



**JACKSON COUNTY, MISSOURI
NON-PROFIT
TEMPORARY FOOD PERMIT APPLICATION**
Fee - \$30

YOUR CONTACT INFORMATION

Business Phone: _____

Contact Phone: _____

Person in Charge: _____

Name of Organization: _____

Business Address: _____

Email Address: _____

A temporary food establishment operated by a non-profit organization for a period of no more than 14 days in conjunction with a single event will be charged a fee of twenty-five dollars for (4) permits. Each permit will be valid for 14 days. All (4) permits must be issued within the same calendar year.

A non-profit organization shall submit proof of 501(c) exemption form or other tax exempt letter **with this application** or the application will not be processed.

Event Name	Date	Location	Event start Time	Time ready for Inspection.
Event #1				
Event #2				
Event #3				
Event #4				

Alcohol Served or Sold?

- Yes No

If yes, provide a copy of your Jackson County liquor license.

LIST ALL FOOD ITEMS TO BE PREPARED AND SERVED, CHECK ALL THAT APPLY

Food Items	Frozen	Raw	Pre-Cooked	Hot Holding	Cold Holding

PLEASE ANSWER THE FOLLOWING QUESTIONS

CONSTRUCTION OF THE STAND

- Overhead protection must be provided for all food preparation and food storage areas. Materials such as canvas, plastic, or wood that protect the establishment may be approved. A site should be chosen which would minimize problems with dirt or dust.
- The remainder of the stand must be constructed of material that allows easy cleaning.
- When conditions are favorable for flies, fans should be positioned to prevent contamination of any exposed foods. Screening the area is strongly recommended to prevent insect access to preparation areas.

1. Describe the location and construction of your food stand: _____

FOOD SUPPLIES/STORAGE

- All food must be clean, wholesome, free from spoilage, free from adulteration, and safe for human consumption.
- All food must be obtained from an approved source. No foods prepared in a private home or an unpermitted facility may be used or sold at a temporary event (3-201.11).
- For a list of regulations regarding home canned goods, jams, jellies, honey, and home baked goods, contact Jackson County Environmental Health.
- Food must be protected from cross contamination by separating raw potentially hazardous foods from cooked and/or ready to eat foods. Holding raw hamburgers in a separate cooler than potato salad is an example of separating raw foods from ready to eat foods.
- Food and food related items such as drink cups must be stored at least 6 inches off the ground/floor.

1. Will all foods be prepared at the temporary facility?
 Yes No
 If no, explain location: _____

2. How will cross contamination of ready to eat foods be prevented? _____

3. How will foods and food related items be stored at least 6" off the ground/floor? _____

FOOD TEMPERATURES

- All potentially hazardous food must be kept below 41° F or above 135° F at all times. Pre-cooked food must be reheated to 165° F before serving.
- Required internal cooking temperatures for raw potentially hazardous foods are: ground beef 155° F, chicken 165° F, pork and beef 145° F.
- Metal stemmed dial-type thermometers (with a range of 0° F – 220° F) accurate to within plus or minus 2° F must be provided to monitor these temperatures.

1. How will cold, potentially hazardous foods be held at 41°F or below? _____

2. How will hot, potentially hazardous foods be held at 135°F or above during service? _____

3. How will potentially hazardous food temperatures be monitored to insure proper cooking and hot holding temperatures? _____

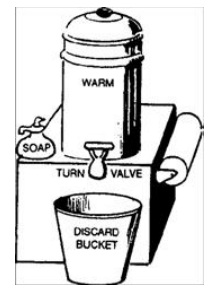
FOOD HANDLING

- Bare hand contact with ready to eat food is prohibited.
- Employees shall use suitable utensils such as deli tissue, spatulas, tongs, or single-use gloves when dispensing ready to eat foods.
- Eating and drinking while on duty is prohibited. However, personal beverages may be held in a food prep area if they are equipped with a lid and a straw.

1. Describe how bare hand contact with ready to eat foods will be prevented: _____

HAND WASHING

- Hand washing facilities must be provided in all cases except where only pre-packaged foods are sold. Acceptable hand washing facilities must include soap and clean water drawn from a container equipped with a dispensing spigot that will supply water until shut off. A discard bucket must be placed under the spigot to catch waste water.
- Disposable towels must be provided for hand drying. A waste receptacle must be near by to dispose of the towel.
- A method of providing hot water is encouraged.



1. Describe the planned set-up for the hand washing facility at this event: _____

WATER SUPPLY

- A readily available supply of water from an approved source must be provided at all times.
- A minimum of five gallons of water from an approved source must be kept at each operator site.
- When hot water is not available at the site, a means of heating water is strongly encouraged.

1. Describe how water will be provided at this event: _____

WASTE WATER/REFUSE

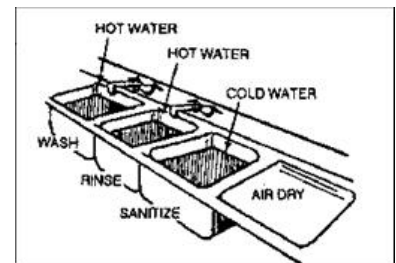
- Each concession not supplied with a built in waste water system must provide a container (5 gallon minimum) with a tight closing lid for retention of all wash and cleaning water prior to disposal.
- All waste water must be disposed of in a sanitary sewer. Disposal of waste water on the ground or in a storm drain is not allowed.
- All food wastes, soiled paper, etc. must be stored in a leak proof plastic or metal waste container with a tight fitting lid.

1. Describe how waste water will be disposed of at this event: _____

2. Describe how refuse will be held and disposed of at this event: _____

CLEANING AND SANITIZING EQUIPMENT

- Adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as cooking utensils, cutting boards, knives, etc. Three labeled containers (large enough to submerge the largest utensil) must be used in the following manner:
 - a. Wash in soapy water. Water temperature that is at least 110° F is encouraged.
 - b. Rinse in clean water to remove detergent.
 - c. Sanitize. If a chlorine sanitizer is used, correct concentration is 50 – 100 ppm (approximately ½ a cap of bleach per 1 gallon of water).
 - d. Air dry.
- Wiping cloths must be stored in a bucket of sanitizer solution once wet or soiled and between uses.



1. Describe how food contact surfaces and utensils will be cleaned and sanitized at this event: _____

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Anytime food is provided to the general public a permit is required. A separate permit is required for each event in which a temporary Food Establishment operates. An event may not exceed 14 days.

APPLICATIONS **MUST BE RECEIVED** BY ENVIRONMENTAL HEALTH **NO LATER THAN 48 HOURS PRIOR TO THE EVENT DATE** OR A **\$30.00 LATE FEE** WILL BE APPLIED TO THE APPLICATION.

Non-Profit Temporary Food Permit Fee: **\$30**

Make check payable to JACKSON COUNTY and send with all required documents to:

JACKSON COUNTY ENVIRONMENTAL HEALTH	
<u>Physical Address</u>	<u>Mailing Address</u>
34900 E. Old US 40 Hwy.	P.O. Box 160
Oak Grove, MO 64075	Grain Valley, MO 64029-0160

Phone: (816) 847-7073 ● Fax: (816) 881-1650

Signature: _____

Date: _____ Temporary Food Permit Fee \$: _____ **30**

Late Fee \$: _____ Total \$: _____
No later than 48 hours before event