



## Cleveland County

315 E. Grover Street, Shelby, NC 28150 (704) 484-5130 Fax (704) 484-5135  
Environmental Health

**For Additional Information please visit:**

[www.clevelandcounty.com/cchd/environmentalhealth](http://www.clevelandcounty.com/cchd/environmentalhealth)

### Temporary Food Establishment (TFE) Application

**\$75 fee and application for EACH booth required and must be submitted NO LESS THAN 15 DAYS PRIOR TO THE EVENT.**

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

Date(s) & Time of Event \_\_\_\_\_

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

Name of Temporary Food Stand \_\_\_\_\_

Contact Person \_\_\_\_\_

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

City

State

Zip Code

Contact Phone #s \_\_\_\_\_

During event

Business phone

Email address \_\_\_\_\_

Are you claiming an exemption due to non-profit or un-regulated foods? Yes ( ) No ( )

*\*Must meet requirements for non-profit organization.*

Please indicate date and time booth set up will be complete and ready for inspection:

\_\_\_\_\_

Vendor location at event if known \_\_\_\_\_

Will the booth be connected to ( ) water, ( ) sewer, ( ) electricity?

**Note: A potable water grade hose is required when connecting to a water source.**

**If connecting to a water supply, you must also connect to a sewer connection.**

**Grease and wastewater MUST NOT be poured out on the ground or into storm drains.**

What is the source of ice that will be used? \_\_\_\_\_

Will vendor prepare any foods prior to event? Yes ( ) No ( ) If yes, indicate location and time of preparation \_\_\_\_\_

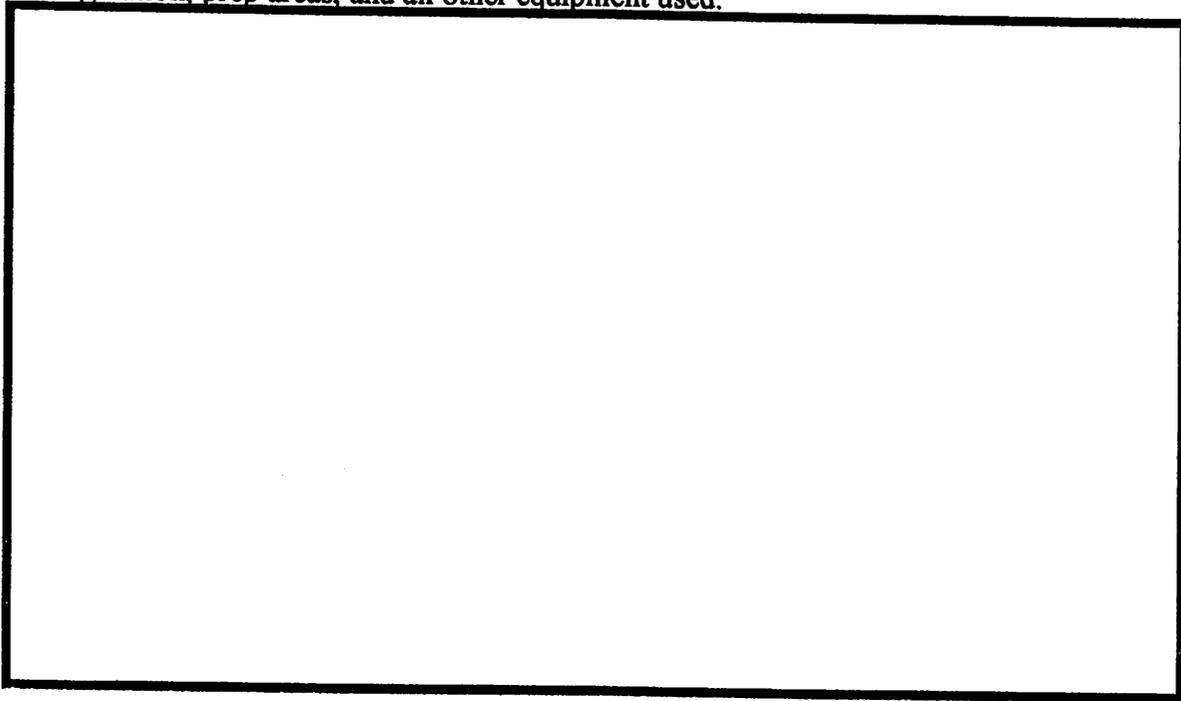
**Note: Local groups may be allowed to prepare foods in advance of the event in an approved temporary food stand commissary if approved by the Health Department prior to the operation.**

List ALL menu items to be prepared on-site: If needed, supply additional sheet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The food booth will be in a ( ) tent, ( ) mobile unit, ( ) building, ( ) other \_\_\_\_\_.

Draw a diagram depicting your food booth set up. Indicate placement of hand washing station, utensil washing sink, drying rack, fan placement, cooking equipment, refrigeration, prep areas, and all other equipment used.



**Page 1 and Page 2 ONLY** must be completed and returned to the Cleveland County Administration Building, Environmental Health/ Building Inspections Permits Office, 311 E. Marion Street in Shelby, NC 28150 **with payment no less than 15 days** prior to the beginning date of the event. All other pages are for your reference. **If you have any questions, please contact the Environmental Health Office at 704-484-5130.**

Applicants Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_