



**Gwinnett Environmental Health**  
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## TEMPORARY FOOD SERVICE VENDOR'S APPLICATION

APPLICATION DATE: \_\_\_\_\_

### BOOTH INFORMATION

EVENT DATES:

BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

BOOTH NAME AND EVENT NAME:

(EXAMPLE: BOB'S CHICKEN AT THE GWINNETT COUNTY FAIR)

\_\_\_\_\_

EVENT ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

EVENT COORDINATOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT COORDINATOR EMAIL: \_\_\_\_\_

### TYPE OF FOOD SERVED (LIST ALL SPECIFIC FOODS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHEN WILL YOU BE READY FOR ON-SITE INSPECTION: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ALT. PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

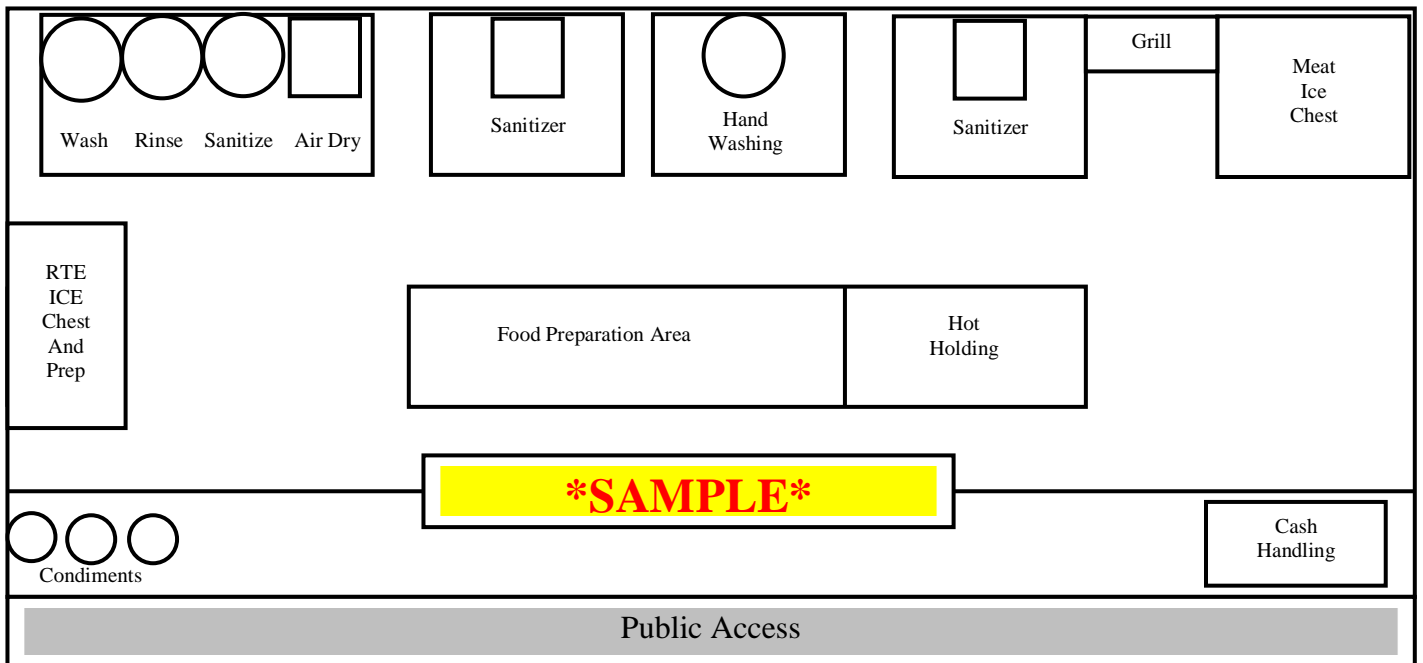
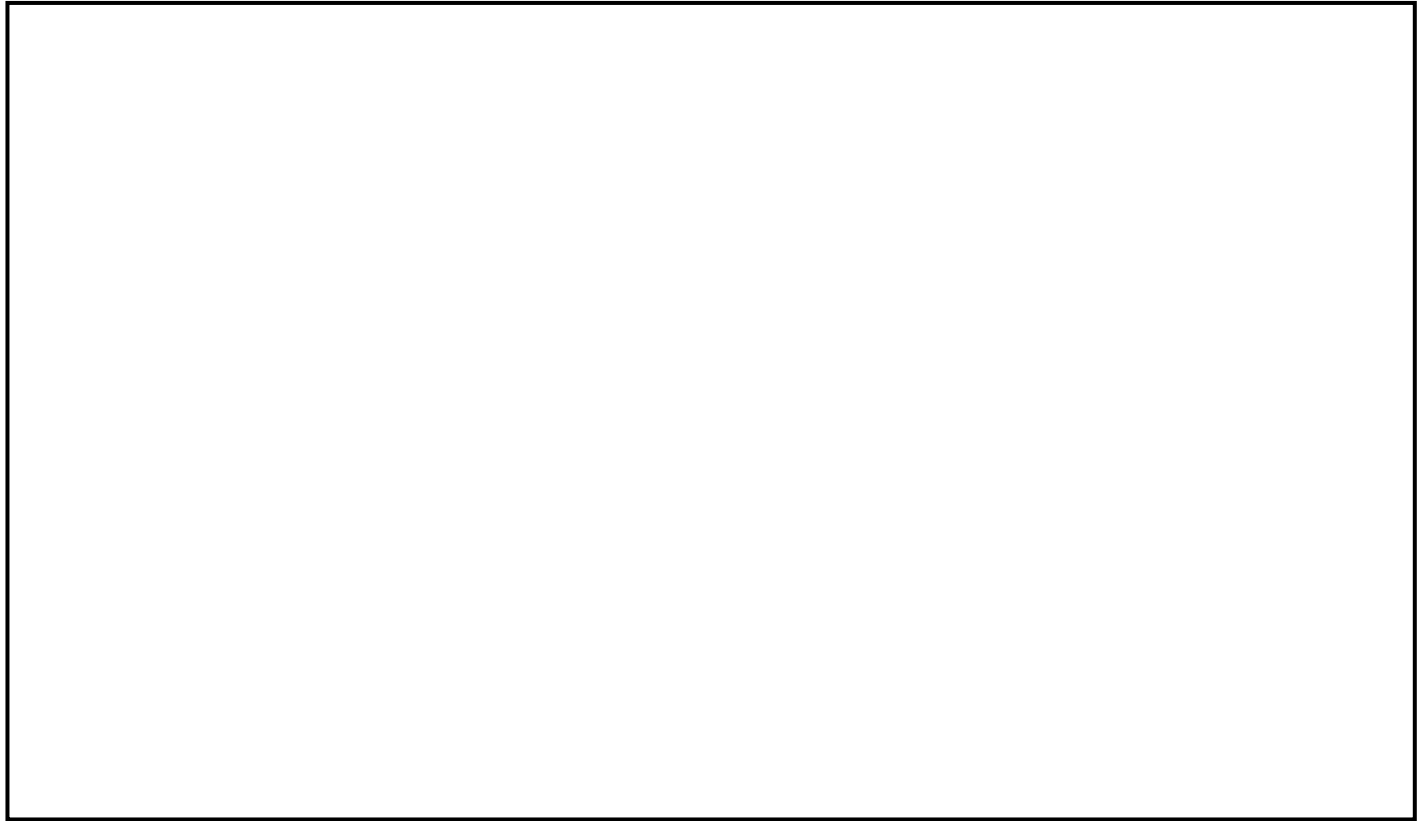
APPLICANT'S AFFILIATION WITH OWNER: \_\_\_\_\_

