

**Jackson County Department of Public Health
Environmental Health - (828) 587-8250
Temporary Food Event Commissary Application**

This application must be completed and submitted to the Jackson County Department of Public Health (JCDPH) to provide information about food preparation and sales at a public event. A Temporary Food Establishment (TFE) Commissary permit is required to allow a TFE to use the premises to prepare and store food prior to a special event.

- Applications must be submitted at least 15 days prior to food preparation at a commissary.
- Applications may be mailed, faxed, or submitted directly to the Environmental Health Office of JCDPH at 154 Medical Park Loop, Sylva, NC 28779
- No food preparation shall occur prior to receiving a permit from JCDPH.
- No food preparation shall occur more than 7 days prior to the event.

1) Name of Event: [Click here to enter text.](#)

2) Address of Event: [Click here to enter text.](#)

Street, City, State, Zip

3) Name of Vendor: [Click here to enter text.](#)

4) Vendor Phone Number: [Click here to enter text.](#) Email: [Click here to enter text.](#)

5) Commissary Name: [Click here to enter text.](#)

6) Commissary Address: [Click here to enter text.](#)

Street, City, State, Zip

7) Permission to Use Commissary Granted by: [Click here to enter text.](#) Title: [Click here to enter text.](#)

8) Commissary Contact Information: [Click here to enter text.](#)

Day Phone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

9) Date(s) of Advanced Preparation: [Click here to enter text.](#) Time(s): [Click here to enter text.](#)

10) Source of Water for Commissary

Public Water

On-site Private Well

11) Waste Water System for Commissary

Public Sewage

On-site Sewage

12) List Food Items to be prepared at the Commissary:

Food Item	Location in Facility of Preparation; Equipment Used in Facility
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

13) Method of maintaining proper holding temperatures during transport to the event? If you answer “Other” please describe in the space provided.

- Cooler with Ice
 Refrigerated Truck
 Hot Holding Box
 Other: Click here to enter text.

I certify that the information on this application is complete and accurate. I understand that any changes to my operation must be submitted to the JCDPH for review and approval prior to the day of the event.

Vendor Signature _____ Date _____

I agree to allow _____ to use _____
 (Vendor Name) (Commissary Name)

To prepare the food items listed above, I will grant access to this facility to an authorized representative from JCDPH for the purposes of issuing a TFE Commissary Permit and/or collecting water samples when necessary. I certify the information on this application is complete and accurate.

Commissary Representative Signature _____ Date _____

This application must be submitted with the corresponding Food Vendor Application to the Jackson County Department of Public Health.

For Health Department Use Only	
Date Application Received: _____	By: _____
Establishment ID Number Assigned: _____	
Assigned REHS: _____	Date Permit Issued: _____