

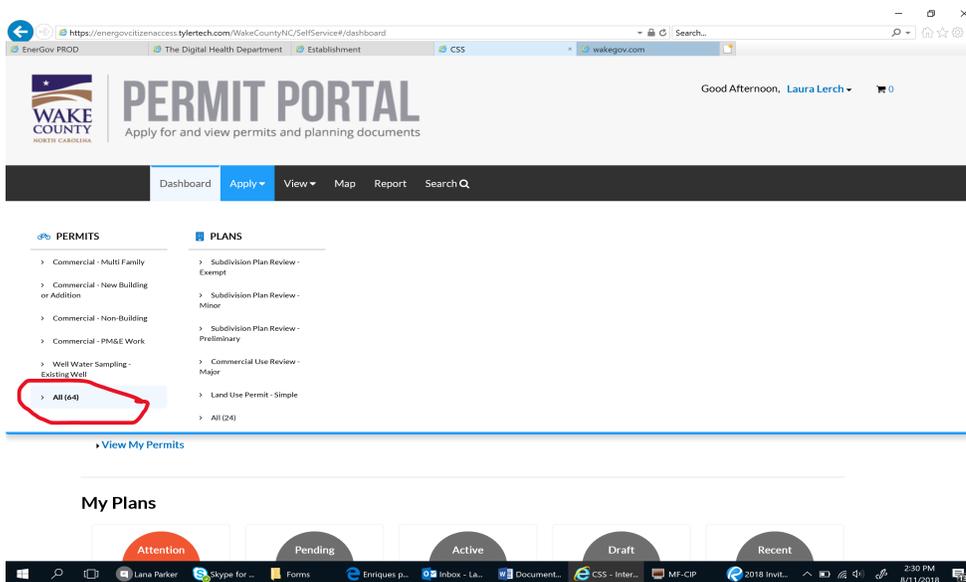
How to Apply for a Temporary Food Establishment Permit at the NC State Fairgrounds:

A separate online application is needed for EACH booth location. Once you upload a copy of your menu and a copy of your booth layout to the system, you will not have to do this for any future permits (as long as the menu and layout stay the same).

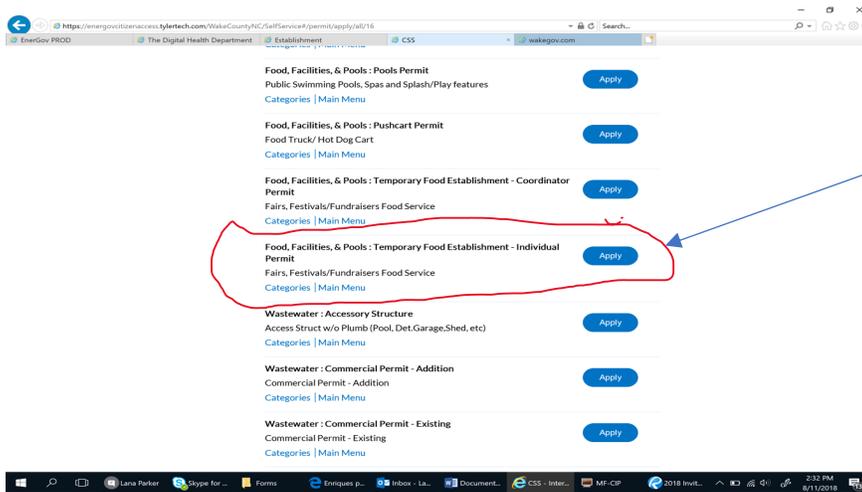
1. Log onto wakegov.com/PermitPortal – For instructions on creating an account see this page: <http://www.wakegov.com/permitportal/Documents/How%20to%20Register%20Guide.pdf>

The email address you use to create the account, is the email address that the system will send updates to.

