

**Randolph County  
Environmental Health  
Permit Exemption Letter**

**(For Vendors with Exempt Menu's and Organizations Exempt from Permit Requirements)**

**This letter serves to identify the organization below as either a tax exempt, non-profit, political organization, or as having an exempt menu and should be filled out by a member of the organization applying for exempt status. State law exempts non-profit/tax exempt organizations from food permit requirements. To qualify for this exemption, organizations cannot operate for a period of time exceeding two consecutive days once a month. Sales exceeding this time limit would require that the organization apply for a temporary food service establishment permit. For assistance in determining if your organization is exempt from permitting or in determining if you have an exempt menu, please refer to the document, "Do I Need a Temporary Foodservice Permit?"**

Note: The exempt organization should submit a copy of this letter (either by mail or by fax) to the Health Department at least two weeks in advance of the event to allow time for us to verify the information provided below. We will return a signed copy to you once the letter has been approved. This letter should be displayed at the site where food is to be sold.

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Exempt Menu\*  Non-profit Corporation  Exempt from Federal Income Tax   
Political Committee

Tax exempt ID # / Non-profit ID # (if applicable) \_\_\_\_\_

*Attach documentation verifying exempt status (Articles of Incorporation, Letter from Church Authority, Document with Federal Tax ID number on it, etc.)*

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Date of Last Food Sale (prior to this event): \_\_\_\_\_

(Exemption can be used only once per month for up to two consecutive days).

Person or vendor representing the exempt organization onsite: \_\_\_\_\_

Agreement that all proceeds will be turned over to non-profit?  Yes  No

(exempt-organizations may allow for vendors to recoup operational expenses as part of agreement)

\* For vendors with exempt menus, include a list of your menu items on the back of this document.

**The organization documented above is exempt from the food establishment permitting requirement under the rule 130A-250 (7) Exemptions, as defined in the following excerpt:**

*Establishments (i) that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or (ii) that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90, or (iii) that are political committees as defined in G.S. 163-278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including establishments permitted pursuant to this Part when preparing or serving food or drink at a location other than the permitted locations. A nutrition program for the elderly that is administered by the Division of Aging of the Department of Health and Human Services and that prepares and serves food or drink on the premises where the program is located in connection with a fundraising event is exempt from this Part if food and drink are prepared and served no more frequently than one day each month.*

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

*We urge food vendors who do not require a permit to follow basic safe food handling. Please see the link "Non-Permitted Temporary Foodstand Recommendations" for guidelines on how to operate a food establishment in a safe manner.*

Randolph County Health Department: 204 East Academy Street Asheboro, NC 27203  
Phone: (336)318-6262 Fax: (336) 318-6265

**RCHD 2/18/2014**

