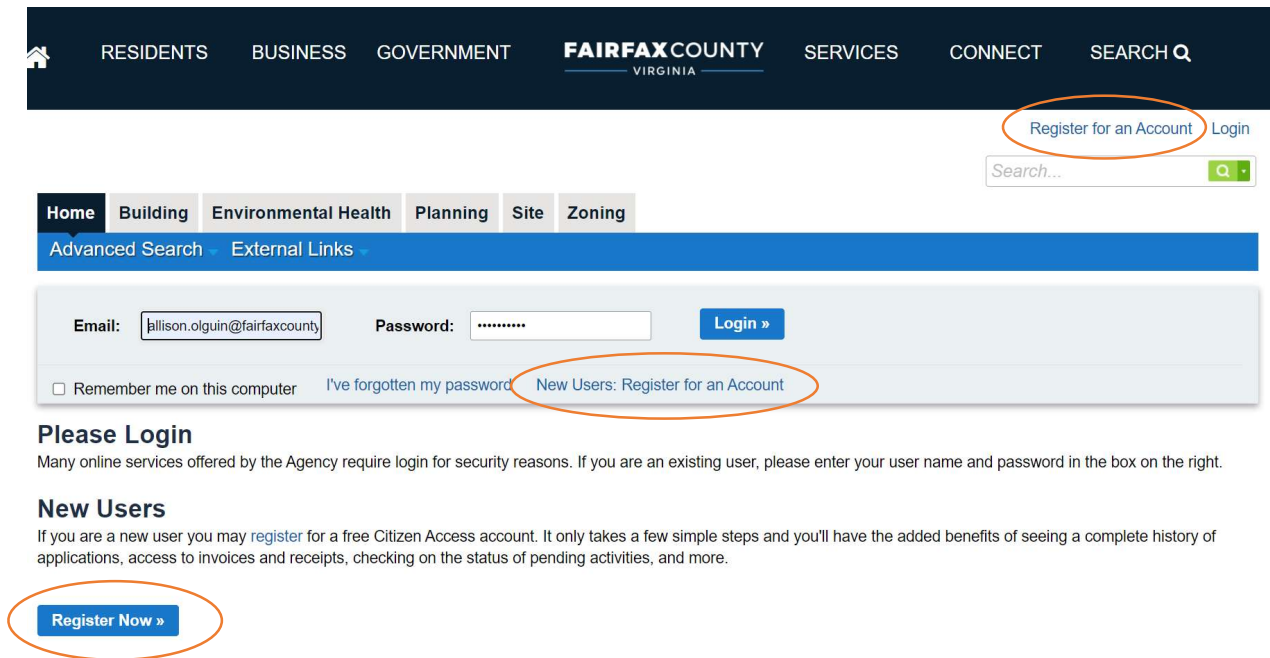


Step 1. Login to your account at <https://plus.fairfaxcounty.gov/>. (Must be a registered user—click on one of the multiple highlighted Register for an Account links shown below to register.)



RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT SEARCH

Register for an Account Login

Search...

Home Building Environmental Health Planning Site Zoning

Advanced Search External Links

Email: Password: Login »

