



City of Minneapolis
 Licenses and Consumer Services
 250 South 4th Street – Room 300
 Minneapolis, MN 55415-1391
 Phone: 612-673-3000 or 311
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only
License Code: 114
Rev Code: 311009
<u>MCO</u> : 188
Adm Issuance: YES
PERMIT ID #
CSR:

Permit Application Guidelines and Checklist

Permit Type: Short Term Food Permit

A permit must be obtained for short-term events which involve dispensing food and/or beverages to the public. A maximum of two stands by the same vendor are allowed to operate per permit. A permit will be issued only after approval by the Division of Environmental Health. Submit this application and payment payable to Minneapolis Finance to the **EVENT FOOD SPONSOR**, in advance. The Event Food Sponsor must submit all applications to the City of Minneapolis **AT LEAST 10 BUSINESS DAYS** prior to the event or a late fee will be charged per vendor. Environmental Health will provide a list of approved Short-Term Food Permits to the Event Food Sponsor prior to the event.

If you are planning on participating at more than three events, a [Seasonal Food Permit](#) allows for the sale of food and/or beverages at multiple community events throughout the year. Additional requirements may apply. Fee: \$232

Staff Initials	Application Checklist Submit completed items below to Event Sponsor.				
	<input type="checkbox"/> 1. Permit Application (Form #1)				
	<input type="checkbox"/> 2. Is this permit part of a Temporary Expansion of License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 40%;"></td> </tr> <tr> <td style="text-align: center;">Name of Establishment</td> <td style="text-align: center;">Date Application Submitted</td> </tr> </table>			Name of Establishment	Date Application Submitted
Name of Establishment	Date Application Submitted				
	<input type="checkbox"/> 3. <input type="checkbox"/> Fee: \$87 <input type="checkbox"/> Fee w/ Temporary Expansion: \$0 <input type="checkbox"/> Minneapolis Convention Center Event Fee: \$43.50				

This Section To Be Completed by Licenses and Environmental Health Staff at MDR counter

Date Sent to EH _____ EH Staff Initials _____

Additional Information

Your Permit Application

- a. Incomplete applications will be returned.
- b. All applications must be signed by an owner, partner or principal.
- c. Permits are not transferable.
- d. Make a duplicate copy of this packet for your personal records before submitting.
- e. If you are applying for multiple licenses/permits, applications may be combined. Talk to License Staff at 300 Public Service Center.

Information in Other Languages: Yog xav paub ntau tshaj no, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.

VENDORS AND EVENT SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.

All vendors must complete the [Event Food Booth Self-Inspection Form](#) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

Contact Minneapolis Health Department, Environmental Health for additional information on applications and food safety: 612.673.2301 or health@minneapolismn.gov.



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FOR OFFICE USE ONLY	
CHECK#	AMOUNT\$
DATE:	
PERMIT ID#	

Short-Term Food Permit Application

Vendor Name – Last, First, MI (Please Print)					Trade Name					
Street Address of Vendor					City		State		Zip Code	
Vendor E-mail Address							Vendor Telephone			
Name of Event					Location of Event					
Date of Event					Event Start Time			Event End Time		
Event Sponsor				Event Contact Person				Telephone		
1. LOCATION(S) WHERE FOOD AND/OR BEVERAGES WILL BE PREPARED AND STORED (Onsite at Event or in a Licensed Commercial Kitchen)										
1a.	Menu Overview:									
1b.	<input type="checkbox"/> Check - if all items are prepackaged and remain unopened when served to public; <input type="checkbox"/> Check - if refrigeration is not required for any items; If both boxes are checked, skip to Question 2. Licensed Commercial Kitchen Name Licensed Commercial Kitchen Address									
	City				State		Zip Code			
1c.	Check which preparation procedure each menu item requires at the KITCHEN FACILITY. <input type="checkbox"/> N/A									
	FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1										
2										
3										
4										
5										
1d.	Check which preparation procedure each menu item requires at the EVENT/MARKET. <input type="checkbox"/> N/A									
	FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1										
2										
3										
4										
5										
Note: Attach additional pages if necessary.										

2. LIST OF FOOD AND/OR BEVERAGE SUPPLIERS (e.g., Grocery stores or distributors where foods and ingredients are purchased or premade.)

