

### Any requirements for my workers?

1. **Keep hair restrained with a cap, hairnet or hairspray.**
2. **Wear clean clothes at all times.**
3. **Wash hands:**
  - Before starting work
  - After using restroom
  - After eating, drinking, or smoking

If a sink with running water is not available, you may use a water container which has a free flowing water spigot, hand soap, hand sanitizer, and paper towels.

### 4. Workers may not work if they have:

- Boils, infected wounds, or acute respiratory infections

### 5. Workers may not:

- Eat, drink, or smoke in any food prep, service, or dishwashing area.

### Do I need an enclosed tent or trailer?

You will need to provide an enclosure that:

- Protects the operation from the weather
- Has a floor of tight fitting wood, plastic sheeting, concrete, asphalt, metal, or other washable material (carpet is not allowed).
- Prevents the entrance of insects (screening no larger than 16 mesh to the inch)
- Has counter service openings no larger than necessary and are provided with tight-fitting doors or fans to restrict the entrance of flying insects.

**Or**

- You need to cover or protect food items from air-borne contaminants at all times or provide a fan that blows across all dispensing and serving areas

### Anything else?

- Young children and animals are not allowed in food prep, service, or dishwashing areas.
- Make sure you have adequate water available for handwashing, cleaning and dishwashing.
- All food and food contact items must be stored at least 6 inches above the floor/ground.
- All unwrapped utensils must be stored handle-up to prevent direct hand contact with food contact surfaces.
- Food must come from an approved source (commercially produced-not home made)

### Permits and inspections

Besides the temporary food service permit, other permits such as a special event or building permit may be required. Check with the Planning and Development Services Department (913-895-6217) to see if any other permits are required.

January 2015  
Community Services Division  
8500 Antioch Road, Overland Park, KS 66212  
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# Temporary Food Service in Overland Park

Community Services



Planning and Development Services

**OVERLAND PARK**  
K A N S A S

ABOVE AND BEYOND. BY DESIGN.

# Temporary Food Service

7.12.8 – 302.15 OPMC

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## Do I need a permit?

Temporary food service operations in Overland Park need a temporary food service permit. Vendors who serve prepackaged foods from an approved source (such as chips and candy bars) do not require a temporary food service permit.

Although a Special Event Permit may be required, establishments with a current year-round food service license may hold outdoor events at their licensed establishments without obtaining a Temporary Food Service Permit. Establishment should check with the City of Overland Park Planning Department at 913-895-6217 to verify whether a Special Event Permit is required for their event.

## How do I obtain a permit?

**Event Coordinators/Promoters, or single vendors for a small event, are responsible for submitting the applications and fees when participating in an event. All temporary food applications are due at least 2 weeks before an event. Application fees will not be accepted until all applications are approved by the Code Compliance Officer.** Fees must be received from the coordinator/promoter by 12:00 p.m. on the last business day prior to the event. Fees may be paid by mail, walk in to Community Services, 8500 Antioch or by phone on a credit card at 913/895-6270. Our hours of operation are 8 – 5 M-F. A temporary food service permit is valid for the duration stated on

the permit and will be issued by the Code Compliance Officer after a satisfactory inspection. Operation of a temporary food establishment without a permit may result in issuance of a Notice to Appear in Overland Park Municipal Court. **Individuals or groups operating temporary food establishments may be limited in the number of events in Overland Park each calendar year.**

## INFORMATION FOR FOOD VENDORS

### What may I serve?

In order to minimize risk, temporary food service operators who do not hold a current year-round food establishment license are restricted to items requiring minimal on-site preparation such as hot dogs, bratwurst, or other similarly cased products.

Although there are no menu limitations for establishments with a current year-round food service license; a temporary food application, permit and inspection are required.

### What are the operating requirements?

#### 1. Keep hot foods hot & cold foods cold

- Hot foods: 140° F or above (e.g.: hot dogs and bratwursts)
- Cold foods: 41° F or below (e.g.: cheese, milk, sour cream, cut tomatoes and other potentially hazardous foods)

#### 2. Protect the food

- Keep food covered as much as possible and store in covered containers.
- Keep grill closed as much as possible.
- Use utensils for serving and have extras available.

- Bare hand contact with ready-to-eat food is prohibited.

#### 3. Keep ice protected

- Ice must be from an approved source (commercially made).
- Use a washable, handled scoop to serve ice.
- Ice used for cooling may not be served in drinks.
- Use a washable container-no Styrofoam coolers.

#### 4. Protect plastic ware and plates

- Keep plates, napkins, utensils, etc. at least 6 inches off the floor/ground.
- Keep covered or store inverted to prevent contamination.

### What about cleaning?

Use clean cloths or sponges to clean food contact surfaces, and keep them in a bucket of sanitizer solution when not in use. Approved sanitizers include:

- Chlorine (Bleach): 50-100 PPM
- Iodine: 12.5-25 PPM
- Quaternary ammonia: 200-400 PPM

Make sure you have test strips available in order to monitor concentrations. Certain over the counter cleansers are also allowed. Contact Community Services at 913-895-6270 for more information.

### What about washing utensils?

You need to have an adequate number of extra cleaned and sanitized utensils available at all times, use disposable utensils or you can wash utensils during the event. If you choose to wash utensils on site you must:

**Set up 3 separate containers for use while you are in operation. (Wash, rinse & sanitize)**