is required for all types of menus.
2. Gloves may be used but for one (1) task only. Handwashing is required before re-gloving.
3. Effective hair restraints shall be worn.
4. There shall be no eating, drinking, or smoking while handling foods. These tasks must be performed outside of food preparation area.

PROPER TEMPORARY FOOD SERVICE SET-UP

Tent covering (fire resistant, if necessary)
All items under tent except for COVERED grills or fryers



**THE APPLICANT SHALL COMPLY WITH ANY SPECIAL REQUIREMENTS OF THE HEALTH
AUTHORITY ISSUING THE PERMIT.
NORFOLK DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
830 SOUTHAMPTON AVENUE
NORFOLK, VIRGINIA 23510**

**APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT
(Please Print or Type)**

Date: _____

Event: _____

Event Location: _____

Dates of Operation: _____ Hours: _____

Set up Date/Time: _____ Requested inspection Date/Time: _____

Type of Food Facility: _____
(push cart, truck, tent, beverage wagon or kitchen)

Name of Vendor or Organization: _____

Address: _____

Organization Representative: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

Contact email address: _____

Name of person in charge of your Food Operation **during** the Event: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

**Annual fee of \$40.00 per year as long as menu
remains the same for all events.**

*******Temporary food establishment** means a FOOD ESTABLISHMENT that operates for a period of no more than 14 days in conjunction with a single event or celebration. *****

Dee Franklin, Special Event Coordinator, Norfolk Department of Public Health
Dee.Franklin@vdh.virginia.gov
757-683-2714 direct
757-683-2712 office
757-683-2394 fax

PLEASE PROVIDE THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE NECESSARY INFORMATION REGARDING YOUR OPERATION MAY DELAY THE PROCESSING OF YOUR APPLICATION.

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD/BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHOD OF PREPARATION EQUIPMENT USED
Example: Hot Dogs	Grocery/Food Lion	Joe's Restaurant and on site	Cooked in large pot

FOOD BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION EQUIPMENT USED

HAND WASHING METHODS	CONDIMENTS	LIST ALL UTENSILS (How are they cleaned)	TYPES OF REFRIGERATION	LIST ALL COOKING EQUIPMENT
Example: Soap, water, towels	Prepackaged mustard and ketchup	Tongs, spatulas, knives (bleach and water sanitizer)	Reach-in refrigerator cooler with ice	Electric grill, fryer, steam table

DIRTY EQUIPMENT DELIVERED TO SITE WILL NOT BE PERMITTED

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.

I have read the attached instructions (page 1 and 2), understand them and will comply with the requirements. I understand that failure to comply may result in a permit not being issued or a permit suspension.

_____ (Date) _____ (Signature)