

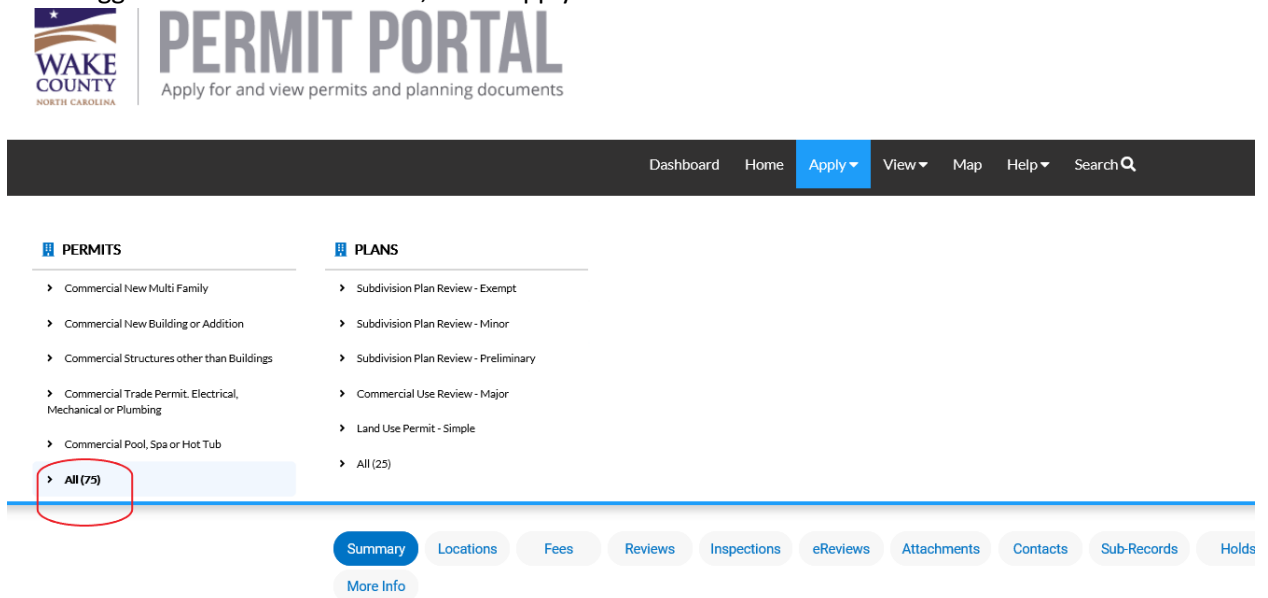
## SUBMITTAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENT

This process must be completed before applying for a building permit at the local municipality.

Food Service = Restaurant, Food Stand, School Lunchroom, Meat Market, etc.

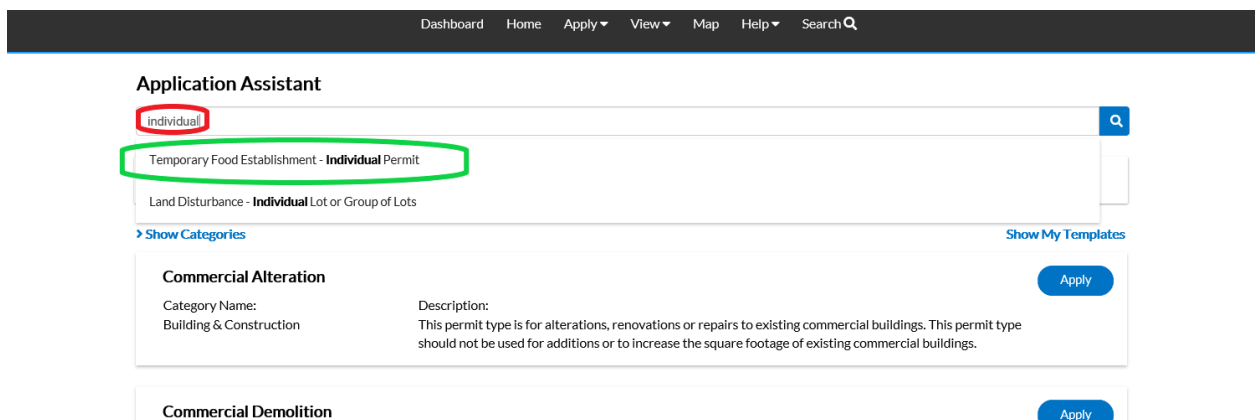
This process does not include Mobile Food Units, Push Carts or Temporary Food Establishments