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

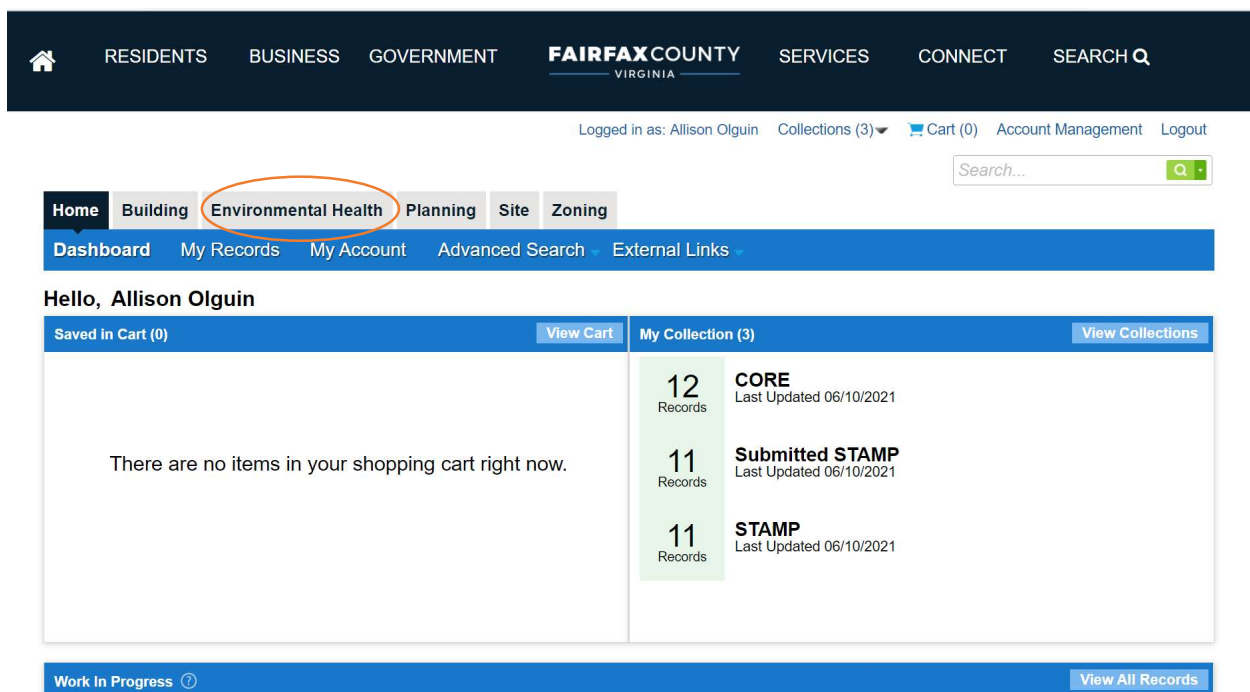
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Step 2. Your Dashboard will load upon successful login. Click on Environmental Health to access Environmental Health applications.



RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT SEARCH

Logged in as: Allison Olguin Collections (3) Cart (0) Account Management Logout

Search...

Home Building Environmental Health Planning Site Zoning

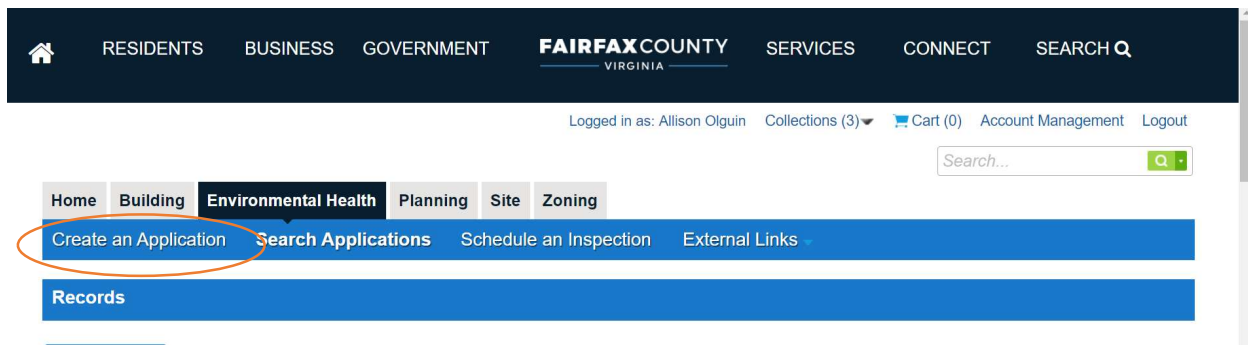
Dashboard My Records My Account Advanced Search External Links

Hello, Allison Olguin

Saved in Cart (0) View Cart	My Collection (3) View Collections
There are no items in your shopping cart right now.	12 Records CORE Last Updated 06/10/2021
	11 Records Submitted STAMP Last Updated 06/10/2021
	11 Records STAMP Last Updated 06/10/2021

Work In Progress [?](#) [View All Records](#)

Step 3. Click on Create an Application.



Step 4. Read and accept the terms by clicking on the box below, then click on Continue Application.

