



## SPECIAL EVENT FOOD VENDOR REQUIREMENTS

Convention & Visitors Bureau  
Resort Management - Special Events and Film Office  
2101 Parks Avenue | Suite 302 | Virginia Beach, Virginia 23451  
Phone: (757) 385-4800 | Fax: (757) 422-3666 | [www.vbgov.com/seo](http://www.vbgov.com/seo)

A vendor/sponsor form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event.

- Forms must be completed by the vendor/sponsor.
  - Incomplete forms will not be accepted. **NO EXCEPTIONS.**
  - All appliances and/or fuel types must be indicated. Appliances and/or fuel types not indicated on this form may result in denial of the Fire inspection and/or denial of Health inspection or revocation of operating license/permit.
- The vendor/sponsor should submit the completed form to the event organizer.
- The event organizer is responsible for submitting the completed forms to the Special Events Office. Vendors/sponsors should not submit the forms directly to the Special Events Office.  
**Forms are due thirty (30) days before the event date. Incomplete forms will not be accepted. NO EXCEPTIONS.**
- The event organizer shall notify the vendor/sponsor of Fire and/or Health inspection time. Any vendor/sponsor that is not ready for inspection may be denied.

All food vendors participating in a special event are responsible for compliance with the Virginia Department of Taxation, Virginia Beach Commissioner of the Revenue, Virginia Beach Fire Marshal and the Virginia Beach Department of Public Health.

### VIRGINIA SALES TAX Virginia Department of Taxation

Food vendors are required to register with the Virginia Department of Taxation for the remittance of the state sales tax. To obtain a Virginia tax identification number and register for the state tax, contact the Virginia Department of Taxation at [www.tax.virginia.gov](http://www.tax.virginia.gov).

### VIRGINIA BEACH MEALS TAX INFORMATION Office of the Commissioner of Revenue

Food vendors are required to register with the Virginia Beach Commissioner of the Revenue for the remittance of the local meals tax. To register, contact the Virginia Beach Commissioner of the Revenue at 757.385.6422 or [djames@vbgov.com](mailto:djames@vbgov.com).

### TEMPORARY RESTAURANT INFORMATION Virginia Beach Department of Public Health

The following items are required in order to receive a Temporary Restaurant Permit. Failure to comply with any of these requirements may result in denial of the permit. This list is not all-inclusive.

- **Processing Time:** You must apply for a Temporary Restaurant Permit a minimum of 30 days prior to an event, regardless of the type of license you have.
- **Fee:** The risk assessment fee for a Temporary Restaurant Permit is \$40.

- **Overhead Protection:** All food preparation and service as well as cooking and washing equipment shall be located inside a permanently covered cart or trailer or protected from overhead debris by a tent or temporary membrane structure. For temporary membrane structures, you must have flame retardant certificate on-site.
- **Potable Water Source:** Food-grade hoses with appropriate backflow devices are necessary if accessing a City water supply. Well water is not considered a potable source without a recent acceptable bacteriological result from a certified laboratory.
- **Hand-washing Station:** A hand-washing station is required in a location immediately accessible to the food handlers. Heated running water, hand soap, paper towels, and wastewater catch basin must be provided at the hand-washing station.
- **Refrigeration/Hot Holding:** Sufficient refrigeration and hot holding facilities shall be provided and include metal stem thermometers.
- **Food Temperature Measuring Device:** A food thermometer must be available to ensure foods are cooked and held at proper temperature for food safety. Ensure all food temperature measuring devices are properly calibrated.
- **Food/Ice Protection:** All food and ice shall be protected as follows:
  - covered and stored off the ground (i.e., on pallets/boxes),
  - served with long-handled utensils or scoops,
  - protected from customers by at least a 30" separation (i.e., roped off or plexiglass shield-sneeze guard).
- **No self-service buffets.**
- **Only prepackaged or bottled condiments are allowed.**
- **Utensil Washing:** Three (3) separate bins, ample enough to submerge the largest piece of equipment for washing/rinsing/sanitizing, must be provided and kept under cover. Hot water is required for washing utensils, etc.
- **Sanitizer:** Chlorine bleach or quaternary ammonium tablets with corresponding chemical test kit shall be provided. A wiping cloth bucket should be provided with a sanitizer solution.
- **Hair Restraints:** Hair restraints shall be worn by all food service workers.
- **Solid and Liquid Waste Disposal:** Waste water shall not be dumped on the ground or in drains. Vendors must collect waste water in covered containers.
- **Ground Cover:** Food vendors must supply a ground cover under all equipment and food service operations. The Fire Prevention Bureau has approved the use of roofing felt paper for this purpose. Combustibles such as grass carpet, paper products, hay, straw, and wood shavings are not acceptable for use as ground cover. Concerns involving unique cooking equipment where the open flame or heating device is close to the ground should be addressed to the Fire Prevention Bureau.

For more information, visit [www.vdh.state.va.us/lhd/vabeach](http://www.vdh.state.va.us/lhd/vabeach) or contact Tamara Hartless at (757) 518-2678 or [tamara.hartless@vdh.virginia.gov](mailto:tamara.hartless@vdh.virginia.gov) OR Chloe McDaniels at (757) 518-2700 or [chloe.mcdaniels@vdh.virginia.gov](mailto:chloe.mcdaniels@vdh.virginia.gov)

## FIRE SAFETY REQUIREMENTS

Fire Prevention Bureau / Fire Marshal's Office

Specific information regarding food vendor requirements is available on-line at [www.vbgov.com/fire-prevention](http://www.vbgov.com/fire-prevention).