All fees for temporary food service events must be paid by cash, money order, or credit card if paid less than 30 days prior to the event.

EHS Initial: \_\_\_\_\_

**Booth Sketch/Plan:**

In the box below, sketch a layout of your booth and identify all equipment, including handwashing facilities, cooking equipment, coolers, ice chests, hot holding areas, worktables, storage areas, sanitizing buckets, etc. Also, include the type of protection from insects (e.g., 16 to 1” mesh screening, air curtains, physical walls, etc). [[See the sample sketch](#)].





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## Temporary Food Service Requirements

**ALL ITEMS BELOW MUST BE APPROVED AND DETERMINED IN COMPLIANCE BEFORE A TEMPORARY FOOD SERVICE PERMIT IS TO BE ISSUED.**

**Please use this checklist as a guide on setting up your Temporary Food Service Booth.**

### GENERAL REQUIREMENTS

- Submit a temporary food service permit application, applicable fees, copy of the menu, and plan of facility 30 days before the event date.
  - Contact your respective local Environmental Health Department for fee amounts.
  - All fees for temporary food service events must be paid by cash, money order, or credit card if paid less than 30 days prior to the event.
- The temporary food service operation shall be ready for inspection prior to the opening of the event.

### PHYSICAL FACILITIES

- Booths must be set up concrete, asphalt, tight wood or similar approved surfaces (grass or dirt surfaces are not approved).
- Must have overhead protection (gazebo style tents) AND at least the sides screened and the back of the booth screened (screening is to be from the top to the ground; 16 mesh to one inch) (**see picture #1**).
- An appropriate backflow prevention device is needed if a hose connection to the potable water supply is utilized (consult with your inspector). Hoses used for potable water must be Food Grade, NSF Approved.
- Restroom facilities shall be made available and conveniently located to participants. Determination of location and number of facilities will be determined/approved by the Health Department.
- Trash and other refuse must be disposed of in such a manner that does not create a public health hazard or nuisance.

### FOOD PROTECTION/HOLDING

- Foods shall be from approved sources (e.g., a permitted food supplier or permitted fixed food service establishment owned by the vendor—owners must be the same). Vendors must have receipts for all foods.
  - Foods from unverifiable sources will be discarded (i.e., no home prepared foods).
  - Raw or undercooked shellfish (oyster, mussels, clams, and scallops) are **NOT PERMITTED** for service at temporary events.
  - The following foods are **NOT ALLOWED TO BE MADE ON-SITE** at temporary events:
    - Pastries filled with cream or synthetic cream,
    - Custards, and similar products,
    - Salad and sandwiches containing meat, poultry, eggs, or fish (e.g., chicken salad sandwiches, tuna fish salad, etc),
    - Potato Salads, and
    - Casseroles.

- Vendors must **NOT** prepare any foods on-site prior to approval and permitting from the Health Department.
- Vendors must have time/temperature control for safety (TCS) foods delivered at the appropriate temperatures:
  - Cold held foods at 41°F or less;
  - Hot held foods at 135°F or above.
- Vendors must have adequate means to properly cold/hot hold **ALL** TCS foods (functional coolers and/or freezers, or ice, or foods in steam wells, foods over sternos, etc).
  - Cold hold foods at 41°F or less;
  - Hot hold foods at 135°F or more.
  - Vendors must not use Time Only as a Public Health Control on TCS foods.
- Foods on display are to be covered or properly shielded.
- Vendors must have appropriate utensils for dispensing foods.
- Vendors must have appropriate thermometers (**see picture #2**).

