



**KCMO HEALTH DEPARTMENT
FOOD PROTECTION PROGRAM**

2400 TROOST AVE, SUITE 3000
KANSAS CITY, MO 64108
Phone: (816) 513-6315 Fax: (816) 513-6290



Public Health

FOOD PERMIT APPLICATION CHECKLIST

Part 1: Requirements

- Complete a Food Establishment Permit Application for a new establishment or for a change of ownership of an existing establishment. The application can be accessed from the internet at <http://www.kcmo.org/health> or by calling (816) 513-6315 to have a copy mailed or faxed to you.
- Provide the Health Department with a copy of the Fire Inspection Report for the establishment location (within the last 6 months for a change of ownership), *Fire Marshall (816) 784-9100*; a copy of the City Planning & Development approved final inspection, *Codes Administration (816) 513-1500*; and a copy of the Menu Items to be served, with consumer advisory if applicable.
- Contact (816) 513-6315 to schedule a pre-opening inspection once all permitting requirements have been met. Your inspector will be assigned based on zip code of the establishment and can assist you with any questions you have during the application process.
- Have a check or money order payable to the KC City Treasurer available at the time of the pre-opening inspection. Cash will not be accepted. Fees will be collected at the time of approval, and the fee schedule is on the last page of the Food Establishment Permit Application.

*****The application and accompanying forms must be completed and submitted at least 30 days prior to the planned opening/transfer date.*****

Part 2: Recommendations

To ensure continued compliance with the requirements set forth in the KCMO Food Code, you are recommended to do the following as early as possible:

- Schedule food handling employees for Food Handler Classes offered through the KCMO Health Department. Class can be taken online at StateFoodSafety.com
- A certified food service operations manager on duty and, at a minimum, fifty per cent (50%) of required food handler staff, as outlined above, shall be in compliance with this requirement, or; For food service operations where no manager is certified, eighty per cent (80%) of required food handler staff, as outlined above, shall be in compliance with this requirement.
- Purchase a copy of the 2005 Kansas City, Missouri Food Code from the Food Protection Program for \$15, or download for free from our website at: <http://www.kcmo.org/health> for review to ensure compliance with all regulations.
- Discuss Food Employee Health Guidelines with all staff and have all employees sign and date a Food Employee Reporting Agreement to keep on file at the establishment to be reviewed by the regulatory authority if requested.