

*Charting a Course for Good Health*

**PORTSMOUTH HEALTH DEPARTMENT**  
**Environmental Health Services**  
**1701 High Street, 4<sup>th</sup> Floor, Portsmouth, VA 23704**  
**Phone (757) 393-8585, extension 8585**  
**Fax (757) 393-8027**

**TEMPORARY FOOD PERMIT APPLICATION**

The person named below is making application for a temporary food permit in accordance with the City Code of Portsmouth, **Chapter 15** and *2013 Food Code*. The application must be submitted at least ten (10) days prior to the event. A permitted vendor must also submit a copy of his/her permit, as well as, a copy of the last health inspection, with his application. **The sale of any home prepared or canned foods is prohibited except by those organizations specifically exempted under 2013 Food Code.**

Business Name \_\_\_\_\_ Phone (H) \_\_\_\_\_

Address \_\_\_\_\_ Phone (W) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Name (Last, First) \_\_\_\_\_

Event \_\_\_\_\_ Date(s) of Sale \_\_\_\_\_

Location of Event \_\_\_\_\_ Time of Sale \_\_\_\_\_

**MENU**

**(CHANGES TO THE MENU MUST BE APPROVED BEFORE THE EVENT)**

<b>FOOD</b>	<b>SOURCE (where purchased)</b>	<b>PREPARATION (Where &amp; How, ex: cooked on grill) (No home preparation allowed)</b>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Provide complete information in regard to the following food preparation concerns. After each item listed, describe the method or source you will use to fulfill the requirement.

1. **FOR EVENTS LASTING MORE THAN ONE (1) DAY, HOW WILL HOT FOODS BE COOLED FOR OVERNIGHT COLD-STORAGE?** \_\_\_\_\_  
\_\_\_\_\_
2. **HOW AND WHERE WILL THE COOLED FOODS BE STORED OVERNIGHT?**  
\_\_\_\_\_
3. **HOW WILL YOU OBTAIN WATER?** (All water must be from an approved source {example: city water}): \_\_\_\_\_
4. **HOW WILL YOU DISPOSE OF SEWAGE?** (All wastewater must be disposed of in an approved manner (e.g. city sewer}): \_\_\_\_\_
5. **WHAT IS YOUR OVERHEAD PROTECTION?** (Food preparation, service and display areas must be protected {e.g. tent including ground cover}): \_\_\_\_\_
6. **HOW WILL YOU PROVIDE FOR HANDWASHING?** (Some method must be provided for proper handwashing in the food prep area) {e.g. cooler with spigot, water soap, towels and catch bucket}): \_\_\_\_\_
7. **HOW WILL YOU PROVIDE FOR WASHING OF UTENSILS?** (Facilities must be provided for washing, rinsing & sanitizing utensils, etc. {e.g. 3 tub set up with water, dish soap and bleach}): \_\_\_\_\_
8. **HOW WILL YOU MAINTAIN REFRIGERATION?** (All potentially hazardous cold foods must be kept below 41° F {e.g. coolers w/ice}): \_\_\_\_\_
9. **HOW WILL YOU MAINTAIN HOT TEMPERATURES?** (All potentially hazardous hot foods must be held at greater than 135° F {e.g. gas grill}): \_\_\_\_\_
10. **HOW WILL YOU PROVIDE CONDIMENTS?** (Condiments must be dispensed or individually wrapped, no open bowls):  
\_\_\_\_\_
11. **HOW WILL YOU ENSURE THAT THE FOOD AND COOKING FACILITIES ARE PROTECTED FROM THE PUBLIC?** (All food & cooking facilities must be protected {e.g. ropes or tables, shields in front of open grills}):  
\_\_\_\_\_
12. **HOW WILL YOU STORE FOODS & UTENSILS?** (All foods and utensils must be stored off of the ground {e.g. tables}): \_\_\_\_\_

The following items are also required and must be provided and/or used during the event:

- |                                       |  |   |
|---------------------------------------|--|---|
| 1. <b>Single-use gloves</b>           | 2. <b>Approved food &amp; ice scoops</b> | 3. <b>Digital probe thermometer</b>               |
| 4. <b>Hair restraints</b>             | 5. <b>Chlorine test paper</b>            | 6. <b>Wiping cloths &amp; sanitizing solution</b> |
| 7. <b>Diagram of Food Booth/Stand</b> |  | (ex: bleach + water)                              |

**NO SMOKING, EATING OR DRINKING IN FOOD PREP AREAS!**

**Please provide an overhead sketch of the food booth/stand equipment placement for the following:**

- all cooking equipment
- all food preparation tables
- all refrigerators/coolers/freezers
- all hot holding equipment (if used)
- dry goods/paper products storage
- wash/rinse/sanitize station
- hand washing station
- **include any equipment that will not be placed under the booth's overhead cover**
- **note if additional on-site food storage is used (i.e. trucks, vans, storage units)**

**Sketch (Please label equipment):**

By signing this permit/application, I do hereby agree to comply with the rules and regulations as outlined on this application and with the instructions that accompany it. I understand that only the foods listed may be sold. Failure to comply with this and all other requirements may result in a permit not being issued or having the permit suspended and having to leave the event. **Submit this application within 72 hours prior to the event.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE:**

Reviewed/approved by: \_\_\_\_\_

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