



City of Jefferson  
Department of Planning & Protective Services  
320 E. McCarty Street  
Jefferson City, MO 65101  
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[www.jeffersoncitymo.gov](http://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.
- Inspection fees are based on a public health priority assessment bracket of low, medium, or high. Low assessment inspection fee (\$255.00 annually), medium assessment inspection fee (\$383.00 annually), and high assessment inspection fee (\$505.00 annually). 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       Renewal

### Please check type of Establishment:

Restaurant       Grocery Store       Convenience Store       Catering       Tavern

Mobile Food Unit       Mobile Push Cart       Child Care Food Establishment       Other

### 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](http://www.jeffersoncitymo.gov).**

### 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.*

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 food service operating permit and City Business License 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

## 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
<b>1. Water Source</b>			
A. Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Sewage Disposal</b>			
A. Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Grease trap/interceptor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Floors</b>			
A. Grease resistant, easily cleanable and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Coved floor-wall juncture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Walls/Ceilings</b>			
A. Constructed or painted of light color, smooth and easily cleanable, nonabsorbent materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ceiling constructed so that no beams or piping are exposed overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Hand sinks</b>			
A. Hand sinks provided in the following areas:			
- Food preparation area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Dishwashing area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Busing, wait station, service area(s) - Bar area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Hand sinks provide hot water with a temperature of at least 110°	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Three Compartment Sink</b>			
A. Three compartment sink provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Hot and cold running water supplied to all compartments and drain stoppers provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Adequate drain boards provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Commercial Dishwasher</b>			
A. Dishwashing machine provides a final hot water rinse of 160°F or greater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Dishwashing machine sanitizes with a chemical sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Test Strips for Chemical Sanitizer</b>			
A. Test strips provided for dishwashing machine (if chemical final rinse) or 3-comp. sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of sanitizer: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary <input type="checkbox"/> Iodine			
B. Buckets/spray bottles for wiping clothes provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of sanitizer: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary <input type="checkbox"/> Iodine			
<b>9. Service Sink (Mop Sink) provides hot and cold running water (floor mounted)</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Refrigeration/Freezer Units</b>			
A. Potentially hazardous food is held at 41°F or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Freezer holds foods frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Hot Holding Units hold food at 135°F or above</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Temperature Measuring Devices</b>			
A. Located in hot and cold holding units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Available for food monitoring (0° - 220°F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Storage Areas</b>			
A. Shelves easily cleanable and properly constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Shelving provided to store all items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Food and food related items stored 6 inches above floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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