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

Food Establishment Permit Application

Instructions:

- Return completed application at least 30 days prior to planned opening date to the City of Jefferson Environmental Health Division at the address above.
- Annual operating/inspection fees are based on a public health priority assessment bracket. Fees will be paid to the Jefferson City Finance Department after completing the public health priority assessment form.
- Pre-opening inspection does not guarantee a permit will be issued.

PLEASE NOTE: Filling out this application does NOT guarantee you permission to operate. You MUST contact the Jefferson City Environmental Health Division for a pre-opening inspection at least 7 days prior to opening.

Date of Application: _____

Reason for application:

____**New Facility** ____**Change of Owner** ____**Facility Remodeled** ___**Other**

Please check type of Establishment:

___**Restaurant** ___**Grocery Store** ___**Convenience Store** ___**Catering** ___**Tavern**

___**Mobile Food Unit** ___**Mobile Push Cart** ___**Child Care Food Establishment**

Establishment/Vendor Information

Establishment/Vendor Name:_____

Address: _____ City: _____State: _____Zip:_____

Phone: _____ Fax:_____ E-mail: _____

Days of Operation: _____ Hours of Operation: _____

As of January 31, 2011, Jefferson City residents have approved a Clean Indoor Air Ordinance. Smoking is prohibited in all enclosed public places within the City of Jefferson. The Clean Indoor Air Ordinance can be found at www.jeffersoncitymo.gov/clerk/citycode.html .

Owner Information

Owner Name:_____

___ Association ____Corporation ____Individual ____Partnership ____Other legal entity

Address: _____ City: _____State: _____ Zip:_____

Phone: _____ Fax:_____ E-mail: _____

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.

Pre-Opening Inspection Checklist

The pre-opening inspection checklist is used by the Jefferson City Environmental Health Division as a tool to assist in determining a Food Establishment's eligibility to operate. The Food Establishment still must comply with all the requirements of the Jefferson City Food Code. In the event there is a conflict or a discrepancy between the Food Code and the pre-opening inspection checklist, the Food Establishment must comply with the Food Code.

Item	Yes	No	N/A
1. Water Source			
A. Public	☐	☐	☐
B. Private	☐	☐	☐
2. Sewage Disposal			
A. Public	☐	☐	☐
B. Private	☐	☐	☐
C. Grease trap/interceptor	☐	☐	☐
3. Floors			
A. Grease resistant, easily cleanable and in good repair	☐	☐	☐
B. Coved floor-wall juncture	☐	☐	☐
4. Walls/Ceilings			
A. Constructed or painted of light color, smooth and easily cleanable, nonabsorbent materials	☐	☐	☐
B. Ceiling constructed so that no beams or piping are exposed overhead	☐	☐	☐
5. Hand sinks			
A. Hand sinks provided in the following areas:			
- Food preparation area(s)	☐	☐	☐
- Dishwashing area(s)	☐	☐	☐
- Busing, wait station, service area(s) - Bar area(s)	☐	☐	☐
B Hand sinks provide hot water with a temperature of at least 110°	☐	☐	☐
6. Three Compartment Sink			
A. Three compartment sink provided	☐	☐	☐
B. Hot and cold running water supplied to all compartments and drain stoppers provided	☐	☐	☐
C. Adequate drain boards provided	☐	☐	☐
7. Commercial Dishwasher			
A. Dishwashing machine provides a final hot water rinse of 160°F or greater	☐	☐	☐
B. Dishwashing machine sanitizes with a chemical sanitizer	☐	☐	☐
8. Test Strips for Chemical Sanitizer			
A. Test strips provided for dishwashing machine (if chemical final rinse) or 3-comp. sink Type of sanitizer: ☐ Chlorine ☐ Quaternary ☐ Iodine	☐	☐	☐
B. Buckets/spray bottles for wiping clothes provided Type of sanitizer: ☐ Chlorine ☐ Quaternary ☐ Iodine	☐	☐	☐
9. Service Sink (Mop Sink) provides hot and cold running water	☐	☐	☐
10. Refrigeration/Freezer Units			
A. Potentially hazardous food is held at 41°F or below	☐	☐	☐
B. Freezer holds foods frozen	☐	☐	☐
11. Hot Holding Units hold food at 140°F or above	☐	☐	☐
12. Temperature Measuring Devices			
A. Located in hot and cold holding units	☐	☐	☐
B. Available for food monitoring (0° - 220°F)	☐	☐	☐
13. Storage Areas			
A. Shelves easily cleanable and properly constructed	☐	☐	☐
B. Shelving provided to store all items	☐	☐	☐
C. Food and food related items stored 6 inches above floor	☐	☐	☐

14. Have major renovations occurred (plumbing, electrical, new equipment, etc)?	☐	☐	☐
15. Equipment			
A. Permanent equipment in good condition	☐	☐	☐
B. Properly spaced for easy cleaning	☐	☐	☐
16. Food Contact Surfaces			
A. Good condition, smooth and easily cleanable	☐	☐	☐
B. Washed and sanitized	☐	☐	☐
17. Non-Food Contact Surfaces clean to sight and touch	☐	☐	☐
18. Toxic Materials			
A. Storage location away from food and food related items	☐	☐	☐
B. Proper labeling	☐	☐	☐
19. Ventilation			
A. Hood system adequate	☐	☐	☐
B. Hood system clean	☐	☐	☐
20. Pest Control			
A. Establishment free from rodents and insects	☐	☐	☐
B. Outer openings properly protected	☐	☐	☐
C. Professional pest control provided	☐	☐	☐
21. Lighting			
A. Adequate lighting provided over food prep, utensil washing, storage and restroom areas	☐	☐	☐
B. Light fixtures properly shielded in food prep, dish-rooms, and storage areas	☐	☐	☐
22. Refuse			
A. Trash receptacle provided outside the establishment with a tight fitting lid	☐	☐	☐
B. Maintained in good repair	☐	☐	☐
23. Demonstration of Knowledge			
A. Person-In-Charge has a certificate in Food Handling	☐	☐	☐
B. Person-In-Charge is able to demonstrate knowledge of food-borne diseases, HACCP,	☐	☐	☐
food safety, proper food handling, etc (Jefferson City Food Code, sec 2-102.11)	☐	☐	☐
24. Consumer Advisory			
A. Customers may order meat, eggs, shellfish and other items undercooked (rare, med-rare, raw)	☐	☐	☐
B. If YES to "A", a Consumer Advisory must be in place (Jefferson City Food Code, sec 3-603.11)	☐	☐	☐
25. Employee Health Policy is communicated to establishment's staff (Jefferson City Food Code), sec 2-2	☐	☐	☐

Please submit plans for the food establishment to the City of Jefferson Department of Planning & Protective Services. Plans will be reviewed by the City of Jefferson Planning Division, Building Regulations Division, Environmental Health Division, and Fire Department. Inspections **must be completed** by these divisions before a City Business License will be approved.

Has a menu been submitted for the food establishment? ____Yes ____No

Has an application for a business license been submitted to the City of Jefferson Finance Department? ____Yes ____No

A valid <u>food operating permit</u> and <u>City Business License</u> must be obtained from the City of Jefferson before a food establishment is allowed to open.

The undersigned manager or owner does hereby make application to operate a Food Establishment in compliance with the Rules and Regulations of City of Jefferson, Division of Environmental Health. I affirm by completing and signing this Food Service Establishment Operating Permit Application that I will allow the City of Jefferson, Division of Environmental Health personnel access to the establishment at times it is in operation or work is being done.

_____ _____

Applicant Signature Date

_____ _____

Printed Name Title