

How to Apply for Temporary Food Vendor Permit

If you plan to sample food or drinks, you must apply for a temporary sampling permit through the City of Overland Park. The deadline is July 11, 2020. The city will not allow ANY EXCEPTIONS!

1. Vendor must first register on ePLACE. (www.opkansas.org/eplace). If you have sampled at OPCC before you will already have registered and can skip this step but you will need to know your login information.
2. Once registered, you will need to Log In to ePLACE to Apply for a “Temporary Food Vendor Permit”
 1. <https://energov.opkansas.org/CSS/SelfService#/home>
 2. Click the Apply menu to see all available permits.
 3. You will be applying for “Special Events: Temporary Food Vendor Permit”
 4. Add Location- it is not needed you can select NEXT
 5. Description: Name of your business
 6. Add Attachment: This is a required step to upload your current license/commissary
 7. **Event ID: Permit number: SEP2020-00259**
 8. Follow prompts to complete application.

Your application will be sent to the health inspector for approval. Once approved, you will receive an email with an invoice for the \$10 permit fee.

At this time, there are no additional requirements due to COVID-19 for food sampling. All standard health and safety requirements will still be in place.