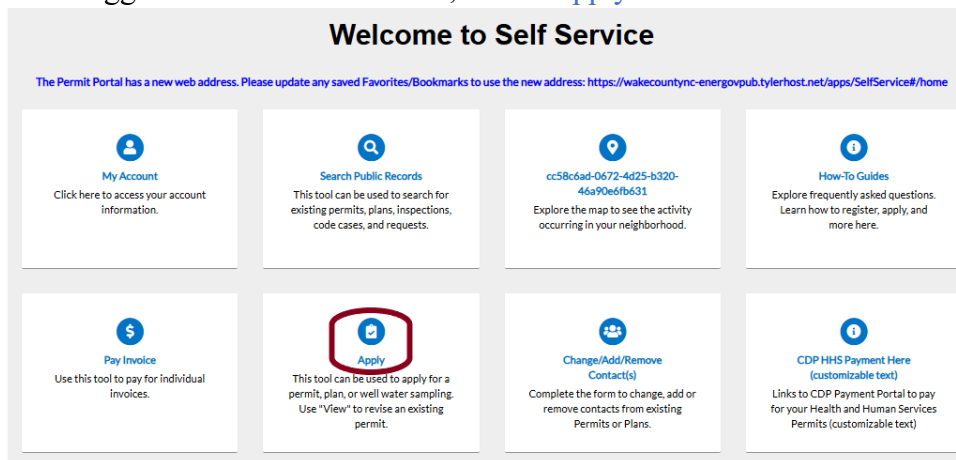


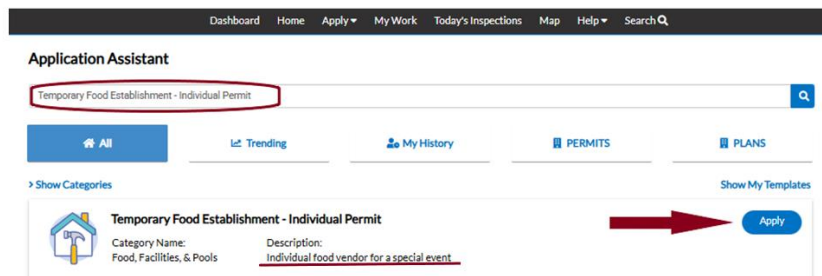
SUBMITTAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENT-INDIVIDUAL ONLY

(This guide is designed to assist you through the online application)

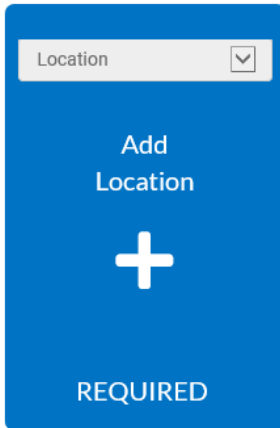
1. Click on the link to the Permit Portal (www.wakegov.com/permitportal) to create an account in the portal. ****Google Chrome is the recommended browser****
2. Once logged into the Permit Portal, click “Apply”.



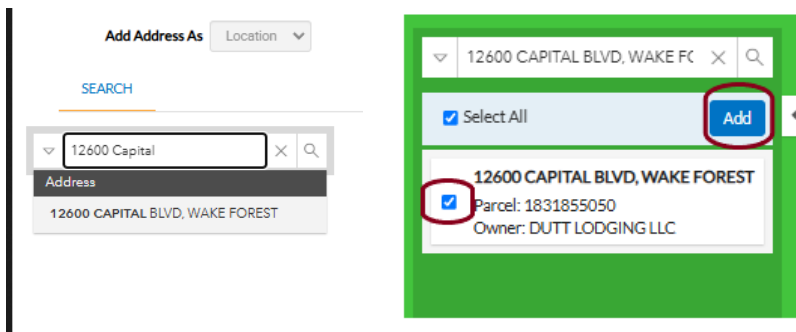
3. Type “Temporary” in the Application Assistant search bar and select “Temporary Food Establishment – Individual Permit. Click “Apply” next to “Temporary Food Establishment – Individual.”



4. Click “Add Location” – Search for the physical location address of the **Event** using only the street number and name (do not enter the street type).