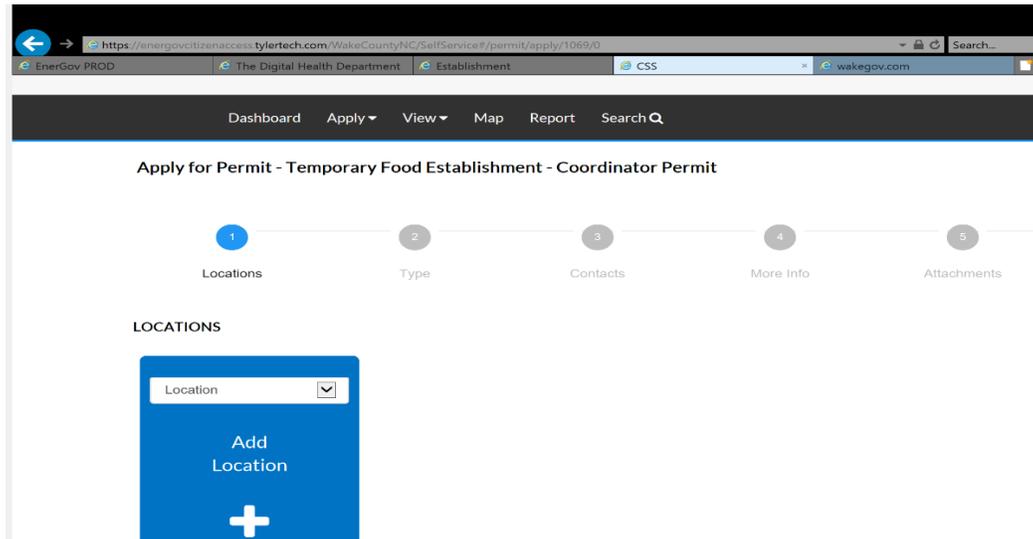
2. Once logged in, go the apply tab and click on all.



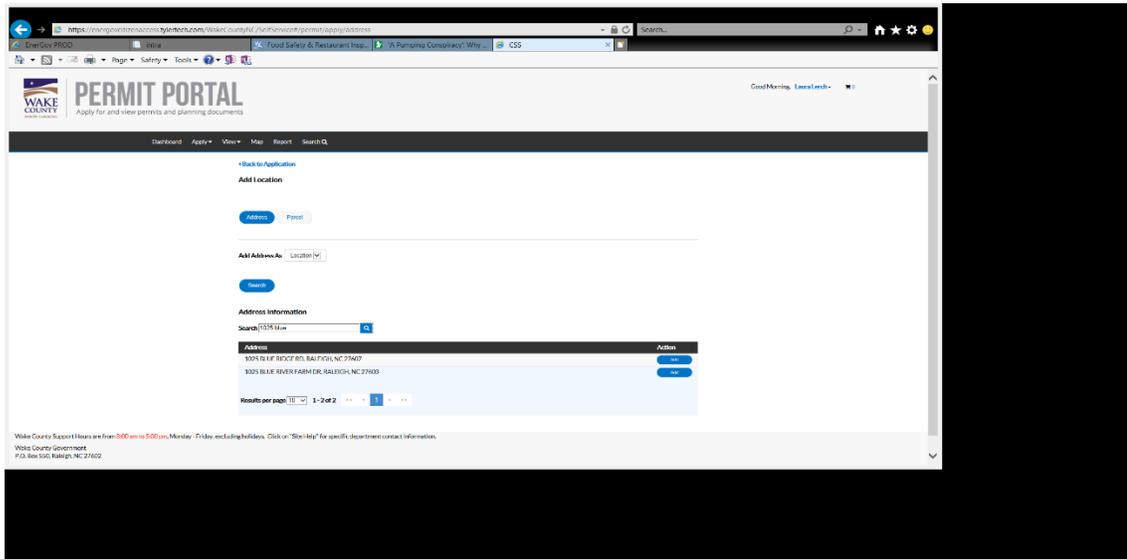
3. Scroll down to the Food, Facilities & Pools: Temporary Food Establishment – Individual and click the blue apply button on the right side of the screen.