1. Click on the link to the Permit Portal ([www.wakegov.com/permitportal](http://www.wakegov.com/permitportal)) to create an account in the portal. **\*\*Google Chrome is the recommended browser\*\***
2. Once logged into the Permit Portal, click “Apply” then under “Permits” select “All 71”:



The screenshot shows the Wake County Permit Portal homepage. The navigation bar includes 'Dashboard', 'Home', 'Apply', 'View', 'Map', 'Help', and 'Search'. The 'PERMITS' section is expanded, showing a list of permit categories. The 'All (75)' option is highlighted with a red circle. The 'PLANS' section is also visible, showing a list of plan review categories. Below the permit lists, there are buttons for 'Summary', 'Locations', 'Fees', 'Reviews', 'Inspections', 'eReviews', 'Attachments', 'Contacts', 'Sub-Records', and 'Holds'. A 'More Info' button is also present.

3. Type “individual” in the search bar for the Application Assistant and select “Temporary Food Establishment – Individual Permit”:



The screenshot shows the Application Assistant search results. The search bar contains the text 'individual'. The search results are displayed in a list. The first result is 'Temporary Food Establishment - Individual Permit', which is highlighted with a green circle. Below this result, there is a description: 'Land Disturbance - Individual Lot or Group of Lots'. There are also buttons for 'Show Categories' and 'Show My Templates'. Below the search results, there are two sections: 'Commercial Alteration' and 'Commercial Demolition', each with an 'Apply' button.

4. Click “Apply” next to “Temporary Food Establishment – Individual Permit”:

## Application Assistant


Temporary Food Establishment - Individual Permit Q

[All](#) [Trending](#) [My History](#) [PERMITS](#) [PLANS](#)

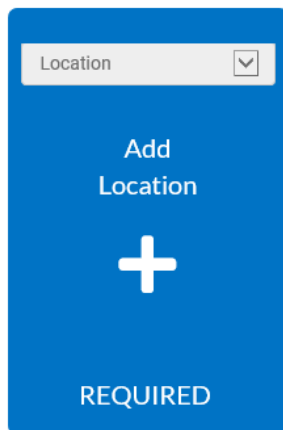
[Show Categories](#) [Show My Templates](#)

**Temporary Food Establishment - Individual Permit**

Category Name: Food, Facilities, & Pools      Description: Individual food vendor for a special event

 [Apply](#)

5. Click “Add Location” – Search for the physical location address using only the street number and name (do not enter the street type). *\*If the address is not found/known, search for the closest address.*



6. Once the address is located, click the “Add” button to add this address.

[Back to Application](#)

**Add Location**

[Address](#) [Parcel](#)

Add Address As

[Search](#)

**Address Information**

Search  Q

Address	Action
1025 BLUE RIDGE RD, RALEIGH, NC 27607	<a href="#">Add</a>
1025 BLUE RIVER FARM DR, RALEIGH, NC 27603	<a href="#">Add</a>

Results per page:  1 - 2 of 2 << < 1 > >>

7. After entering the location of the business, click on “Next.”

**Type: Location**  
336 FAYETTEVILLE ST,  
RALEIGH, NC 27601

**Main Address**

**Parcel Number**  
1703678520

**Main Parcel**

Remove

Location

Add Location

Create Template Save Draft Next

8. Enter the name of the business in the “Description” box. Then click the “Next” button.

Apply for Permit - Temporary Food Establishment - Individual Permit

**\*REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

**PERMIT DETAILS**

Enter the name of the booth/vendor/business that will be selling food in the "Description" box.

\* **Permit Type** Temporary Food Establishment - Indi

**Description** Best Fair Foods

Back Create Template Save Draft Next

9. Add any additional contacts related to the project by clicking “Add Contact”. When finished, click the “Next” button.

10. Answer all applicable questions to the best of your ability, read the disclaimer at the bottom, and select “Next” if agree.