3. HOW FOOD AND/OR BEVERAGES WILL BE TRANSPORTED (Type of equipment and vehicle to be used to transport food items)

4. LIST ALL EQUIPMENT TO BE USED (Note: Domestic slow cookers are prohibited. Mechanical refrigeration is required for PHF held longer than 4 hours.)

VERIFICATION – READ AND INITIAL

Applications without initials and/or signatures will not be processed and will be returned to the applicant.

(initials) I understand my application must be submitted by the Event Food Sponsor and received at least 10 business days prior to the event. If my application is received less than two days prior to the event, it may not be approved or the menu may be restricted. Once my application is approved, NO changes may be made without approval by the Health Officer. Unauthorized changes may be subject to permit suspension.

(initials) I have read and understand the hand washing station requirements. (p. 6)

(initials) I have received the self-inspection form(s) and understand that I must complete a form prior to operating on the first day of event and kept on-site.

(initials) I have received and read the Minneapolis Guidelines for Dispensing Foods Under a Short-Term/Seasonal Permit. (p. 6)

(initials) I understand the following conditions will warrant immediate vendor closure:

- Lack of a current permit number approved by Environmental Health
- More than two stands for each permit;
- Lack of a hand washing station, unless all items are packaged or in bottles or cans
- Foods prepared at/or brought from home;
- Critical violations and/or imminent health hazards;
- Lack of equipment or capacity to hold potentially hazardous foods at required temperatures.

PRINTED NAME OF APPLICANT:	SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:

All vendors must complete the **[Event Food Booth Self-Inspection Form](#)** prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

ENVIRONMENTAL HEALTH SIGNATURE APPROVAL:	DATE:
ENVIRONMENTAL HEALTH COMMENTS:	

VENDORS AND EVENT FOOD SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.

This application must be stapled and pages 1 - 3 attached to avoid processing delays. Page 3 of 6 - February 2015



Provided By:
 Minneapolis Health Department
 Food, Lodging & Pools Unit
 Phone: 612-673-2301
health@minneapolismn.gov

Event Food Booth Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

VENDORS AND EVENT SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

Additional copies of this form are available on our website:

<http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

	BOOTH REQUIREMENTS	Complies?		COMMENTS
		YES	NO	
1.	Permits			
a.	Short-Term Permit # is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	Hand Washing Station <i>(Immediate closure if out of compliance)</i> (Unless all items are packaged or in bottles or cans when served)			
a.	Minimum 5-gallons warm water			
b.	Container with hands-free spigot			
c.	5-gallon waste water container			
d.	Pump soap and paper towels			
3.	Floor, Walls, Ceiling (Unless all items are pre-packaged or in bottles or cans)			
a.	Floors smooth & cleanable.			
b.	Provide flooring if on grass, gravel, or dirt surfaces.			
b.	Entire booth has overhead protection (tent or canopy)			
4.	Food Source/Menu <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or not stored at home. <i>(Exemption- vendors listed in MN Statute 28A.15)</i>			
b.	Licensed Commercial Kitchen used for foods prepared offsite.			
c.	Only foods approved on the application form are served.			
5.	Employee Hygiene – <i>(Training required)</i>			
a.	Employees wash hands upon entering the booth.			
b.	Employees keep hands clean and wash hands often.			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - no bare hand contact with food			
e.	Employees have hair restraints or hats. Clean clothing.			
f.	No eating, drinking, or smoking in the booth.			
g.	Pets are not allowed in the booth.			
6.	Food Temperature Control			
a.	Hot foods held at 140°F or above.			
b.	Cold foods held at 41°F or below.			
c.	Adequate equipment to maintain temperatures hot or cold.			
d.	Mechanical refrigeration required for potentially hazardous foods. (Ice cooler allowed only by Short-Term Permit vendors at events 4 hours or less.) Seasonal Permit vendors must use NSF mechanical.			
e.	No potentially hazardous food stored at room temperature.			
f.	Fire extinguisher provided if cooking.			
g.	Calibrated thermometer with range 0 – 220°F provided.			

BOOTH REQUIREMENTS		Yes	No	COMMENTS
7.	Storage			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
b.	Ice chest is able to be drained.			
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed, waterproof box.			
8.	Ice			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw ground beef or pork is cooked to at least 155°F.			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F.			
d.	Items previously cooked & cooled at the commissary must be reheated to 165°F.			
e.	Cooking and cooling of foods on-site for reuse is prohibited.			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
b.	All open food is protected from customer contamination.			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
12.	Sanitizer			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing (Required if equipment/utensils are used for potentially hazardous food for 4 hours or longer.)			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event.			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth.			
15.	Lighting			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof.			
16.	End of Day Clean-Up			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
17.	Miscellaneous			
a.	Name of the facility is posted and visible to customers.			
b.	Self-Inspection sheet is complete and available for Event Sponsor and Inspector to view.			

