



City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
icplanning@jeffersoncitymo.gov

Application for Temporary Food Permit

1. Name of Organization/Business: _____
2. Contact Person: _____ 3. Daytime Phone: _____
4. Mailing Address (Contact Person): _____
5. Site Location: _____
6. Date(s) of Event: _____
7. Time Begin Cooking: _____ 8. Serving Time: _____
9. Menu Items (everything to be served/sold): _____

All foods must be prepared on-site or at an approved food establishment with the exception of non-potentially hazardous baked goods (i.e. cookies, cakes, brownies, fruit pies) individually wrapped prior to service. Other foods prepared at home are prohibited.

10. Source of Meat (where purchased): _____
11. Source of Concession Trailer: _____
12. We have approval from _____ store to use store facilities for meat storage and clean-up of utensils, tubs, etc.
13. _____
Signature/Title of store/department manager
14. Secondary foods (i.e. salads, desserts, etc.) will be prepared at: _____

15. Recommended temporary handwashing station is a water container with a spigot, catch bucket below the spigot, soap in a dispenser, and disposable paper towels. See green brochure for set up. Please describe how applicant's handwashing station will be set up. _____

16. I have received a copy of the Regulations For Temporary Food Service (see attached) and agree to comply with all requirements in these regulations.

Signature of Applicant

17. Return to Environmental Health Division at least one week before event.

FEE SCHEDULE (Office use only)			
1 - 3 Days	\$27.00	4 - 14 Days	\$105.00

Date _____ Fee Paid \$ _____ Check # _____ Received by _____

Individuals should contact the ADA Coordinator at 573-634-6570 to request accommodations or alternate formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.



REGULATIONS FOR TEMPORARY FOOD SERVICES Environmental Health Division

Temporary food services such as barbecues, concession stands, special dinners, etc. must pay an inspection fee and obtain an operating permit from the Environmental Health Division of the Department of Planning & Protective Services.

The inspection fee payable to City of Jefferson is \$27.00 for 1 - 3 day events and \$105.00 for 4 - 14 day events. This fee should be returned with the Application. The fee must be paid prior to the event.

Certain food handling requirements must be met to obtain the permit and to protect the health of the people served. Diligent efforts by food handlers to avoid contamination of food must be made in the handling and serving of food. The following rules have been established toward the goals of protecting the public health.

Food, Food Handling, and Sanitation Requirements

1. All foods must be prepared on-site or at an approved food establishment with the exception of non-potentially hazardous baked goods (i.e. cookies, cakes, brownies, fruit pies) individually wrapped prior to service. Other foods prepared at home are prohibited.
2. All food must be from sources that comply with local, state, and federal statutes, regulations and ordinances.
3. Temperatures of all potentially hazardous foods* shall be 41° F or below, or 140° F or above at all times, including during transportation and display. Be sure to arrange to have adequate equipment available for these purposes.
 - Potentially Hazardous Foods means any food that consists in whole or part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infections or toxigenic microorganisms.
4. An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

Chicken	165° F
Hamburgers	155° F
Pork	145° F
Fish/Seafood	145° F
Plant Food (beans, potatoes)	140° F
5. Metal stemmed thermometers that read 0-220° F must be available to monitor product temperature. Mercury thermometers may not be used.
6. Barbecuing shall be done within a screened-in enclosure if done over open pits, otherwise cookers with covers must be used. Meat must be covered during transportation to and from the cooker.
7. Foods must be prepared and served within a controlled area such as a commissary, restaurant, deli, or screened-in enclosure. A screened-in enclosure must be on a dust free, non-absorbent, subsurface or floor. A self-closing door should be provided at the entrance to the cooking and service area. Screening for counter openings must also be provided. A plastic tarp or other material should be provided to protect the interior of the enclosure from the weather.

8. Handwashing facilities are required at the operation. The recommended temporary hand washing station is a water container with a spigot, catch bucket below the spigot, soap in a dispenser and paper towels. Disposable wet wipes (alcohol based) of sufficient size may be used in addition to the handwashing facilities. The handwashing facility must be in place before cooking begins.
9. Cloths used for cleaning and wiping up spills on work surfaces need to be stored in clean bleach water (1 teaspoon to 1 gallon water) when not in use.
10. All utensils (forks, tongs, knives, etc.) bus tubs, and other food contact areas should be washed and sanitized before cooking is started at the location. At least a five (5) gallon container of soapy water with two (2) tablespoons of bleach in it should be available to clean and sanitize utensils or pans that have been dropped or may need cleaning.
11. Food, utensils, single-service items, paper plates, etc. must be protected during storage, preparation, display and service. The above items need to be kept covered or wrapped and off the ground. Baked goods must be individually wrapped prior to display in the unit of sale to protect the product from excessive handling, sneezing, and to retain quality.
12. Use disposable tableware (single-service) only, unless proper facilities exist to clean and sanitize reusable tableware between uses. Proper facilities consist of a three compartment sink or temporary set up using bus tubs. First, items should be washed in hot soapy water. Second, they should be rinsed in clear, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air dried.
13. No styrofoam multi-use containers (i.e. ice chests) are permitted. Only smooth, durable, easy to clean, hard foodgrade plastic or stainless steel containers will be approved.
14. Ice must come from an approved commercial source. Wet ice may only be used for canned or bottled soda if it contains bleach as a sanitizer or the ice is drained. Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.
15. Ice to be served in drinks must be kept in a separate container, covered when not in use with no food stored in it for chilling. An ice scoop shall be available for transferring ice to drinking containers.
16. No uncovered containers of food may be placed on tables or counters for self-service. Catsup, mustard, sugar, relishes, etc. must be in closed dispensers, pumps or in individual packets.

Personal Cleanliness and Sanitation

The purpose of personal cleanliness and sanitation is to prevent the spread of disease.

1. Wash hands before any food preparation begins and each time something unclean is handled or when changing the food item being prepared.
2. Wear clean outer garments, aprons and hair restraints to prevent food contamination.
3. No eating or smoking may be done in the preparation or service areas. Hands must be washed when entering food preparation and serving areas.
4. No one with an infection or communicable disease may work in a food-handling area.
5. No bare contact of ready to eat food, gloves must be worn or utensils must be used.

If you have any questions, please do not hesitate to contact this office, Jefferson City Environmental Health Services, at 573-634-6418.