

**HOW TO OBTAIN A TEMPORARY FOOD PERMIT
FOR
A BBQ, FAIR OR FESTIVAL**

(OR ANY TEMPORARY ACTIVITY SERVING FOOD OR BEVERAGES)

Applicants MUST apply for vendor's permit or waiver at License Collector's Office, 1200 Market Street, Room 104, (314) 622-4528, prior to applying for temporary food permit.

Once you have received vendor's permit or waiver, apply in person at least two (2) business days in advance of the event at:

St. Louis Health Department
Food Control Services
1520 Market, 4th floor
St. Louis, MO 63103

Bring vendor's license or waiver, a picture I.D. (such as driver's license, state I.D., military I.D., etc.) and a \$50.00 money order.

Temporary food permits are issued to a single vendor to operate at a single location for a single event identified on the permit for a maximum of 14 days.

Food vendors will be given a copy of the outdoor festival requirements that must be followed. Food operations are subject to inspection by the Food Control Staff.

FOOD SOLD OR GIVEN AWAY MUST BE PREPARED ON SITE OR COME FROM AN ESTABLISHMENT UNDER INSPECTION.

ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT FOOD CONTROL PERMIT CLERKS at (314) 657-1539 (Mary) or (314) 657-1467 (Marsha).

Applications are accepted at our office from 8:00 a.m. until 4:30 p.m., Monday through Friday.

SS NO _____
or FED TAX ID _____

DATE _____

APPLICATION & ACKNOWLEDGEMENT OF RESPONSIBILITY
(TEMPORARY FOOD SERVICE OPERATORS)

DEPARTMENT OF HEALTH - FOOD CONTROL SERVICE
1520 MARKET
ST. LOUIS, MO 63103
(314) 657-1539

I/We hereby submit the following information and make application for a Temporary permit to operate a food service establishment as required by Ordinance 63699, Section 11.42.902. I/We will comply with the provisions of the Ordinance.

I: _____ ORGANIZATIONAL TITLE: _____
APPLICANT'S NAME

Organization/Company Name: _____

Type of Ownership: Individual () Partnership () Corporation () Non-Profit Org. ()
Fee Payable () Exempt () If exempt checked you must supply a copy of the 501 (C)(3) tax exempt letter

Applying for a Temporary Food Service Establishment Permit to prepare and/or serve food at:

LOCATION: _____

NAME OF EVENT: _____

On the following date(s) _____ through _____
Times from: _____ a.m./p.m. to _____ a.m./p.m.

I have received a copy of the requirements for approval to operate a Temporary Establishment from Food Control Services and will ensure that the requirements are met.

APPLICANT'S HOME ADDRESS: _____
CITY _____ STATE _____ ZIP _____ PHONE: _____

ORGANIZATION/COMPANY ADDRESS: _____
CITY _____ STATE _____ ZIP _____ PHONE: _____

Signature of Applicant

Date

This temporary food permit is only to be operated on the dates that appear on the permit (fourteen days maximum). Application fees are non-refundable.

(Clerk)

LIST OF FOOD ITEMS
TO BE SOLD OR GIVEN AWAY

NOTE: DO NOT INCLUDE CANNED OR BOTTLED WATER AND SODA. DO NOT INCLUDE PACKAGED ITEMS SUCH AS MUSTARD, CATSUP, POTATO CHIPS, ETC. ALL FOODS MUST BE PREPARED AT PERMITTED LOCATION OR TRANSPORTED FROM A PERMITTED FACILITY (PROVIDE NAME AND LOCATION OF FACILITY).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Requirements for Operating a Temporary Food Establishment

Applications are to be made in person with the Health Department's office of Food and Beverage Control, 1520 Market, Suite 4051.

- Applicants must provide proof of application for business license at time of application for food service permit.
- Permit application fee is \$35.00 payable with business check, bank check or money order.
- Not-for-profit organizations are exempt from permit fee with a valid Federal tax exemption letter. (501.c.3)
- Applicant will be asked to supply photo identification.
- Applications should be made at least two (2) business days before the establishment is scheduled to open.

Requirements for approval to operate:

Food:

1. All food must come from an approved source (restaurant, grocery store, bakery, etc.) or be prepared on-site the day the establishment will operate. Foods prepared in a home or other facility not under inspection are prohibited.
2. At all times during storage, transport and service, potentially hazardous foods (meats, dairy products, eggs, salads, cooked vegetables, pasta, rice, etc.) must be maintained:
Cold: at or below 41°F or
Hot: at or above 140°F.
3. Adequate refrigeration (mechanical or dry ice) must be provided, with adequate space to hold all hazardous foods at the proper temperature.
4. Ice used in drinks may not be used to cool drink cans or other food items, and must be dispensed with a scoop with a handle.

Hygiene:

1. A handwashing facility must be provided for staff at all times. Proper facilities can include:
 - a. Clean, potable water with soap and disposable towels and/or
 - b. Alcohol-based gel sanitizer for hand sanitizing, and/or
 - c. Single-use sanitizing towelettes designed for use on hands.
2. Pets and unauthorized persons (non-food handlers) are not permitted in the food prep area.
3. All food handlers must be in good health, with no infections, open cuts or illness.
4. Gloves, tongs or other utensils must be used to prevent skin contact with ready-to-eat food.
5. Food staff must wear sufficient clothing and hair coverings. Tank tops are prohibited.
6. Smoking and eating in the food booth are prohibited.

Equipment:

1. A metal-stem thermometer (0-220 degrees F) must be provided and used by food handlers to monitor food temperatures.
2. At least a 5-gallon (food-grade) container of clean, potable water, bleach or another approved sanitizer, dishwashing detergent and 3 washtubs must be provided for utensil cleaning and sanitizing.
3. Food storage containers must be clean, in good repair and constructed of stainless steel or food-grade plastic.
4. Utensils and food containers for customer use must be disposable, used only once and stored so that they will not be contaminated.
5. A shelter must be provided over the food preparation area. (Updated 6/09/09)