



MECKLENBURG COUNTY Public Health

Gibbie Harris, MSPH, BSN
Health Director

(980) 314-1620

Temporary Food Establishment Permitting Process

The information below details the major requirements for event planners to ensure proper permits are obtained by food service operators.

- Applications for a permit to operate a temporary food establishment are provided by the event organizer to MCPH. The event organizer is responsible for sending & providing applications to prospective food vendors and for completing and submitting an organizers application.
- The event organizer is responsible for the collecting applications from the vendors they select to operate during the event and arranging a time to review them with Environmental Health staff. Applications shall be submitted at least 15 days prior to the event. Contact (980) 314-1620 to initiate the application review process.
- Applications will be approved or disapproved and notification made to the organizer. Comments indicating the reason for disapproval will be provided to the organizer who will be responsible for notifying vendors. The organizer can request a vendor modify their application and resubmit for approval.
- Food handling and sanitation education classes may be scheduled at the request of the event organizer. We encourage organizers to take advantage of this training in order to minimize the potential for a foodborne illness outbreak.
- Festival organizers will continue to be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operation, and to provide parking and access passes for permitting and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on-site when the Environmental Health Specialist arrives for permitting.
- All equipment indicated on the approved application must be provided and properly positioned. If a representative is not available at the time of our visit, or proper equipment is not provided as indicated on the approved plan, a permit will not be issued.

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- Sale of food without a permit is a criminal violation and the Charlotte-Mecklenburg Police can cite violators; this will require a court appearance in Superior Court.
- The vendor will be expected to abide by all conditions identified in the approved application and the operational permit throughout the festival. Permits may be suspended or revoked for rule violation.
- Environmental Health staff will make unannounced visits to food service establishments during the event to ensure safe & sanitary food handling practices are being followed.
- For multiple day events, it is the vendor's responsibility to provide overnight security for their booth and any food and/or food contact surfaces therein.
- Food shall not be prepared in a residential kitchen for sale to the public. If an operator wants to prepare food in a kitchen that does not have a MCPH permit (such as a church kitchen), prior arrangements must be made with the Department so an inspection of the kitchen may be scheduled before a plan is approved or permit issued.
- Water must be obtained on-site from an approved source or brought in commercially packaged from a state or federally inspected source.

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