



**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

PERMIT PROCESS FOR A TEMPORARY EVENT

Temporary events with food stands must be permitted by the Kansas City, Missouri Health Department. A temporary food stand is a place where food is prepared or handled and operates from the same location and at a single event or celebration (i.e. fair, carnival, festival, etc.) for no more than **14 consecutive days**. Temporary food stands require a permit to demonstrate that the vendor/operator/dealer meet requirements designed to ensure food is handled safely and is prepared under sanitary conditions. The Temporary Food Permit is required by law. (The KCMO Health Department enforces the temporary event requirements found in the KCMO Food Code and City Ordinances).

Permit Application

An operator can find the necessary permit application and other educational materials at the Health Department (2400 Troost Ave., Suite 3000) or online at:

<http://www.kcmo.org/CKCMO/Depts/Health/FoodProtectionProgram/index.htm>

Permit application envelopes (at the Health Department) also contain the "Guide for Operating a Temporary Food Stand" booklet, the "Temporary Events Application Checklist" question sheet, and the "Temporary Event Coordination Checklist" sheet. The additional resources aid in planning for all of the necessary requirements for a temporary food stand.

Prior to submittal of the completed application, operators can call the Environmental Health Services Division at 816-513-6315 to discuss any questions or concerns about their potential temporary food stand.

Interview

When an operator has all of the necessary requirements, they may submit the **completed** permit application to the Environmental Health Services Division at the Health Department (2400 Troost Ave., Suite 3000). Operators may submit the **completed** permit application via fax (816-513-6290) to expedite the process, but originals hardcopies must be received.

The completed set of permit documents will be forwarded to an inspector (also known as a Public Health Specialist). The inspector will contact an operator once the permit application has been received. The operator and inspector will schedule an interview to finalize the application details. It is beneficial to the operator to schedule this interview at least 14 days earlier than the event (see fee schedule below - permit fees increase as the temporary event nears).

During the interview, the operator and inspector review the Temporary Food Permit Application and the Temporary Event Application Checklist form. The Temporary Event Permit



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Requirement Sheet (triplicate form used during the inspection) will be completed. The processing and permit fees will be assessed at the time of the interview. **NOTE:** Operators must pass final on-site inspection to obtain temporary permit.

* If you are a non-profit organization, you must provide documentation (tax exemption forms are NOT sufficient.) Not-for-profit forms must be submitted to and approved by a supervisor at the Environmental Public Health program.

Inspection

On the day of the event, the inspector will meet with the operator on-site to complete the final inspection. Operators must be fully set-up at time of inspection. The inspector will use the Temporary Event Permit Requirement Sheet triplicate form to perform the inspection. If the temporary food stand is approved, the triplicate form will be signed by the operator and the inspector. The operator's copy of this form (pink sheet) will serve as the permit. All permits must be posted in view of the public.

If the temporary food stand is not approved, the operator and inspector will arrange a re-inspection time (if possible). The inspector will return at the agreed upon time and perform the re-inspection. The inspector must collect a re-inspection fee. If the operator is approved, they will receive the permit. If the operator is not approved, they are unable to sell products and must leave the event.