Logged in as: Allison Olguin Collections

Home Building **Environmental Health** Planning Site Zoning

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to the Fairfax County Environmental Health Online System. You may use this system to apply for permits, track 1 upload documents, pay fees, and request inspections.

If you have questions or need assistance using the system contact the Help Desk:

- Phone: 703-324-2222
- TTY: 711
- Email: PLUSSupport@FairfaxCounty.gov

For information on Environmental Health services, visit our website at <http://www.fairfaxcounty.gov/health>.

Please "Allow Pop-ups from this site" before proceeding.

General Disclaimer

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.

☐ I have read and accepted the above terms.

Continue Application »

Step 5. Click on Temporary Event to expand the choices, then select Temporary Food Establishment Permit (TFEP).

The screenshot shows a web browser window with the URL <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapType.aspx?Module=EnvHealth&stepNumber=1&pageNumber=1&isFeeEs...>. The page has a blue header with navigation links: "Create an Application", "Search Applications", and "Schedule an Inspection". Below the header, the section is titled "Select a Record Type".

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at (703) 246-2201 or HDehd@fairfaxcounty.gov

To apply for a new permit or for ownership change, please proceed below.

For any other changes (Establishment name, owner name, equipment) or for minor alterations (painting, resurfacing), please look up your existing permit record and select the **Make Changes** button on the Record Detail page.

Below the text is a search bar with a "Search" button. A list of record types is displayed on the left side of the page:

- EH Additional Records
- Food Establishment
- Marina
- Mobile Food Unit
- Tattoo
- Temporary Event (expanded)
- Registration

Under the "Temporary Event" category, two options are listed:

- ☒ Temporary Food Establishment Permit
- ☐ Temporary Food Event

At the bottom of the list, there is a blue button labeled "Continue Application »".

Step 6. Click on the dropdown "Event" menu to view list of open Temporary Events in the County. Select the appropriate event OR choose "Other" if the event you plan to participate in is not listed. If an existing Event is chosen the remaining fields will populate. If "Other" is selected you must manually enter the event details. Click on Continue Application to proceed.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 1: Event Information > Event Information

* indicates a required field.

Event Information

If your event is not listed in the Event dropdown, select 'Other', and enter it into the Event Name field.

* Event:

Other

Event Name: *

Multi Day Event: *

☐ Yes ☐ No

Event occurs at the location on a repeat or recurring basis: *

☐ Yes ☐ No

Save And Resume Later

Continue Application »

Step 7. If an existing event was selected from the list in the previous step, the address will populate. If “Other” was selected, the Street Number, Street Name, and Zip Code must be entered.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 1: Event Information > Location Information

Provide the location of the event. You can search for the address by typing in a partial or full address. The parcel information should be auto-filled as you select a valid address.

Show Map

* indicates a required field.

Address

* Street Number

3105

Street Prefix

--Select--

* Street Name

WINDSONG

Street Type

DR

Street Suffix

--Select--

Unit Type

--Select--

Unit #

City

OAKTON

State

VA

* Zip Code

22124-

Search

Clear

Step 8. Once a valid street address has been entered, the Parcel number will populate and cannot be edited. Click on Continue Application to proceed.

Parcel

* Parcel ID Number:

0471130025

SearchClear

Save And Resume Later

Continue Application »

Step 9. If an existing Event was chosen from the dropdown list in Step 6, the Event Coordinator Contact information will populate. If “Other” was selected in Step 6, the Event Coordinator Contact information will have to be manually entered following the steps below.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 1 : Event Information > Contact Information

* indicates a required field.

Event Coordinator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

Allison Olguin

Allison.olguin@fairfaxcounty.gov

Primary Phone: (703) 246-8735

Secondary Phone:

Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action
Mailing	123	Actions ▼

Step 10. Both the Applicant and Establishment Owner contact information must be entered. Click Select from Account to add the contact information associated with your customer account OR click on Add New to enter a different contact.

Temporary Food Establishment Permit

1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
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Step 2: *Application Detail* > *Contact Information*

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Establishment Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Save And Resume Later

Continue Application »

Step 11. When Add New is selected in Step 10, you must enter all fields with an asterisk.