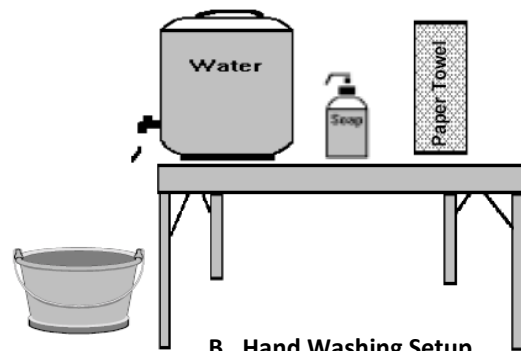
MINNEAPOLIS GUIDELINES FOR DISPENSING FOODS AT EVENTS

Vendors, Event Sponsors and Market Managers are responsible for implementing Food Safety Standards

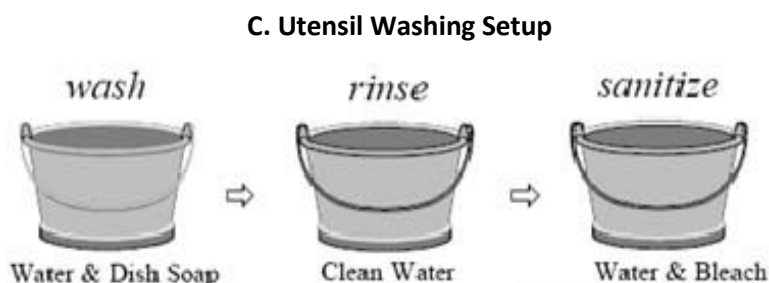
- All vendors must complete the Self Inspection prior to opening on the first day of an event.
- Provide electricity needs for cooking and lighting. NOTE: LP bottled gas (propane) greater than 20 pounds requires a permit from the Minneapolis Fire Department. Gas hose must be constructed of rigid copper, black iron or galvanized pipe. Provide a fire extinguisher. The Permit is found at: http://www.ci.minneapolis.mn.us/regservices/fire/regservices_fis (click on Special Event/Operational Permit Application).
- Provide a tent or canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you **MUST** provide flooring (mats, plywood, etc.) for the booth. Exception: all foods and beverages are packaged and remain unopened when served.
- Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. **Label chemicals** and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
- Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed **ONLY** for vendors listed in MN Statute 28A.15.
- Transport all food products in insulated, covered (picnic) chests in clean vehicles.
- Use **MECHANICAL REFRIGERATION** to keep potentially hazardous foods cold.
Exception: Insulated coolers may be substituted by Short-Term vendors **ONLY** when the event is 4 hours or less. (Seasonal Vendors must always use mechanical refrigeration.)
- Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, and salads at **41°F or colder or 140°F or hotter**. Provide a metal-stem thermometer.
- Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Outdoor use of “**Sterno**” and chafing dishes is **prohibited**.
- Prepare and serve all foods out of reach of the customers. Self-service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc.
- Wear clean clothing and practice good personal hygiene. NO smoking is allowed in the food booth. NO eating or drinking (from open containers) at the food service/display counters.
- HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment **MUST** be located within 10 feet of the food stand.
 - Provide soap, running water, paper towels, and catch bucket.
 - Hands **MUST** be washed with running water and soap.
- A hand washing device supplied with a minimum of 5 gallons running water from an insulated container (Illustration A & B) with a spigot which can be turned on to allow potable, clean, warm water (temperature between 70°F and 110°F) to flow over one's hands into a waste receiving bucket of equal or larger volume. Gravity fed devices must have a minimum of 2 inches water above the spigot.
- UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil – when required. (See illustration C)
 - Wash bucket: dish soap and water
 - Rinse bucket: clean water
 - Sanitizer bucket: bleach or Quat and water (follow the directions on sanitizer bottle)
 - Provide **test strips** to monitor sanitizer concentration (50 – 200 PPM for Chlorine; 200-400 PM for Quaternary)
- Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



A. Hand Washing Setup



B. Hand Washing Setup



C. Utensil Washing Setup