



Wake County  
2021

# 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 emailed to Ginger Johnson at [ginger.johnson@wakegov.com](mailto:ginger.johnson@wakegov.com),  
mailed to Wake County Environmental Services, PO Box 550, Suite 636, Raleigh, NC 27602, or  
hand delivered to 336 Fayetteville Street, Suite 630, Raleigh, NC 27601.

Date Signed	Signed By
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