

Instructions to Complete Application for a Temporary Food Permit

**Department of Community Development
320 E. McCarty Street
Jefferson City, MO 65101
634-6410**

1. Write in the name of your organization if a not for profit or the name of your company if for profit.
2. The name of the person in charge.
3. A day time phone number where the person in charge can be contacted.
4. The mailing address of the person in charge and/or the company.
5. Address where the temporary food service will be operating.
6. List of the date(s) the food service will be operating at the site listed in item 5.
7. List the time you plan to have the equipment set up so you can begin cooking.
8. List the time you plan to be ready to serve customers.
9. List all menu items you plan to serve, i.e. meat, vegetables, salad, bread, beverages, desserts.
10. List where you are going to purchase/obtain the meat items.
11. List who is providing a concession trailer or other enclosure described in item 5 of the Regulations for Temporary Food Services.
12. List the name of the grocery store that is going to store any meats and foods that you are not ready to use, as well as let you clean utensils you have soiled.
13. Please have the store manager or department head sign to show you have permission to use their facility.
14. List foods that will be prepared in an approved kitchen and transported to the serving site.
15. Describe how the handwashing station will be set up. Tell what items will be included in the handwashing station(s) and where it will be located.
16. Review Regulations For Temporary Food Service and sign space for applicant's name.
17. Return to Jefferson City Health Division at 320 E. McCarty Street, Jefferson City, Missouri 65101 or fax to 573-634-6562 at least one week prior to event date. Review fee schedule and pay applicable fee. Please make checks payable to the City of Jefferson.