



Wake County
2017

Documentation of Exemption

Each vendor in Wake County that is claiming exemption from North Carolina regulation requiring an operational permit to prepare and sell food or drink for pay, no more frequently than once a month for a period not to exceed two (2) consecutive days, shall complete the Documentation of Exemption form. Events lasting longer than 2 days will need a Temporary Food Establishment (TFE) permit. Submit the Documentation of Exemption form along with a copy of the exemption letter from the North Carolina Department of Revenue stating of non-profit status, a copy of 501c, or a political committee as defined in North Carolina General Statute 163-278.6(14).

Date Submitted: _____

1. Event: _____

2. Location: (Street #) (City) (Zip)

3. Event Date(s): _____ to _____ Hours: _____ to _____

4. Event Coordinator: _____ Telephone: _____

5. Tax ID Number: _____

6. Organization Name: _____

7. Organization Contact Information: Responsible Person: _____

(Street #) (City) (Zip)

Telephone: _____ Other: _____ Email: _____

8. Name/Location of previous events worked this year: _____

9. Name/Location of upcoming events this year: _____

10. List foods to be sold: _____

- **It is the responsibility of the non-profit organization to prove that they are a non-profit. The responsible persons should include with this application a copy of the exemption letter from the North Carolina Department of Revenue stating of non-profit status, a copy of 501c, or a political committee as defined in North Carolina General Statute 163-278.6(14). **
• Applicants will be contacted via email upon approval. This approval is for events submitted only in Wake County.
• Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: Fire Marshall, federal, state, and local authorities).
• Applicant should keep a copy of documentation onsite during your event to show any Wake County Health Inspector should they visit your event.

Responsible Person _____ Date _____

Form can be faxed to Wake County Environmental Services at 919-743-4772, emailed to Laura Lerch at Laura.Lerch@wakegov.com or mailed to Wake County Environmental Services, at 336 Fayetteville Street, PO Box 550, Raleigh, NC 27602. They also may be hand delivered to 336 Fayetteville Street, Suite 101, in Raleigh NC.

Table with 2 columns: Date Signed, Signed By