

Temporary Food Permit Application Process

CITY OF SAINT LOUIS 2020



This is an overview of the various requirements necessary for an individual to obtain any of the temporary food permits outlined in [Ordinance 71106](#). An existing establishment wishing to sell food in a temporary setting needs to obtain a [vendor's license](#) from the License Collector's Office in addition to all of the the other necessary requirements for selling food. Each item is linked to the specific document or City of St. Louis webpage containing the necessary documents for the application process. A business license as a well as "Temporary Food Safety Training" is essential for operating a temporary food establishment.

Guidelines for Home Occupation

1. Home occupancy Waiver & Conditional Use Permit: Building Division

- A Home Occupation Waiver is required for an individual to get a Home Business License through the License Collector's Office. If you are operating a business on a temporary basis and do not operate the business out of a brick and mortar location, you must register your business at your home address. The individual must first get an approved Home Occupation Permit and a Conditional Use Permit from the Building Division, which is issued by the Zoning Administrator.

a. Letter of Authorization (if individual does not own property)

- If the applicant is not the owner of the building (i.e., a renter), the applicant will need to submit a notarized "letter of authorization" from the owner of the building with the application for the Home Occupation Waiver. If the applicant is the owner of the building, do not fill out a "letter of authorization."

b. Conditional Use Permit

- A conditional use permit is only required when there is "home cooking, preserving, or processing of food for resale". This is necessary for individuals also seeking a cottage food waiver. The Conditional Use Permits are filed with the Zoning Administrator in the same process as the Home Occupation permit. A Conditional Use Hearing is required upon receiving a Home Occupation Waiver Application. A successful hearing would result in a permit. The Zoning Section can be contacted at (314) 622-3666 or in Room 400 at 1200 Market Street.
- Application Fee - \$50
- Conditional Use Hearing Fee - \$50 (schedule 4 weeks in advance)

2. Home Occupation and Certificate Registration (Home Occupation License) : License Collector's office

- After completing the Home Occupation Waiver, the individual preparing and selling food under a Temporary Health Permit or Cottage Food Waiver must apply for a Home Occupation License Application through the License Collector's Office.
- Application fee for the license - \$25.
- If the seller is required to have a Missouri sales tax license, that license number goes on line 8 of the application. If not, a Certificate of No Tax Due can be obtained from the Missouri Department of Revenue at (573) 751-9268 or <http://dor.mo.gov>. Questions should also be directed at the Missouri Department of Revenue.

a. E-234 Business Tax Earnings Form

- A copy of the E-234 Business Earnings Tax Form filed by the taxpayer with the Collector of Revenue for the preceding calendar year must also be submitted with the application for the Home Occupation Business License. A Form E-234 is not required if the business did not exist the prior year. The Form must show that the taxpayer's gross earnings from the business for the preceding year are less than \$100,000. The E-234 Instruction Form can provide help filling out the form or contact the Collector of Revenue at (314) 622-4413 or in Room 110 at 1200 Market Street for assistance.

3. Health Permit Application for Temporary Food Establishment

- Temporary health permits are required for an organization (i.e., a church or nonprofit), for an individual, or for both that plan on selling or distributing food. An organization must apply for a temporary health permit if they are hosting any event where food is sold. Individuals selling prepared food at an event located on organization property may use the organization's commercial kitchen as long as that kitchen has been inspected and approved by the Department of Health. These individuals are not required to get an individual temporary health permit. An individual must get a temporary health permit if the location where they prepare food is different from a location where the prepared food is sold or if they are selling food requiring limited preparation on the site of sale, at the actual event.
- See the [this overview](#) to determine which food permit(s) are necessary for the different types of events or food being sold.

a. Cottage Food Waiver (must meet qualifications)

- A cottage food waiver is necessary only if the individual is preparing food deemed non-hazardous by the Department of Health in a home kitchen. The Department of Health issues the cottage food waivers at no cost. An individual solely operating under the cottage food waiver is only permitted to sell food from their home. If food is sold at any other location, an additional temporary food permit is necessary.

4. Business License: License Collector's Office

- It is necessary for all individuals selling or distributing food in the City of St. Louis to have a proper business license. The following link is an index of the various Graduated Business Licenses available through the City of St. Louis



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FOR HELP STARTING A BUSINESS OR OBTAINING THE PROPER BUSINESS LICENSE IN ST. LOUIS CONTACT THE BUSINESS ASSISTANCE CENTER AT (314) 622-4120 OR VISIT THEIR [WEBSITE](#).