Logged in as: Alliean Glavin Collections (3) Cart (0) Account

Contact Information

* Individual/Organization

--Select--

* First: * Last: Suffix:

Title:

* Organization Name Trade (DBA) Name

* Primary Phone: Secondary Phone: Fax:

* Email:

* Country/Region:

United States

▼ Contact Addresses

Add Additional Contact Address

Step 12. Click on Add Additional Contact Address to add the mailing address (required). Enter all fields with an asterisk, including the Address Type dropdown. Click Save and Close to keep the entry.

Contact Information

Contact Address Information

Address Type

--Select--

* Address Line 1

Address Line 2

Address Line 3

* City

* State

--Select--

* Zip Code

* Country/Region

United States

Save and Close

Save and Add Another

Clear

Discard Changes

Step 13. Click Continue to save the Contact.

Entered in as: Allison Plavin - Collections (A)

Contact Information

Trade (DBA) Name

*Primary Phone: Secondary Phone: Fax:

*Email:

*Country/Region:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	25312 McIntyre Square	Actions ▼

[Continue](#) [Clear](#) [Discard Changes](#)

Step 14. Additional Contacts are optional and can be added following the same steps outlined above OR click on Continue Application to skip this step.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 2: Application Detail > Additional Contacts

* indicates a required field.

Additional Contacts

Provide contact information including email address. To use the contact information from your account, click **Select from Account**. To enter new contact(s), click **Add New**.

Select from Account

Add New

Showing 0-0 of 0

Individual/Organization	First Name	Last Name	Business Name	Contact Type	Primary Phone	Email	Action
No records found.							

Save And Resume Later

Continue Application »

Step 15. Enter the name of the booth or mobile food unit in Name.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 2: Application Detail > Application Information

Complete the application information below.

* indicates a required field.

Establishment Information

* Name (Establishment or Project)

My Booth Name Here

Step 16. Enter the required Vendor Information. Click Continue Application to proceed.

Vendor Information

The Health Department can provide training to food vendors on requirements for setting up a temporary food stand and on safe food handling procedures. Please call (703) 246-2201 to request this training.

* Are you currently permitted to operate in the County of Fairfax?: ☒ Yes ☐ No

* Establishment Owned and Operated by County of Fairfax: ☐ Yes ☐ No

* Establishment Owner Fee Exempt. You will be asked to certify the exemption: ☒ Yes ☐ No

* On-site Contact Name:

* On-site Contact Cell Phone Number:

* Temporary Food Establishment Type:

* Temporary Food Establishment Application Fee Paid in the Commonwealth of Virginia for the Current Year: ☒ Yes ☐ No

* Approved Food Preparation Site - enter Onsite or Commissary Name:

[Save And Resume Later](#)[Continue Application »](#)

Step 17. Check off all Activity and Equipment Usage line items that apply to your proposed operation (#1 and #24 are required for all). Click Continue Application to proceed.

Step 2: Application Detail > Activity and Equipment

* indicates a required field.

Activity and Equipment Usage

Check all that apply

- * 1. No home preparation of foods is allowed, including storage (except for approved Farmers Market Vendors): ☐
- 2. All food must be from approved commercial sources, with purchase receipts available on request: ☐
- 3. Vendor is bringing food prepared in a facility not under permit by Fairfax County. If checked, a copy of the facility's permit and/or last inspection report from the regulating agency is required: ☐
- 4. All water must be from an approved source or provided by appropriate connection (i.e., food/water grade hose with backflow protection) to public water supply at event site: ☐
- 5. When needed to power equipment, electricity or generator will be provided: ☐
- 6. All food items and ingredients will be stored off the ground or floor surface: ☐
- 7. No ill persons will be handling food or allowed to work at the food booth: ☐
- 8. Clean clothes and effective hair restraints (i.e., hair net, cap, visor or bandana) will be worn by employees: ☐
- 9. Smoking and eating will be prohibited in the booth. Employees can drink from a closed container (i.e., sports mug or cup with lid and straw): ☐
- 10. All food contact surfaces (equipment and utensils) must be non-toxic, smooth and easily-cleanable: ☐
- 11. All food equipment and utensils must be in good repair and free of corrosion, cracks, chips, etc.: ☐
- 12. Foods requiring proper cold holding at less than or equal to 41°F will be served, offered and/or held: ☐
- 13. Food requiring proper hot holding at greater than or equal to 135°F will be served, offered and/or held: ☐

