



KCMO HEALTH DEPARTMENT
ENVIRONMENTAL PUBLIC HEALTH PROGRAM

2400 TROOST AVE, SUITE 3000
KANSAS CITY, MO 64108
Phone: (816) 513-6315 Fax: (816) 513-6290



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:

EVENT START DATE:

EVENT END DATE:

EVENT START TIME:

EVENT END TIME:

FROM: ____ / ____ / 20____ TO: ____ / ____ / 20____

FROM: ____ AM / PM TO: ____ AM / PM

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

EVENT COORDINATOR (Required):

EVENT LOCATION:

NAME: _____ PHONE: () ____ - ____

ADDRESS: _____ ZIP: _____

VENDOR NAME:

VENDOR PHONE:

VENDOR'S RESTAURANT:

VENDOR'S COMMISSARY OR HOME (if applicable):

ADDRESS: _____ ZIP: _____

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.