City of Minneapolis Health Department
Environmental Health – Food, Lodging, and Pools
250 South 4th Street – Room 510
Minneapolis, MN 55415
Phone: 612-673-3000 or 311
TTY: 612-673-2157
http://www.minneapolismn.gov/CivicEvents
EnvironmentalHealthPermit@minneapolismn.gov

Minneapolis Short Term Food Permit Instructions and Application

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500

A Short Term Food Permit is required to sell or give away food or beverages to the public in the City of Minneapolis. Give your Short Term Food Permit Application to your Event Food Sponsor **more than 10 business days** before the event start date.

Give your fee payment to your Event Food Sponsor – See Section H on page 4. The Event Food Sponsor must turn in your application with their application 10 business days before the event. If applications are turned in late, Event Food Sponsors *and* vendors will be charged late fees.

- Give pages 2 – 5 of this application to your Event Food Sponsor.
- Keep pages 6 – 8 of this application. Review these pages for important food safety information.
- Do not send this application directly to the City.
- The Event Food Sponsor will tell vendors when their Short Term Food Permit is approved.

➢ For help with this application, contact the Minneapolis Health Department, Environmental Health, by calling 311 or 612-673-3000 or email EnvironmentalHealthPermit@minneapolismn.gov

For food safety information visit www.minneapolismn.gov/Food Safety or call 311 or 612-673-3000.

Event organizers serving food or beverages

Are you an event organizer who is also serving food to the public? If so, you must submit an Event Food Sponsor Permit Application in addition to this Short Term Food Permit Application. Your Short Term Food Permit will be FREE with your paid Event Food Sponsor Permit.

Vendors who do not need a Short Term Food Permit

Food vendors with the one of following licenses or permits do NOT require a Short Term Food Permit. Simply give your permit or registration number, or license information, to your Event Food Sponsor more than 10 BUSINESS DAYS before the event:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Health (Look up Cottage Food Law exempt vendors at http://www2.mda.state.mn.us/webapp/lis/default.jsp
- Product of the Farm exempt vendors

Pour-only vendors

Vendors serving only non-Potentially Hazardous beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling. Pour-only vendors do not need a Short Term Food Permit if they are listed on the Event Food Sponsor's permit as pour-only. Discuss with your Event Food Sponsor whether you meet Minneapolis pour-only vendor criteria.

Short Term Food permits are non-transferable.
A permit may be used at only one event.

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For Office Use Only
Payment Type _____
Check # _____
Amount _____
LIC # _____

Minneapolis Short Term Food Permit Application

- Give your Short Term Food Permit application to your Event Food Sponsor.
- Give your fee payment to your Event Food Sponsor. See Section H – Fees on page 4.
- Applications must be received **AT LEAST 10 BUSINESS DAYS** before the event.
- Late applications will be charged a fee equal to the Short Term Permit late fee amount.
- This permit is non-transferable.
- This permit may only be used at one event with a maximum of two stands with the same food items.

Section A – Applicant Information

Vendor Name – Last, First, MI (Please Print)	**Business Name**		
Street Address	**City**	**State**	**Zip Code**
Email Address	**Telephone**		

Section B – Event Information

Event Name		**Event Location**	
Event Start Date	**Event End Date**	**Event Start Time**	**Event End Time**
Event Food Sponsor Contact Person		**Event Food Sponsor Phone**	
Event Food Sponsor Email			

Section C – Food Preparation Location

Location(s) Where Food and/or Beverages Will Be Prepared and Stored: ☐ **Onsite** ☐ **Licensed Kitchen**			
Menu Overview			
☐ **Check – if all items are prepackaged and remain unopened when served to the public.** ☐ **Check – if refrigeration is not required for any items.** **If both boxes are checked, please skip to Section F.**			
Licensed Commercial Kitchen Name			
Licensed Commercial Kitchen Address	**City**	**State**	**Zip Code**

Section D –Food Preparation at Licensed Commercial Kitchen

Check which preparation procedure each menu item requires at the kitchen facility. ☐ **N/A**

	Food	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging	Storage
1.										
2.										
3.										

☐ **Check here if additional menu items are listed on Section I (Page 5).**

Section E – Food Preparation at Event

Check which preparation procedure each menu item requires at the event. ☐ **N/A**

	Food	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging	Storage
1.										
2.										
3.										

☐ **Check here if additional menu items are listed on Section I (Page 5).**

Section F – Suppliers, Transportation and Equipment

List food and/or beverage suppliers.
(Grocery stores or distributors where foods and ingredients are purchased or premade)

Describe how food and/or beverage be transported.
(List the type of equipment and vehicles to be used to transport food items)

List all equipment to be used at the event.

Handwashing set-up? ☐ **Yes** ☐ **No**
Mechanical refrigeration? ☐ **Yes** ☐ **No**

Section G – Verification

Please Read and Initial **Applications without initials and/or signatures will be returned to the applicant unapproved.**
X _____ I understand my application must be submitted 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 the approval of Environmental Health. Unauthorized changes may result in a permit suspension.
X_____ I have received the Event Food Booth Self-Inspection checklist. (pages 6 and 7) I understand that I must complete the Self Inspection checklist before opening on the first day of the event.
X_____ I have read the Minneapolis Guidelines for Dispensing Foods at Events and Markets. (page 8)
X_____ I have read the hand washing station requirements. (page 8)
X_____ I understand that I need to label all packaged, canned and bottled items I prepare and sell with the following information: • Name and address of manufacturer. • A list of all ingredients in descending order by weight. • A top list of 8 allergens.
X_____I understand that I need to be able to tell customers about ingredients and allergens in the ready to eat foods.
X_____ I understand the following conditions will warrant immediate closure: • Operating without a Minneapolis Short Term Food Permit, if one is required. • More than two stands per permit. • Lack of a handwashing station, unless all items are packaged or in bottles, cans or kegs. • 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.

