



**City of Minneapolis**  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1C  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

DBA:
Expiration: N/A
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

**Short Term Food Permit:** The sale of food and drink for up to 10 consecutive days at a single community based event. A maximum of two stands are allowed to operate for each permit.

**Seasonal Food Permit:** The sale of food and drink at multiple community events throughout the year. A maximum of two stands are allowed to operate for each permit.

#### Application Checklist

Submit completed items below to:

[Minneapolis Development Review](#)

250 South 4<sup>th</sup> Street  
300 Public Service Center  
Minneapolis, MN 55415

Staff  
Initials

1. Permit Application (Form #1)

2. Fee: \$87

#### This Section To Be Completed by Licenses Staff at MDR

Date Sent to EHFS \_\_\_\_\_ EHFS Staff Initials \_\_\_\_\_ Date Returned to MDR \_\_\_\_\_

#### 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 tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.



Department of Regulatory Services  
 Division of Environmental Health  
 250 S. 4th St., Room 414  
 Minneapolis, MN 55415  
 Phone: (612) 673-3000 Fax: (612) 673-2635

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

### Short-Term Food Permit

A permit must be obtained for short-term events which involve dispensing food to the public. A permit will be issued only after approval by the Division of Environmental Health. Applications must be received **AT LEAST TEN BUSINESS DAYS** before the event or a late fee of \$40.00 will be charged. A maximum of two concession stands are authorized per permit.

<b>1</b>	VENDOR NAME – LAST NAME, FIRST NAME, MI: <i>(PLEASE PRINT)</i>	TRADE NAME:	TELEPHONE:		
	STREET ADDRESS OF VENDOR:		CITY:	STATE:    ZIPCODE:	
	NAME OF EVENT:		LOCATION OF EVENT:		
	DATE OF EVENT:		EVENT START TIME:	EVENT END TIME:	
	EVENT SPONSOR:		EVENT CONTACT PERSON:	TELEPHONE:	

<b>2</b>	NAME OF PERSON RESPONSIBLE FOR FOOD PREPARATION:			TELEPHONE:
	WHERE WILL FOOD BE PREPARED (COMMERCIAL KITCHEN/ON-SITE). NO HOME PREPARED FOODS ALLOWED.			

<b>3</b>	FOOD SUPPLIERS (NAME OF GROCERY, ETC):

<b>4</b>	ALL FOOD AND BEVERAGES THAT WILL BE SOLD OR GIVEN AWAY:

<b>5</b>	EQUIPMENT THAT WILL BE USED TO KEEP <i>POTENTIALLY HAZARDOUS FOODS COLDER THAN 41°F</i> :
	EQUIPMENT THAT WILL BE USED TO COOK FOODS:
	EQUIPMENT THAT WILL BE USED TO <i>REHEAT</i> PRE-COOKED FOODS <i>HOTTER THAN 165°F</i> :
	EQUIPMENT THAT WILL BE USED TO MAINTAIN COOKED <i>POTENTIALLY HAZARDOUS FOODS HOTTER THAN 140°F</i> :
	GAS-COOKING EQUIPMENT AND SIZE OF GAS CYLINDER:

Submit this application with a check or money order to the Event Sponsor (if applicable) who will then submit to Environmental Health for processing.

***I have received and read the Minneapolis Guidelines for Dispensing Foods for Short-Term/Seasonal Permits. I hereby certify that I will comply with the guidelines.*** \_\_\_\_\_ (initials) Email Address: \_\_\_\_\_

SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:
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## **GUIDELINES FOR DISPENSING FOODS AT SHORT-TERM EVENT/FARMERS MARKETS** (Event Sponsor or Market Manager is Accountable for Implementing Food Safety Standards)

1. Provide electricity needs for cooking and lighting. NOTE: LP bottled gas (propane) greater than 20 pounds requires a permit from the Minneapolis Fire Department (612-673-3288). Gas hose must be constructed of rigid copper, black iron or galvanized pipe. Provide a fire extinguisher.
2. Provide a tent or canopy to protect food service operation. If the tent/canopy is on grass or dirt surface, you must provide flooring (mats, plywood, etc) for the booth.
3. Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. Store soap, sanitizer, insect sprays and chemicals away from foods and food containers. Label chemicals.
4. Prepare all foods in a licensed commercial kitchen or on site. **(NO HOME-PREPARED FOODS** except as allowed under Minnesota Pickle Bill).
5. Transport all prepared foods in insulated, covered chests (picnic) in clean vehicles.
6. Use mechanical refrigeration, or ice pack, for keeping foods cold. "Blue Ice" is permissible.
7. **Reheat** foods quickly to **165°F**, and **hold at 140°F or hotter**. Outdoor **use of "Sterno"** and chafing dishes **prohibited**.
8. Keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, vegetables and salads at **41°F or colder or 140°F or hotter**. Provide a metal-stem food thermometer.
9. Prepare and serve all foods out of reach of the customers. Self-serve is prohibited unless proper utensils are provided (e.g., dips must be served in individual soufflé cups; provide toothpicks for individual food samples; provide tongs for serving chips or bread samples on paper plates; etc.).
10. Drain ice-melt water from coolers to prevent cans or bottles from being submerged.
11. Wear clean clothing, and hair protection (cap, hairnet). Practice good personal hygiene—use sanitary foodhandling techniques. Smoking is prohibited when handling foods.
12. **HANDWASHING:** Provide soap, running water and paper towels. **Wash hands frequently** (See illustration).
  - a. **Handwashing must be conveniently located within 10 feet of the food service operation**
  - b. Hands **MUST** be washed with running water and soap at the food booth **PRIOR** to handling food.
  - c. Dry with paper towels.
13. **UTENSIL WASHING:** Provide three labeled buckets big enough to accommodate the largest utensil. (See illustration).
  - a. Wash bucket: dish soap and water
  - b. Rinse bucket: clean water
  - c. Sanitizer bucket: bleach/quat and water (1 tablespoon bleach for each gallon of water)
  - d. Provide **test strips** to monitor sanitizer concentration (50-100PPM for Chlorine; 200-400PPM for Quaternary)
14. Failure to comply with the above guidelines can result in a (1) citation, (2) closure of food booth, or (3) denial of future permits.

### **MUST BE SET UP PRIOR TO HANDLING FOOD (12 & 13)**

#### **UTENSIL WASHING SETUP**

