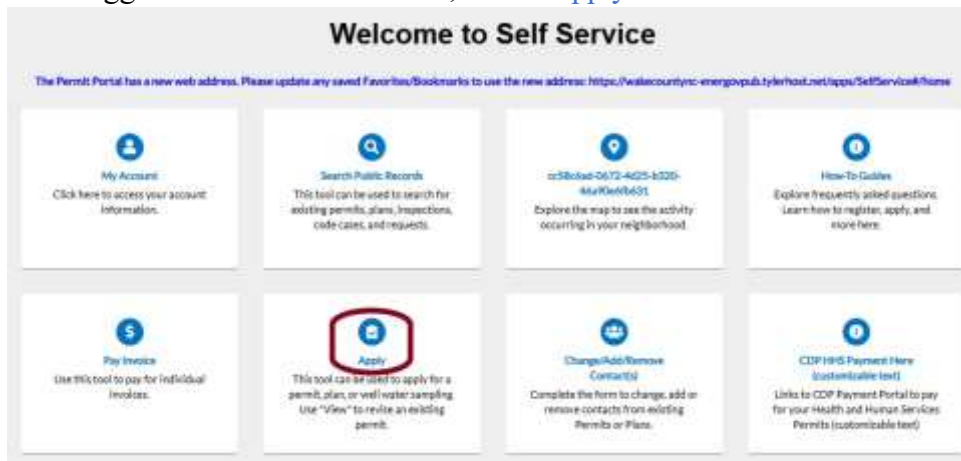


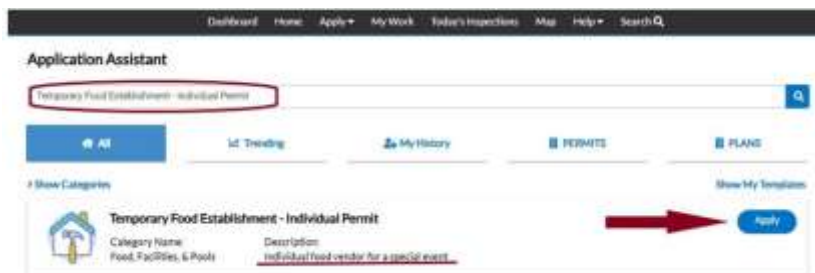
## SUBMITTAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENT- NC STATE FAIRGROUNDS

(This guide is designed to assist you through the online application for events at the NC State Fairgrounds)

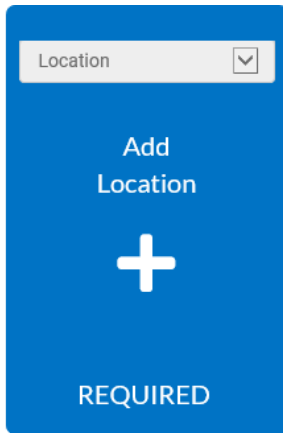
1. Click on the link to the Permit Portal ([www.wakegov.com/permitportal](http://www.wakegov.com/permitportal)) to create an account in the portal. **\*\*Google Chrome is the recommended browser\*\***
2. Once logged into the Permit Portal, click “Apply”.



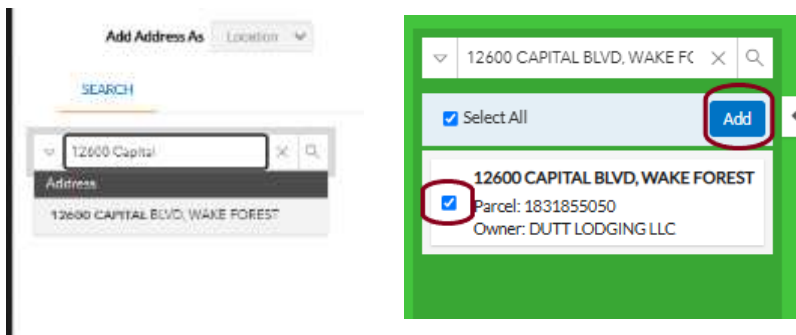
3. Type “Temporary” in the Application Assistant search bar and select “Temporary Food Establishment – Individual Permit. Click “Apply” next to “Temporary Food Establishment – Individual.”