### **EMPLOYEE HYGIENE**

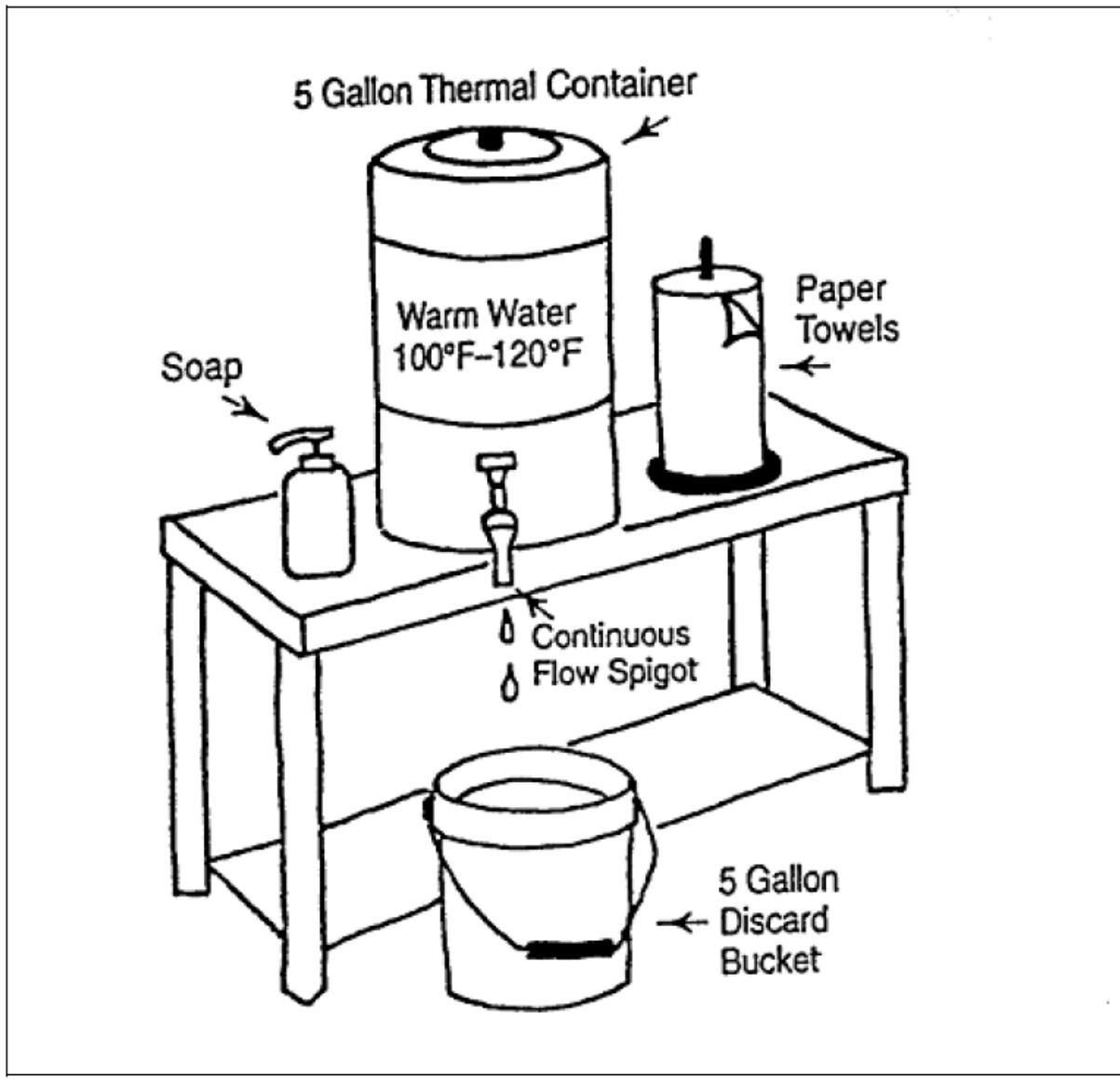
- Vendors must have at least 1 rudimentary hand wash station supplied with container of water with a continuous water spigot, soap, paper towels, and a catch basin (**see illustration**).
- Employees working with foods must have effective hair restraints.

### **EQUIPMENT/SINGLE-USE ARTICLES**

- Vendors must have a rudimentary dish sink – a wash basin with dish detergent, a rinse basin, and a sanitize basin (most use bus pans or buckets); exceptions may be made, consult with your inspector (**see picture # 3**).
- Vendors must have gloves or suitable utensils to handle ready to eat foods (**see picture # 4**).
- Single use items (forks, knives, spoons) shall be wrapped (**see picture # 5**).
- Vendors must have a way of heating up water (coffee pot, grill, etc.).
- Vendors must have sanitizer available for sanitizing (e.g., regular bleach).
- Vendors must have appropriate sanitizer test strips – (e.g., bleach test strips) (**see picture #6**).

**\*\*NOTE:** This is not an all inclusive list. The Health Department may impose additional requirements to protect against health hazards. The Health Department MAY limit your menu items that are to be served.

Illustrations and Pictures



**Illustration 1: Rudimentary handwashing station**



**Picture 1: Required screening if event is outside.**



**Picture 2: Digital thin-tipped PROBE thermometer for taking food temperatures.**



Picture 3: Rudimentary three-compartment sink (for washing, rinsing, and sanitizing utensils and equipment).



Picture 4: Single-use gloves (NO BARE HAND contact of ready-to-eat foods).



**Picture 5: Single-use flatware (individually wrapped if customers can obtain these items themselves).**



**Picture 6: Chlorine (bleach) sanitizer test strips.**