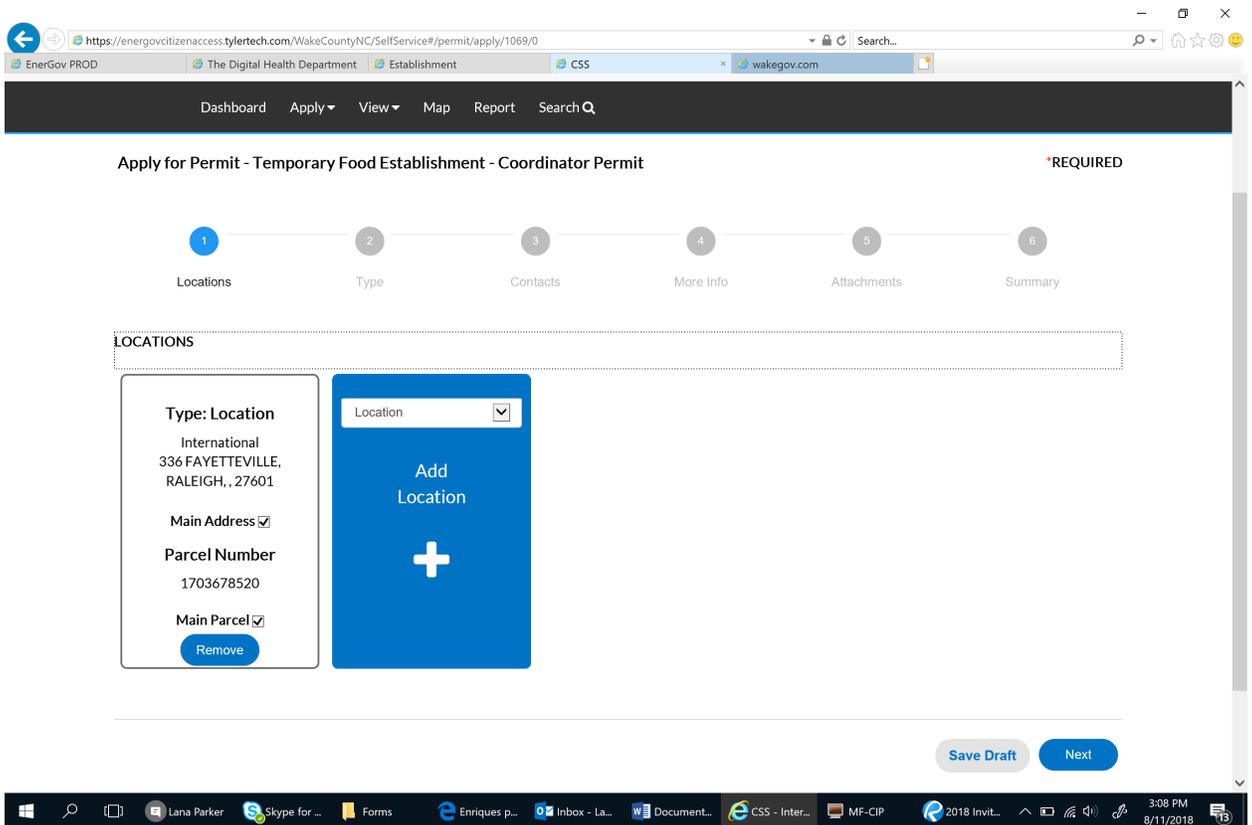
4. Click on the add location button



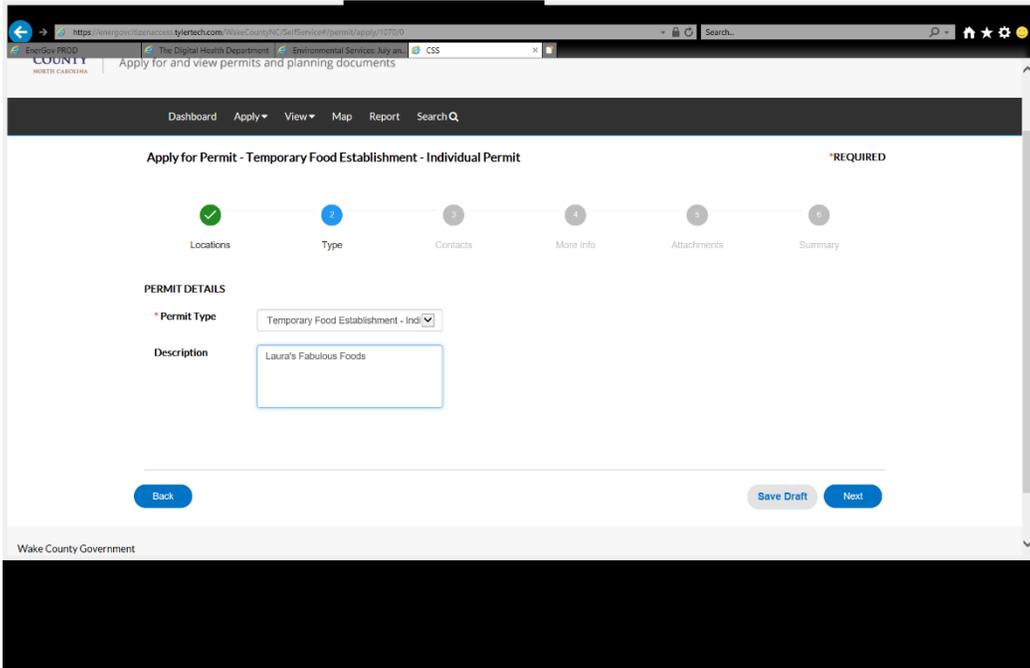
5. Search for the location of your event. **When searching for the address, use the street numbers and just the first few letters of the street name.** The address to search for the Fairgrounds is 1025 Blue. The first address that comes up is 1025 Blue Ridge Road is the correct address.



