



KCMO HEALTH DEPARTMENT
ENVIRONMENTAL PUBLIC HEALTH PROGRAM

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Public Health

TEMPORARY FOOD PERMIT APPLICATION

Temporary Food Establishment is defined as a FOOD VENDOR that has been granted permission by the KCMO Health Department to prepare/serve/sell food for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

FOR OFFICE USE ONLY

Permit #: T \_\_\_ \_\_\_ District #: \_\_\_
Rec'd by: \_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_
Permit Fee Amount: \$ \_\_\_ . \_\_\_
Check/Money Order #: \_\_\_\_\_

EVENT NAME:

[Empty text box for Event Name]

EVENT START DATE: FROM: \_\_\_ / \_\_\_ / 20\_\_\_ TO: \_\_\_ / \_\_\_ / 20\_\_\_
EVENT END DATE: TO: \_\_\_ / \_\_\_ / 20\_\_\_
EVENT START TIME: FROM: \_\_\_ AM / PM TO: \_\_\_ AM / PM
EVENT END TIME: TO: \_\_\_ AM / PM

YOUR START TIME MUST BE AT LEAST ONE HOUR PRIOR TO THE EVENT: INSPECTION START TIME: \_\_\_ AM / PM

EVENT COORDINATOR (Required): NAME: \_\_\_\_\_ PHONE: ( ) \_\_\_ - \_\_\_
EVENT LOCATION: ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

VENDOR NAME:

[Empty text box for Vendor Name]

VENDOR PHONE:

[Empty text box for Vendor Phone]

VENDOR'S RESTAURANT: ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_
VENDOR'S COMMISSARY OR HOME (if applicable): ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

\* YOU MUST ATTACH A COPY OF YOUR CURRENT HEALTH PERMIT, IF FOOD IS PREPARED OUTSIDE OF KANSAS CITY, MO

PLEASE NOTE: Completing this application does NOT guarantee permission to operate. You MUST contact a Food Inspector at the KCMO Health Department and finish application process. It is recommended to fill out and submit application at least 14 days prior to the event, otherwise permit fees will gradually increase. Permit is only valid for the time/date/location printed on the permit.

Answer each of the following questions and follow the guidelines. The purpose of these questions is to minimize the risk of food borne illness outbreaks, to ensure the safety of the food being served, and to protect the health of the public.

- 1. Indicate your type of operation at the Temporary Event: [ ] Indoor [ ] Outdoor [ ] Mobile Food Trailer [ ] Other: \_\_\_\_\_
2. List the foods and beverages you will be preparing/serving/selling OR attach a copy of the menu:
Foods that will be prepared ON-SITE (at the event):
Foods that will be prepared OFF-SITE (at the Restaurant or Commissary):
3. How will you transport food to the event?
[ ] Coolers w/ ice [ ] Freezers [ ] Refrigerated truck [ ] Hot boxes [ ] other approved method \_\_\_\_\_
4. How will you ensure proper temperature of food during the event?
Cold foods at 41°F or below: [ ] Coolers w/ Ice [ ] Freezers [ ] Mechanical Refrigeration [ ] Dry Ice [ ] Other: \_\_\_\_\_
Hot foods at 135°F or above: [ ] Steam Table [ ] Chafing Dish [ ] Grill [ ] Electric Roaster Pan [ ] Other: \_\_\_\_\_

5. How will you monitor temperature of food during the event?  
 An accurate and calibrated metal-stem thermometer ranging from 0 F – 220 F (glass is not acceptable).
  6. No bare-hand contact w/ ready-to-eat food is allowed. How will your employees or volunteers handle food?  
 Gloves  Tongs  Utensils  Deli Tissue  Toothpicks/Swords  Other: \_\_\_\_\_
  7. A hand washing sink is required. What type of hand washing sink will you use? (See guide for set-up)  
 Gravity Flow (Container with hands-free dispensing valve)  Plumbed Sink (hot and cold running water under pressure)  
 Johnny-on-the-Spot w/Foot Pump  Other: \_\_\_\_\_
  8. What type of sanitizer will you use to disinfect food-contact and non-food-contact surfaces?  
 Chlorine (Bleach) w/Test Strips  Quaternary w/Test Strips  Iodine w/Test Strips *\*Sanitizer wipes are not approved.*
  9. How will you supply water for the hand washing sink, sanitizer bucket, (and 3 compartment sink if required)?  
 Available On-Site  Restaurant  Commissary  Other: \_\_\_\_\_
  10. Grills and Smokers are required to have covers. Will you cook any food on a grill or smoker?  
 No  Yes, Grill or Smoker with a Hinged Lid  Yes, Flat Top Grill with Overhead Protection and Screened Sides
  11. Flooring must be smooth, durable, and easily cleanable. What type of flooring will you provide at your station?  
 Concrete  Tile  Wood  Dirt or Grass Covered with Tarps or Mats  Other: \_\_\_\_\_
  12. For Outdoor Events: What type of overhead protection and walls will you be using?  
 Overhead Protection w/No Walls  Tent w/Screened Enclosure  Temporary Construction  other \_\_\_\_\_
  13. Who is the Person-In-Charge at the event? Name: \_\_\_\_\_  
 Type of Food Safety Course:  Food Handler Card  Serve-Safe  None  
*\*Person-In-Charge must be present during entire operation and must be able to demonstrate knowledge of food safety.*
- The following are required for Outdoor Vendors who will prepare food On-Site: 1) Overhead Protection & 2) Screened Enclosure
  - The following are required for events with a duration of 3 or more days: 1) Dishwashing sink w/basins to wash, rinse, and sanitize equipment and utensils & 2) Hot/cold running water under pressure at the event site.
  - Please add any additional information about your temporary facility that should be considered:  
*Example: Your vendor location at the event (be exact and include a map if available):*  
 \_\_\_\_\_  
 \_\_\_\_\_

## Temporary Food Permit Agreement Statement

I, as the applicant, am familiar with the Kansas City Food Code and understand that all requirements must be completed by my designated start time. I understand that failure to meet these requirements will result in either re-inspection fee or denial of permission to operate. I understand that this permit may be suspended or revoked by the KC Health Dept. for non-compliance.

Applicant Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector (print): \_\_\_\_\_ Date: \_\_\_\_\_

Enclose a **cashier check** or **money order** made payable to **KC City Treasurer**. Application fee is non-refundable.

*\*If you are a Non-Profit Organization, you must provide documentation (**tax exemption forms are NOT sufficient**). **Must be a free public charitable event to qualify as a not for profit-temp event.***

*Not-for-Profit forms must be submitted to and approved by a Supervisor at the Environmental Public Health Program.*