



**KCMO HEALTH DEPARTMENT  
ENVIRONMENTAL PUBLIC HEALTH PROGRAM**

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



**Public Health**

**PERMIT PROCESS FOR OPENING A NEW FOOD ESTABLISHMENT**

New food establishments must meet requirements set by the Kansas City Health Department and the Kansas City, Missouri Food Code in order to obtain a food establishment permit. The outline permit process for opening a food establishment guides an operator through the process to ensure that all necessary steps are taken to meet the safety needs of the public. There are several important decisions that an operator must make prior to opening a new establishment.

The operator will need to consider if an existing location can be used or if a new location must be constructed for their establishment. If the operator is constructing a new location, they will need to submit a detailed set of architectural plans, including information on equipment to be used in the kitchen, to City Planning and Development. City Planning and Development reviews submissions to determine that the design plan meets all necessary codes (internal and external structural, electrical, plumbing, etc.) If an operator is using an existing permitted restaurant location, but intends to make internal structural changes pertaining to the kitchen area, electrical construction or plumbing construction, they will need to follow the same procedures as described above. If an operator is using an existing permitted restaurant location, but does not intend on making changes, they can pick up a permit application packet from the Environmental Health Services Division at the Health Department in (2400 Troost Ave., Suite 3000, Kansas City, Missouri). Additionally, application information can be found on the Health Department section of the Kansas City website (<http://www.kcmo.org/health>).

**City Planning and Development**

If City Planning and Development review is required, operator will submit required documents and blueprints for approval. Further information for this process can be found at:

<http://kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/index.htm>

If necessary, the City Planning and Development office will forward blueprints to the Environmental Health Services for a plan review. Please note that the operator will also have to submit a draft of the menu and a completed Plan Review Audit form to the Environmental Health Services Division. The Plan Review Audit form can be found in the "Other documents and brochures" drop down at:

<http://www.kcmo.org/CKCMO/Depts/Health/Foodpermitsandinspections/index.htm>

**Health Department Plan Review**

Once all required documents and blueprints are received by the Environmental Health Services Division, the plans will be reviewed and the proposed design of the establishment against the Kansas City, Missouri Food Code. During the review, the menu and answers provided on the



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Plan Review Audit form are used to ensure that the proposed design of the establishment will meet the requirements associated with the type of cuisine, number of employees, size of establishment, etc. It is important to note that the operator will need to include a planned location of all kitchen service equipment (refrigerators, stoves, ovens, dry storage, vent hoods, etc.) The plan review officer will also evaluate such things as: spacing between water sources/equipment, number of hand sinks, location of equipment, hot water tank capacity, employee bathrooms, mop sink location, warewashing equipment, etc.

If the proposed design of the establishment is approved in accordance with the Kansas City, Missouri Food Code, the blueprints will be submitted to the City Planning and Development Department. When the operator receives approval from the City Planning and Development Department, they are able to submit their application for a permit to the Environmental Health Services Division at the Health Department.

If the plan review is not approved by the KCMO Health Department, the blueprints will be sent back to City Planning and Development. City Planning and Development will communicate requirements necessary to be in accordance with all city codes. The same process begins if the operator resubmits updated blueprints.

<b>Application Requirements for Opening a New Establishment</b>
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In order to open a new establishment, the following documents are required:

- **Copy of photo identification from the permit holder**  
This will serve as the main contact for the location.
- *[if applicable]* **Articles of incorporation/LLC company information**  
This is required to properly identify the establishment owners.
- **Approved City Planning Final Inspection/Certificate of Occupancy**  
If the new establishment will be housed in an existing restaurant/retail location, a certificate of occupancy is not required.
- **Finalized menu**  
At this stage, a finalized menu is required to ensure that proper Consumer Advisory warning (if applicable) is present and that space/equipment is sufficient for the proposed menu.
- **Fire Inspection report**  
The Fire Inspection report is required to ensure compliance with the KCMO Fire Department.
- **Complete permit application**  
The operator will need to submit the Food Establishment Permit Application
- **\$100.00 application processing fee**

An operator can find the necessary permit application and other educational materials at the Health Department (2400 Troost Ave., Suite 3000) or online at:



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<http://www.kcmo.org/CKCMO/Depts/Health/Foodpermits/index.htm>

Permit application envelopes (at the Health Department) also contain additional information regarding Food Employee Health Guidelines, a template for Food Employee Reporting Agreement (code requirement), a template for Applicant and Food Employee Interview Form, information pertaining to the Consumer Advisory requirements, and a Food Permit Application checklist.

### **Pre- Opening Inspection Process**

When an operator has all of the necessary requirements, they may submit the **completed** permit application to the Environmental Health Services Division at the Health Department (2400 Troost Ave., Suite 3000). Operators may submit the **completed** permit application via fax (816-513-6290) to expedite the process, but originals hardcopies must be received to be maintained in the establishment file.

The completed set of permit documents will be forwarded to an inspector (also known as a Public Health Specialist) that is assigned to the district in which the establishment will operate. The inspector will contact the operator to set up a Pre-Opening inspection.

It is important to note the Pre-Opening inspection requires the establishment to meet **all** of the requirements before they can be permitted. If the establishment passes the Pre-Opening inspection, the operator will receive their restaurant permit and a follow up inspection will be conducted within 30 days. If the establishment fails the Pre-Opening inspection, an inspector will review all items not in accordance with the Food Code with the operator. The operator can schedule a re-inspection once all requirements are met.



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## Permit Process for Opening a **New** Food Establishment