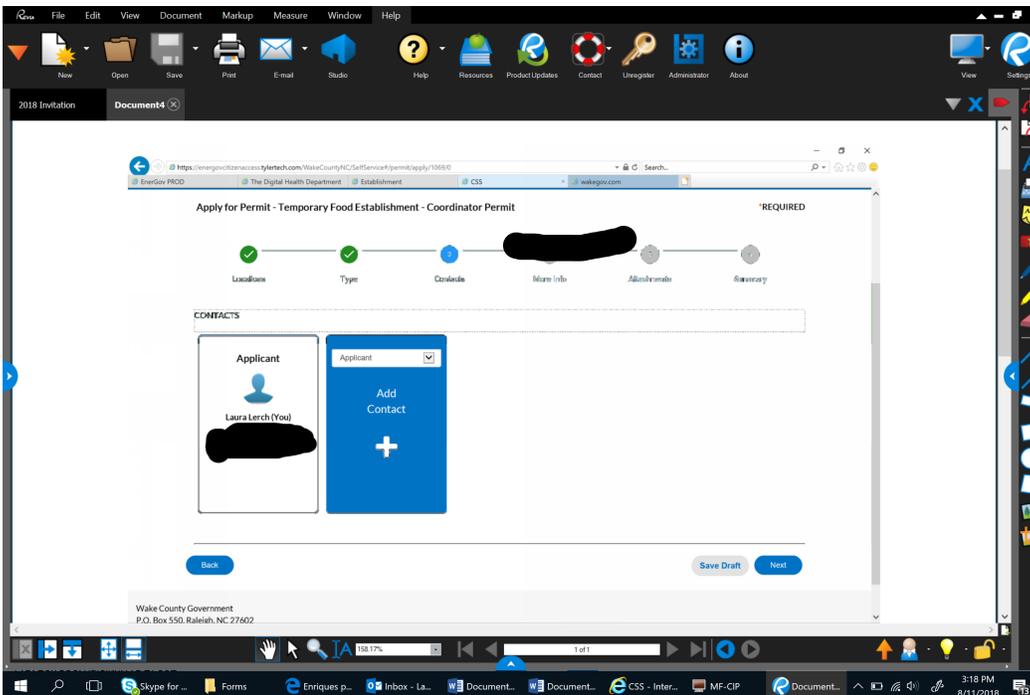
6. Check the correct address and hit the next button



7. The permit type will automatically fill in. Add the name of your booth to the description box.



8. Your address should already show up under contacts here. Additional contacts can be added. Click the next button when done.