- 14. Holding equipment, including food transport containers, must be sufficient in number, dustproof, and capable of maintaining foods at proper cold and/or hot holding temperatures: ☐
- 15. Food thermometer is required (check calibration) and ambient air thermometers are provided for cold and/or hot holding equipment: ☐
- 16. Hand washing facilities with paper towels and liquid hand soap will be provided: ☐
- 17. Facilities for 3-step wash, rinse and sanitizing equipment and utensils will be provided: ☐
- 18. Wash, rinse and sanitize containers must be large enough to hold soiled utensils: ☐
- 19. Test strips for testing sanitizer solution concentration will be provided: ☐
- 20. No direct bare hand contact with food will be allowed (i.e., use tongs, spatulas and single-use disposable gloves): ☐
- 21. Proper food cook temperatures must be verified using a food thermometer: ☐
- 22. Foods on display will be covered or protected from contamination by a food or sneeze guard: ☐
- 23. Garbage cans or refuse bins will be provided, kept covered and emptied when full: ☐
- * 24. Temporary Food Establishment Permit issued by the Health Department will be posted in public view: ☐

Save And Resume Later

Continue Application »

Step 18. Provide your planned menu, including the ingredients and where the item is to be prepared. Add a row for each individual menu item by clicking Add a Row, or click the dropdown arrow to add multiple rows at once.

Temporary Food Establishment Permit

1. Event Information 2. Application Detail 3. Review 4. Pay Fees 5. Record Submission

Step 2 : Application Detail > Menu * indicates a required field.

Menu Items

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

Showing 0-0 of 0

Menu Item	Where do you prepare item?	Main Ingredients
No records found.		

Add a Row ▼ **Edit Selected** **Delete Selected**

Save And Resume Later **Continue Application »**

Step 19. Enter the menu item, where the item is prepared, and the main ingredients of the item. Click Submit to save.

Logged in as: Allison Olvin Collections (3) Card (0)

Menu Items ×

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

*Menu Item: *Where do you prepare item?: ▼ *Main Ingredients:

Submit **Cancel**

Step 20. Click Continue Application to proceed.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 2 : Application Detail > Menu

* indicates a required field.

Menu Items

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

Showing 1-1 of 1

☐	Menu Item	Where do you prepare item?	Main Ingredients	Actions
☐	cat	Onsite	hair and claws	

Add a Row

Edit Selected

Delete Selected

Save And Resume Later

Continue Application »

Step 21. Based on answers to the Vendor specific information, certain documents may be required to submit your application. To attach the required documents by clicking Add, then the select the file from your computer and click Open to attach it. Repeat steps for each document type listed. When all required document types are attached, click Continue Application.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 2 : Application Detail > Required Documents

* indicates a required field.

Required Documents

The maximum file size allowed is 1000 MB.

* Required Documents

1. 501 Non-Profit Status

2. Proof of Fee Payment in Other Jurisdiction

3. Regulating Agency Permit/Inspection Report

Add

Add

Add

Save And Resume Later

Continue Application »

Step 22. Review your application details for accuracy. Click Edit to make changes to any field. When done reviewing, click Continue Application to submit. Save and Resume later will save your work and allow you to resume the application at a later time.

Temporary Food Establishment Permit

1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
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Step 3: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Temporary Food Establishment Permit

Event Information

Edit

Event: Taste of Home
Event Name: Taste of Home
Multi Day Event: No
Event occurs at the location on a repeat or recurring basis: No

Address

Edit

345 HOLMES DR NW VIENNA, VA 22180

NOTE: You will see a confirmation message with your record number (HTFEP-XXXX-XXXXXX). Additionally, you will receive a confirmation email to Applicant and Establishment Owner contact emails provided. You will also receive emails notifications when the application is accepted, when a fee is invoiced, and when the permit is issued.