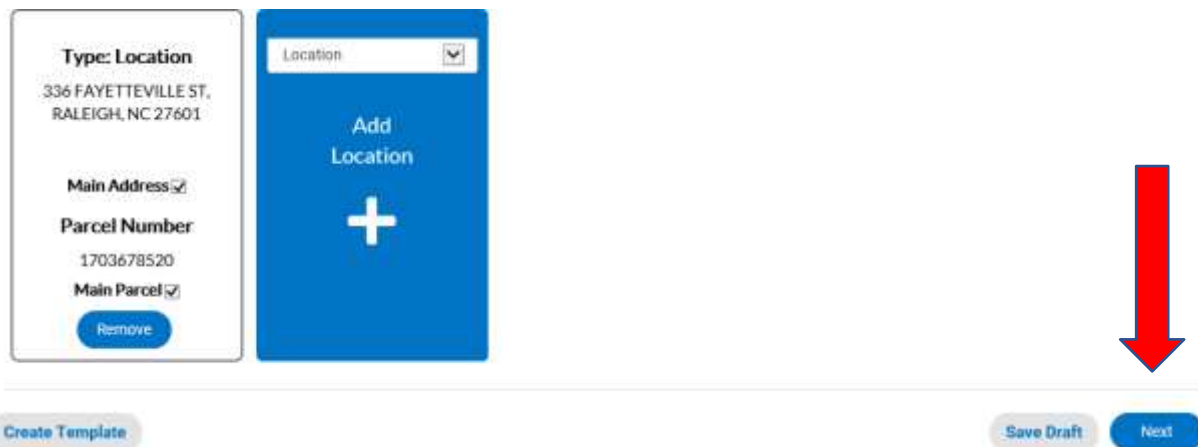
4. Click “Add Location” – Search for **4825 TRINITY RD.** Enter *just* the street number and name (**4825 Trinity**)



5. Click the correct address then, click the “Add” button to add this address.



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



- Enter the name of the business and event in the “Description” box. Then click the “Next” button.

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

Locations  Type  Contacts  Description  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 - Individual

Description:

Buttons: Back, Create Template, Save Draft, Next

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

Buttons: Back, Save Draft, Next

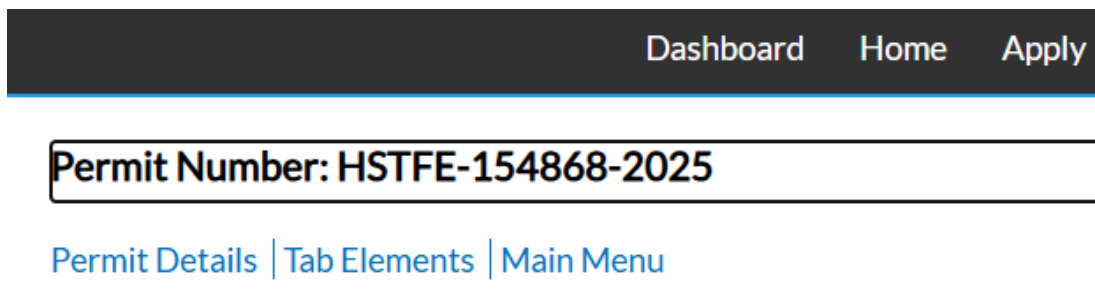
- Click “Add Attachment” – Attach layout of equipment, handwashing stations, hot/cold holding equipment, etc. and a full menu.
- Review the information that has been entered and go back to make changes. This application can also be saved as a “Draft” and revisited later. Otherwise, click “Submit”.
- 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”.



The screenshot shows a dark navigation bar with the following links: [Dashboard](#), [Home](#), and [Apply](#). Below the navigation bar, the permit number **Permit Number: HSTFE-154868-2025** is displayed in a white box. Underneath, there are three links: [Permit Details](#), [Tab Elements](#), and [Main Menu](#).

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



The screenshot shows the permit details page. At the top, the permit number **Permit Number: HSTFE-154868-2025** is displayed in a white box. Below this, there are three links: [Permit Details](#), [Tab Elements](#), and [Main Menu](#). A red arrow points to a blue [Add to Cart](#) button. Below the navigation links, there is a table with the following information:

<b>Type:</b>	Temporary Food Establishment - Individual Permit	<b>Status:</b>	Submitted - Online	<b>Project Name:</b>	
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15. Fill in “Payment Details” and click “Process Payment”.

**MyGovPay** Contact Us  
Tuesday, March 24, 2020

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**Order Summary**

Agency Name: Wake County, NC - CSS-Test  
Order Number: 1118

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00045666	Invoice Generated	1	\$250.00	\$250.00
INV-00045725	Invoice Generated	1	\$250.00	\$250.00

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

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**Payment Details**

Pay via credit or debit card

Cardholder Name:  Billing Street:  Billing Zipcode:

Card Type:  Card Number:  Expiration Date:  CVV Code:

Email Address:

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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.