Applicant Signature:_____Date:_____

Section H – Fees

Staff Initials	**Short Term Food Permit Application**
	1. ☐ Complete Short Term Food Permit Application
	2. ☐ Give your application and fee payment to your Event Food Sponsor MORE THAN 10 business days before the event begins.
	3. Give your application fee to your Event Food Sponsor. If your Event Food Sponsor asks for a check to give to the city, make your check payable to, "Minneapolis Finance." 3A. **Applications submitted on time** ☐ $87.00 ☐ $43.50 for public events at the Minneapolis Convention Center 3B. **Applications submitted late** ☐ $174.00 ☐ $87.00 for public events at the Minneapolis Convention Center

Section I – Additional Menu Items

Please list additional menu items that will be prepared at a licensed commercial kitchen.										
	Food	**Thaw**	**Cut or Assemble**	**Cook or Bake**	**Cool**	**Cold Holding**	**Reheat**	**Hot Holding**	**Portion Packaging**	**Storage**
1.										
2.										
3.										
4.										
5.										
6.										

Please list additional menu items that requires preparation at the event.										
	Food	**Thaw**	**Cut or Assemble**	**Cook or Bake**	**Cool**	**Cold Holding**	**Reheat**	**Hot Holding**	**Portion Packaging**	**Storage**
1.										
2.										
3.										
4.										
5.										
6.										

Minneapolis Health Department

Provided By: Minneapolis Health Department Food, Lodging, & Pools Unit Phone: 612-673-3000	**Event Food Booth Self-Inspection Checklist** **(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/CivicEvents

	Booth Requirements	Yes	No	Comments
1.	**Permits**			
a.	Permit number is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	**Hand Washing Station** (*Immediate closure if out of compliance*)			
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, and Ceiling** (Unless all items are pre-packed or in bottles or cans)			
a.	Floors smooth and cleanable			
b.	Provide flooring on grass, gravel or dirt surfaces			
c.	Entire booth has overhead protection (tent or canopy)			
4.	**Food Source/Menu** *(Immediate closure if out of compliance)*			
a.	Food not prepared and/or stored at home *(Exemption – Vendors listed in MN Statute 28A.15)*			
b.	Licensed Commercial Kitchen used for foods prepared offsite			
c.	Only foods approved on the application are served			
5.	**Employee Hygiene (*Training required*)**			
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 foods			
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 for 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			
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 in a closed, waterproof box			

	Booth Requirements	Yes	No	Comments
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 foods for 4 hours on 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 an 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.	**End of Day Clean-Up**			
a.	Name of facility is posted and visible to customers			
b.	Self-inspection sheet is complete and available for Event-Sponsor and Inspector to view			

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Minneapolis Guidelines for Dispensing Food at Events and Markets

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

1. All vendors must complete the Self-Inspection checklist prior to opening on the first day of an event.
2. Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services; call 311 or (612) 673-3000 from outside Minneapolis for permit application. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.
3. Provide a fire extinguisher.
4. 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.
5. 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.
6. Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed ONLY for vendors listed in MN Statute 28A.15.
7. Transport all food products in insulated, covered (picnic) chests in clean vehicles.
8. Use MECHANICAL REFRIGERATION to keep potentially hazardous foods cold.

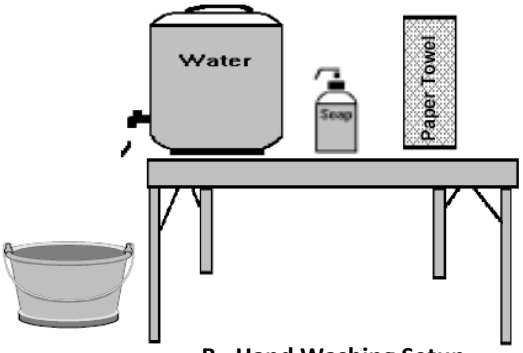
   Exception: Insulated coolers with ice may be substituted by Short Term vendors ONLY when the event is 4 hours or less. (Seasonal Vendors must always use mechanical refrigeration)
9. Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 140°F or hotter. Provide a metal-stem thermometer.
10. **Reheat** food quickly **to 165°F** and **hold at 140°F or higher**. Outdoor use of **Sterno™** and chafing dishes is **prohibited**.
11. 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.
12. 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.

    a. Provide soap, running water, paper towels, and catch bucket.
    b. Hands MUST be washed with running water and soap.
13. Provide hand washing device (Illustration A & B). If using gravity fed set-up (Illustration B), supply with a minimum of 5 gallons running water from an insulated container with a hands-free 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.
14. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets large enough to accommodate the largest utensil. (See illustration C)

    a. Wash bucket: dish soap and water
    b. Rinse bucket: clean water
    c. Sanitizer bucket: bleach or quat and water (follow the directions on sanitizer bottle)
    d. Provide **test strips** to monitor sanitizer concentration (50 – 200 PPM for Chlorine; 200-400 PM for Quaternary)
15. 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

www.minneapolismn.gov/FoodSafety

Minneapolis
Health Department