



Kansas City Health Department
Food Protection Program
2400 Troost, Suite 3000
Kansas City, MO 64108
(816) 513-6315 fax (816) 513-6290

OFFICE USE ONLY	
Permit #: _____	District: _____
Rec'd by: _____	Date: _____
Amount: _____	Check#: _____
Assigned to: _____	Date Assigned: _____

Temporary Food Permit Application

Event Information	
Event Name:	Event Location:
Event Coordinator:	Event Coordinator's Phone:
Event Start Date:	Event Start Time:
Event End Date:	Event End Time:
Vendor Information	
Vendor Name:	Vendor Phone:
Vendor Address:	
Location of vendor at event (be exact and include a map if available):	Vendor start time (at least 1 hr prior to event start time):

PLEASE NOTE: Filling out this application does **NOT** guarantee you permission to operate. You **MUST** contact the Kansas City Health Department and speak with a Food Inspector in order to complete this application process. Applications **MUST** be completed at least 14 days prior to the event or **YOU WILL NOT BE GUARANTEED AN OPENING INSPECTION.**

Please answer each of the following questions. The purpose of these questions is to minimize the risk of foodborne illness outbreaks at temporary food service facilities. By answering these questions and following health department guidelines, you can help ensure the safety of the foods served and, in turn, protect the health of your patrons.

1. List all food and beverage items to be prepared/assembled and served to the public. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted and approved by the Health Department at least 10 days prior to the event.)
2. Will all foods be prepared/assembled on site? If not, which foods will not be prepared/assembled on site and where will they be prepared/assembled? (NOTE: If food will be prepared outside of Kansas City, MO, you must attach a copy of your current health permit.)
3. How will frozen, cold and hot foods be transported to the event site? Please be as specific as possible.
4. What methods will you use to ensure proper temperatures (41°F or less for cold foods; 135°F or above for hot foods) are met during the event? (i.e. coolers of ice, steam tables, etc)
5. How will food temperatures be monitored during the event?

6. Will employees/volunteers need to handle the food with their hands? If so, what type of no-bare-hand contact with ready-to-eat food tactics will you use? (i.e. plastic gloves, deli tissue, etc)

7. Describe the number, location and set up of handwashing facilities to be used by the employees/volunteers.

8. What type of sanitizer (i.e. chlorine, quaternary, iodine, etc) will be used to store wiping clothes for the proper sanitizing of food-contact and non-food-contact surfaces? (NOTE: Proper sanitizer test strips must be readily available at the event site.)

9. Will potable water (drinking water) be provided to your facility? If so, how?

10. Describe the floors, walls, ceilings and lighting within your temporary facility.

11. Who will be the Person-In-Charge of your booth at the event? (NOTE: The Person-In-Charge must be present during set-up and operation. He/she also must be able to demonstrate food safety knowledge as it applies to your operation.)

12. Has the Person-In-Charge completed a food safety course? If so, what course?

13. Please add any additional information about your temporary facility that should be considered.

Temporary Food Permit Agreement Statement

I 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 a reinspection fee or not being permitted to operate. I understand that this permit may be suspended or revoked by the Kansas City Health Department for non-compliance.

Applicant Name (please print): _____ Signature: _____ Date: _____

Food Inspector: _____ Date: _____

Fee Schedule

Please enclose a check or money order made payable to the City Treasurer. Application fee is non-refundable.
 1 day operation - \$50 2 day operation - \$75 3 to 14 day operation - \$150 Non-profit organization* - \$25
 *If you are a non-profit organization, you must provide documentation.