5. Click the correct address then, click the “Add” button to add this address. **If the address is not found/known, search for the closest address.*



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

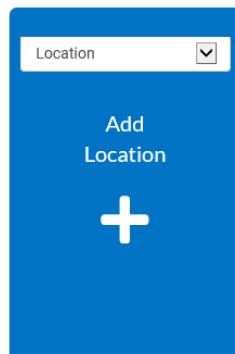
Type: Location
336 FAYETTEVILLE ST,
RALEIGH, NC 27601

Main Address

Parcel Number
1703678520

Main Parcel

[Remove](#)



[Create Template](#)

[Save Draft](#)

[Next](#)

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

Apply for Permit - Temporary Food Establishment - Individual Permit *REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. 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: (circled in red)

Buttons: Back, Create Template, Save Draft, Next (indicated by a red arrow)

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

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

Disclaimer

[Previous Section](#) | [Top](#) | [Main Menu](#)

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 (indicated by a red arrow)

Buttons: Back, Save Draft, Next (indicated by a red arrow)

10. Click “Add Attachment” – Attach layout of equipment, handwashing stations, hot/cold holding equipment, etc. and a full menu.

11. 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”.

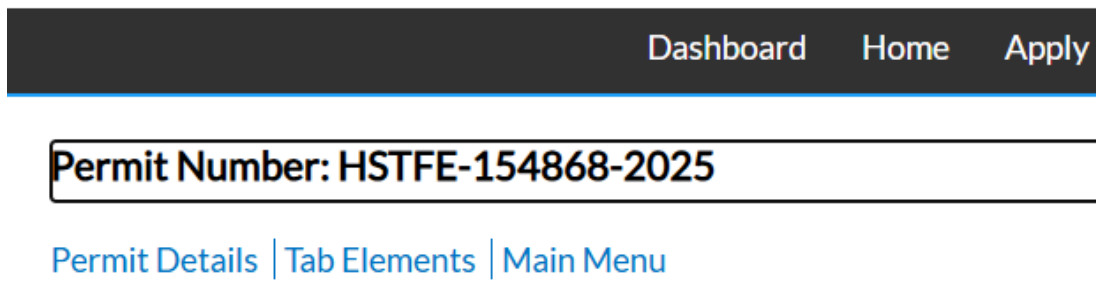
12. Your application has now been submitted. Click on “Continue to permit.”

✓ **Your permit was successfully created!**

Your application was successfully submitted.

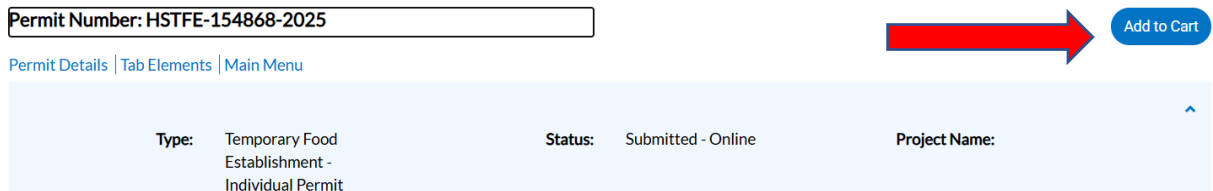
[Continue to permit](#)

13. 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”.



A screenshot of a web application interface. At the top, there is a dark blue navigation bar with the text "Dashboard Home Apply" in white. Below this, a white box with a black border contains the text "Permit Number: HSTFE-154868-2025". Underneath the box, there are three blue links: "Permit Details", "Tab Elements", and "Main Menu", separated by vertical bars.

14. The submitted application will not be processed without payment. Click on “[Add to Cart](#)” to pay the fee.



A screenshot of a web application interface showing permit details. At the top, there is a white box with a black border containing the text "Permit Number: HSTFE-154868-2025". To the right of this box is a blue button with the text "Add to Cart". A red arrow points from the "Add to Cart" button towards the left. Below the box, there are three blue links: "Permit Details", "Tab Elements", and "Main Menu", separated by vertical bars. At the bottom, there is a light blue box containing the following information: "Type: Temporary Food Establishment - Individual Permit", "Status: Submitted - Online", and "Project Name: " followed by a small upward-pointing arrow.



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



[Contact Us](#)

Tuesday, March 24, 2020

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: * CVW Code:

Email Address: *
wcplanreview@yahoo.com

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16. You will receive an email showing proof of payment.

17. You can review the status of your permit at any time through the Customer Self Service Portal.