No cooking shall begin until inspected and approved by the Fire Marshal or his representative.

# Food Vendor Requirements

## Virginia Beach Fire Dept. Fire Prevention Bureau

The Fire Prevention Bureau is tasked with inspecting new and existing buildings within the City of Virginia Beach. The main focus when performing inspections is life safety and subsequently building/property safety. The objective of fire inspections are to identify and correct fire code violations about fire and life safety.

## Food Vendor Checklist

This flyer outlines the requirements for food vendors to operate in the City of Virginia Beach. Please note that other Departments have separate requirements and should be contacted to comply with their standards.

Fire Prevention Bureau

2408 Courthouse Dr.

Building #21,

Virginia Beach, VA, 23456

Phone: 385-4228 Fax: 385-5676

[www.vbfpb.com](http://www.vbfpb.com)



- ❑ Any food vendor location operating equipment that produces grease laden vapors in a trailer, mobile food truck, or similar location shall have a type I hood installed to exhaust byproducts. The devices shall be installed and meet the current applicable code requirements such as: the fuel gas code, the mechanical code, the building code and other codes as necessary to ensure proper and safe operation of equipment.  
Exceptions:  
Tent vendors that are cooking and producing grease laden vapors under a membrane structure are not required to have a type I hood.
- ❑ All type I hoods shall have an approved automatic fire suppression system that meets the current code standards. All suppression systems shall be serviced every 6 months
- ❑ Hood filters shall be in place during all cooking operations and the ventilation system shall be active whenever equipment is being utilized. Hood filters shall be cleaned at required intervals per the Fire Code, or more frequently as necessary.
- ❑ Mobile food trucks, trailers, and other structures that have LPG tanks attached to the unit shall be allowed to continue operations if all devices have been installed for use in that manner per the manufacturer. Any fuel gas cylinders that have been temporarily restrained to the structure or that have been transported with the unit to be used for general cooking operations shall be moved no less than 10 feet from the structure. Additional cylinders shall be stored not less than 10 feet from the structure. Cylinders must be properly nested and/or secured. Hoses must be of an approved type for use with that equipment.
- ❑ All Hoods shall be cleaned regularly and as needed due to cooking volume. Greasy hoods shall be cleaned immediately.
- ❑ Cooking equipment shall be listed and approved for commercial applications; residential equipment will not be approved for use. Camping stoves or equivalents shall not be allowed. Turkey fryers are not permitted to be used.  
Exceptions:  
Portable butane cooktops are allowed to be used. Bulk storage of butane fuel for these devices is not permitted in a membrane structure.
- ❑ A minimum of 16 inches must be provided between the membrane structure backdrop material and cooking appliances. A minimum of 16 inches must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to this requirement is to provide a 16 inch in height full width splashguard separating the appliances.
- ❑ All appliances shall be located on a solid level surface to prevent tipping or spilling of grease and meet all manufacturers' installation/operation requirements.
- ❑ All cooking equipment shall have an on/off valve.

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- ❑ Cylinders that supply cooking operations shall have the regulator located at the tank. Tanks shall have an on/off valve and must be turned off when not in use.
- ❑ All gas connections shall be tested for leaks prior to use.
- ❑ All cooking operations are required to have two fire extinguishers, one 2A 20BC and one class K. Extinguishers shall be secured in a manner that it will not fall over yet be easily accessible for immediate use. Extinguishers shall be serviced annually.
- ❑ Tents and membrane structures shall have a tag denoting the flame resistance of that material. Paperwork showing that this criterion has been met is acceptable if a tag is missing or has been removed.
- ❑ Tents and membrane structures shall be located at least 20 feet from non-cooking establishments (tents, trailers, vehicles, etc...). Tents and membrane structures shall be located at least 20 feet from any permanent structure. Vehicles shall be at least 20 feet away from any tents and membrane structure.
- ❑ Exit openings shall be maintained
- ❑ Smoking shall not be permitted within 20 feet of any membrane structures.
- ❑ All electrical wiring and appliances shall have a ground.
- ❑ Appliances using solid fuel shall not be utilized in any membrane structure. These appliances shall not be located within 20 feet of any cooking operation and/or any tent/membrane structures. Only commercially sold charcoal lighter fluid or electric starters may be used, gasoline and kerosene use as a starter is not permitted. Storage of the starter fuel in a membrane structure is not permitted.
- ❑ Hot ash, coals, wood, and any other similar products shall be disposed of in metal containers with a lid. Hot byproducts shall be cooled with water prior to disposal and shall not be dumped into any storm water system or city trash receptacles.
- ❑ All appliances shall be guarded against public contact.
- ❑ Only non-combustible materials shall be used in cooking areas and around other heat sources. Trash containers shall be emptied regularly.
- ❑ Any tents, trucks, trailers, structures or other locations deemed unsafe due to code violations or life safety issues will not be allowed to operate until all violations have been corrected.