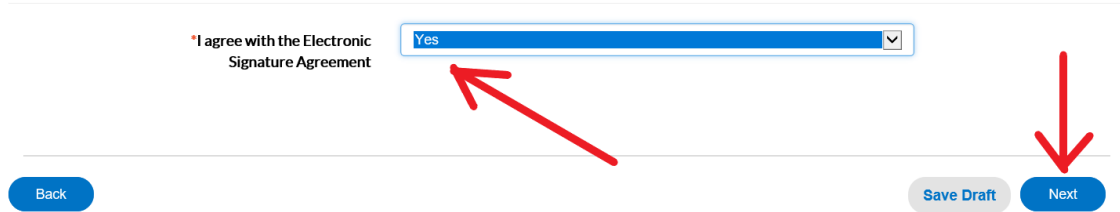
Disclaimer

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

Yes

Back Save Draft Next



11. Click "Add Attachment" – Attach the plans drawn to scale, menu, manufacturer's equipment specification sheets, SOP's (Standard Operating Procedure), State plan review approval letter if chain/franchised establishment and any other documents you may feel are needed, then click the "Next" button.
12. Review the information that has been entered and go back to make changes. This application can also be saved as a "Draft" and revisited later. Otherwise, click "Submit".
13. Your application has now been submitted. Click on "Continue to permit."

 **Your permit was successfully created!**


Your application was successfully submitted.

[Continue to permit](#)

14. A Permit Number will appear near the top of the screen. You will also receive an email stating your "permit/plan request is being processed".

**Permit Number: HSIPOP-032700-2020**

15. The submitted application will not be processed without payment. Click on “Add to Cart” to pay the fee unless fee is exempt (i.e. letter provided from the State plan review approval for chain/franchised facility).

Permit Number: HSIPOP-032700-2020  [Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** Food Service Permit      **Status:** Submitted - Online      **Project Name:** ▼

[Summary](#)   [Locations](#)   [Fees](#) ●   [Reviews](#)   [Inspections](#)   [eReviews](#)   [Attachments](#)   [Contacts](#)   [Sub-Records](#)   [Holds](#)   [Meetings](#)

[More Info](#)

16. If you have submitted more than one application, you can remove those which you do not want to pay at this moment. Click “Check Out”.

[Back](#)


**Shopping Cart**

**Total \$500.00**  
[Check Out](#)

<b>Invoice:</b> <a href="#">INV-00043666</a> <b>Due Date:</b> 03/11/2020		<b>Description:</b> Invoice Generated <b>Billing:</b> Not Wake County (Chappell, Terry) <b>Contact:</b>		<b>\$250.00</b> <a href="#">Remove</a> <a href="#">Top   Main Menu</a>
Case Number	Project	Case Address	Amount Due	
<a href="#">HSIPOP-032637-2020</a>		1025 BLUE RIDGE RD RALEIGH 27607	\$250.00	

<b>Invoice:</b> <a href="#">INV-00043735</a> <b>Due Date:</b> 04/07/2020		<b>Description:</b> Invoice Generated <b>Billing:</b> Not Wake County (Chappell, Terry) <b>Contact:</b>		<b>\$250.00</b> <a href="#">Remove</a> <a href="#">Top   Main Menu</a>
Case Number	Project	Case Address	Amount Due	
<a href="#">HSIPOP-032700-2020</a>		336 FAYETTEVILLE ST RALEIGH 27601	\$250.00	

**Total \$500.00**  
 [Check Out](#)

17. Fill in “Payment Details” and click “Process Payment”.

**Order Summary**

Agency Name: Wake County, NC - CSS Test  
Order Number: 1119

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00043666	Invoice Generated	1	\$250.00	\$250.00
INV-00043735	Invoice Generated	1	\$250.00	\$250.00

Item Total: \$500.00  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$500.00

**Payment Details**

Pay via credit or debit card ▼

Cardholder Name:  \*      Billing Street:  \*      Billing Zipcode:  \*

Card Type:  ▼ \*      Card Number:  \*      Expiration Date:  ▼  ▼ \*      CVV Code:

Email Address:  \*  
wcplanreview@yahoo.com

- 18. You will receive an email showing proof of payment.
- 19. You can review the status of your permit at any time through the Customer Self Service Portal.