You must pay a fee for the Health Department to review the plans of your establishment in the city limits of Columbia. The amount of the fee is based on the risk of your establishment. Risk is determined by the Health Department based on the type of food you serve and who you serve.

- low risk = $140
- medium risk = $215
- high risk = $430

You can also call the Health Department for more information. The Health Department must collect your fee before they can issue an operating permit to you.

Columbia/Boone County Department of Public Health and Human Services
1005 W. Worley, PO Box 6015
Columbia, MO 65203
573-874-7346
www.CoMo.gov

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Public Food Event VS Private Food Event

A permit from the Health Department is required for:

Any events open to the public where food is provided, unless the exceptions below apply.

A permit from the Health Department is not required for:

An establishment that offers only prepackaged non-potentially hazardous foods.

A produce stand that offers only whole, uncut fruits and vegetables.

A kitchen in a private home, if only food that is non-potentially hazardous is prepared for sale or service as part of a not-for-profit event. Examples include a religious group having a bake sale.

A closed event, with only invited guests. The public must not be able to attend without invitation. Examples of closed events include: religious gatherings, weddings, parties, family reunions, or company picnics, a private kitchen of a family day care, or a bed and breakfast with 4 bedrooms or less.

GUIDELINES FOR MOBILE FOOD VENDORS

The following guidelines are authorized by Section 8-104.10 (B) of the City of Columbia Food Code.

DEFINITION OF A MOBILE CONCESSION: An enclosed vehicle or trailer licensed to operate on public roads in which a person travels from place to place to serve food or beverage.

All mobile concessions will be required to have an approved commissary that meets local rules and regulations and complies with the Food Code. Mobile units will not be permitted to operate on one parcel property for more than 14 days per every 90 day period. The 14 day operational period shall be considered consecutive at the start of the first operational day.

DEFINITION OF A COMMISSARY: An approved kitchen or food preparation area available for surprise inspection meeting criteria established by the Columbia Food Code and other applicable local rules. You need to have a signed commissary agreement between the mobile vendor and the commissary if they are different businesses. The operator must have free access to the commissary at all times without conflict with another food vendor using the same commissary.

MOBILE FOOD ESTABLISHMENT OPERATION APPLICATION: All mobile establishments will be required to submit a detailed written plan of what foods (menu) will be served and how the food will be prepared and served.

GENERAL REQUIREMENTS: All food must be clean, free from spoilage, and safe for eating. All food must be from an approved source. All potentially hazardous food (meats, cheeses, dairy products, fish, etc.) must be prepared on site by a licensed operator or be prepared at the commissary. No foods prepared or stored in a private home or a non-permitted facility may be used or sold on a mobile food vehicle.
**PERMITS:** You must get an operating permit from the Health Department. This permit must be renewed every year.

You also must get a temporary business license. Call the Business License office at 573-874-7378 for more information about temporary business licenses.

**WATER SUPPLY:** You must have a supply of hot and cold water at all times from an approved source. The water must be stored in an approved container large enough to hold all of the water you need for the establishment.

**WASTE WATER:** You must have a container for waste water that is 15% larger than your water supply tank. You must dispose of waste water into an approved sewer. You may need to present receipts verifying your waste water disposal.

**HANDWASHING:** You must install an approved hand washing sink with hot and cold running water. Soap and paper towels must be at your hand sink at all times. You may be allowed to operate as a pushcart depending on your menu. Please contact the Health Department for pushcart requirements.

**FOOD HANDLING:** You cannot handle ready-to-eat food with your bare hands. Use gloves, tongs, or forks when handling ready-to-eat food. Keep raw foods and cooked foods separate at all times. You cannot reuse single-use items. Wrap or cover all food to protect them from contamination. All food need to be stored 6 inches off the floor or ground. No one may eat, drink, or use tobacco products in a food preparation area.

**TEMPERATURE CONTROL OF FOODS:** You must keep cold foods cold (41°F or below) and hot foods hot (135°F or above). Equipment must be able to maintain these temperatures at all times. The required internal cooking temperatures for meats are:
- chicken-165°F
- pork-145°F
- ground beef-155°F
- beef-140°F.

You cannot cook these or other potentially hazardous foods partially. You must monitor temperatures with a metal stemmed thermometer accurate to within plus or minus 3°F. Reheat pre-cooked foods to 165°F before serving.

**CONSTRUCTION OF EQUIPMENT:** You may need to install fans or screens to control flies. You must use smooth, durable, and easily cleanable, for surfaces where food will be in direct contact. You must have overhead protection, such as a tent or roof, for all food preparation and storage areas.

**ICE AND REFRIGERATION:** You must keep refrigerators clean and in good repair. They must be able to maintain food temperatures of 41°F or below. You must have thermometers in all refrigeration units.

If you use ice for temperature control, it must be from an approved source. Ice containers must be made of non-porous materials with an attached lid. You cannot use styrofoam coolers. If you use ice for cooling food or beverages, you may not use the same ice for human consumption. You must drain ice containers to prevent water buildup.

**SANITIZING AND SINK REQUIREMENTS:** If you prepare foods in your mobile unit, you must have an approved three compartment sink with hot and cold running water. Your sink must be big enough to submerge utensils and cookware halfway into the sink. The health department may waive this requirement if you sell prepackaged food, or if you prepare food in a commissary.