9. Fill any the information about the event and your operation at the event. Questions include information about food handling and preparation. Water supply and waste water disposal is available onsite. **Be as detailed as possible.**

TFE

Type of Food Service: Temporary Food Establishment

Emergency Phone Number: 9193983669

Individual

Event Name: Laura's Test Event

Approved Event Case Number: HSTFE-00XXXX-2018

Event Location: 336 Fayetteville St

Event Date(s): November 1

Hours: 12-5pm

10. ***Menu can be added here or attached as a separate document (see next step). Menu items with the same prep can be done on the same row. Menu items with different prep steps must be added on separate rows. Click on add row to add each menu item separately. Sign the document electronically.

TFE Menu

TFE Menu Chart Details

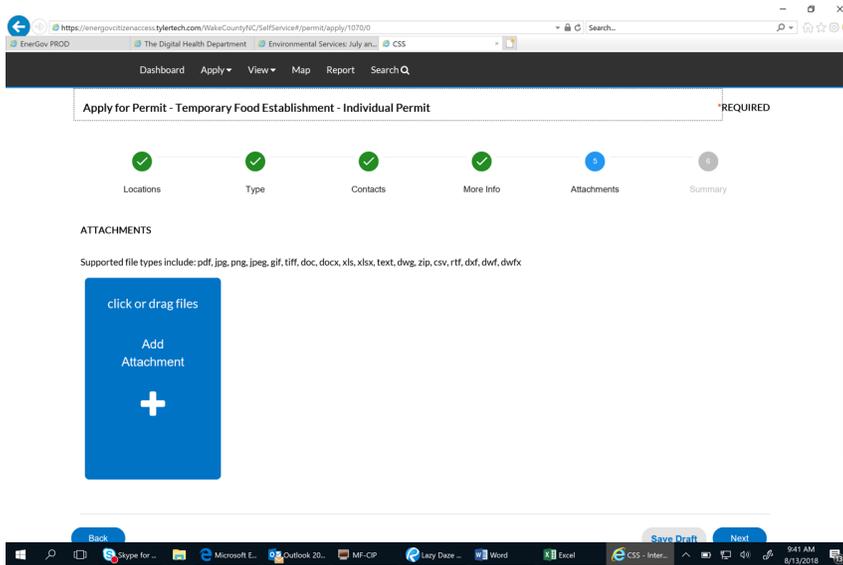
Food/Menu Items	Food Supplier/Source	Cut, Washed, Assembled? Thawing	How is food cooked? Where?	Where is item hot/cold held?	Notes (mandatory)

Disclaimer

Please read and sign the following statement to finish the application. I understand and agree that I am using an electronic application process which requires me to provide my electronic signature. I understand that my application will be signed electronically when I select the check box below and by signing in this manner, I am legally bound to the representations, terms and conditions herein. The undersigned applicant hereby authorizes the filing of this application (and any subsequent revisions thereto). If the applicant is not the property owner (e.g., a prospective buyer), (s)he has obtained the owner/occupant's permission for the application and the County's entry onto the property. The undersigned also authorizes Wake County representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules. The undersigned also understands, acknowledges, and certifies that: • To the best of his or her knowledge and belief, all information supplied with this application and on any attached documents is true, accurate, and complete. • Any false information may be grounds for rejection of this application or revocation of the permit or plan. (S)He is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 132). By clicking the box below, I am agreeing to the Terms and Conditions presented electronically, I certify that I was technically able to open, read, print, or download this section of the application, and I have had reasonable opportunity to read and understand the application. I agree that my electronic signature has the same effect as if I signed in ink.

I agree with the Electronic Signature Agreement

11. Add any attachments to the next page. Equipment layout is required. You may also choose to add the menu as an attachment here as well.



12. Review information on the next screen. You can go back and edit any items without losing information. Submit the document when complete.
13. The \$75 fee can be paid at the time of submittal or you can log back on and pay invoices. If you log back on the system, you can view any permits and inspections to see the status. Invoices are listed on the bottom right of the screen. Multiple invoices for multiple booth locations can be paid all at once.

