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
DBA:
Expiration: April 1
License Code: 261
Rev Code: 311009
MCO: 188
Adm Issuance: YES
Permit ID #
CSR:

Permit Application
Guidelines and Checklist

Permit Type: Seasonal Food 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.

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.

Staff Initials	Application Checklist **Submit completed items below to:** **Minneapolis Development Review** 250 South 4th Street 300 Public Service Center Minneapolis, MN 55415
	☐ **1. Permit Application** (Form #1)
	☐ **2. Fee: $232**

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

Date Sent to EH_____EH Staff Initials_____ Date Returned to MDR _____

1. **Your Permit Application**
   a. Incomplete applications will be returned.
   b. All applications must be signed by an owner, partner or principal.
   c. No permit will be issued for a period longer than one year.
   d. Permits are not transferable.
   e. Make a duplicate copy of this packet for your personal records before submitting.
   f. If you are applying for multiple licenses/permits, applications may be combined. Talk to License Staff at 300 Public Service Center.

2. **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.

City of Minneapolis
Licenses and Consumer Services
250 South 4th Street – Room 300
Minneapolis, MN 55415–1391
Phone: 612-673-3000 or 311
Fax: 612-673-2635 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only	
Check #	Amount $
Date:	
Permit ID #	

Seasonal Food Permit Application

A permit must be obtained for short-term events which involve dispensing food to the public and will be issued only after approval by the Division of Environmental Health. Applications must be made **AT LEAST 10 BUSINESS DAYS** prior to the first event or a late charge equal to 50% of the permit fee will be charged. A maximum of two concession stands are authorized per permit.

Submit this application with a check or money order to Minneapolis Development Review. $232.00 is payable to the Minneapolis Finance Department. No cash will be accepted. You are required to submit your permit number (upper right-hand corner) to Event Sponsors for all events.

VENDOR NAME – LAST NAME, FIRST NAME, MI *(PLEASE PRINT)*	TRADE NAME		
STREET ADDRESS OF VENDOR	CITY	STATE	ZIPCODE
EMAIL ADDRESS	TELEPHONE		

LIST EVENTS YOU PLAN TO ATTEND	EVENT DATES	EVENT CONTACT PERSON	TELEPHONE

LIST ADDITIONAL EVENTS ON SEPARATE SHEET

1. LIST OF PRODUCTS SOLD (List or attach copy.)

2. NAME AND ADDRESS OF WHERE PRODUCTS WILL BE PREPARED AND DESCRIBE FOOD PREPARATION
(Onsite or address of approved licensed commercial kitchen)

2a. Name and Address

2b. Describe food preparation offsite. ☐ N/A

2c. Describe food preparation onsite at market/event. ☐ N/A

3. LIST OF PRODUCT SUPPLIERS (e.g., Grocery stores or distributors where foods and ingredients are purchased or premade.)

4. HOW PRODUCTS WILL BE TRANSPORTED (Include the type of equipment and vehicle to be used to transport food items to market/event.)

5. LIST ALL EQUIPMENT TO BE USED (All equipment must meet current National Sanitation Foundation (NSF) standards or equivalent.)

_____ ***(initials) I have received and read the Minneapolis Guidelines for Dispensing Foods at Short-Term Events & Farmers Markets. I hereby certify that I will comply with the guidelines and the Minneapolis Food Code.***

SIGNATURE OF APPLICANT	DATE	ENVIRONMENTAL HEALTH SIGNATURE	DATE

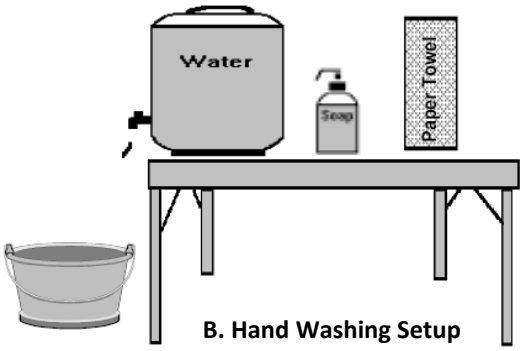
Applications without initials and/or signatures will not be processed and returned to the applicant.

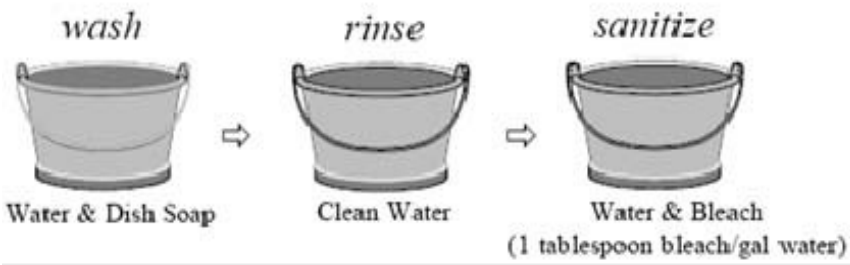
GUIDELINES FOR DISPENSING FOODS AT EVENTS & MARKETS

Vendors, Event Sponsors and Market Managers are responsible 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 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.
3. 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.
4. Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed ONLY for vendors listed in MN Statute 28A.15.
5. Transport all food products in insulated, covered (picnic) chests in clean vehicles.
6. Use mechanical refrigeration for keeping potentially hazardous foods cold.
7. **Reheat** food quickly **to 165°F** and **hold at 140°F or higher**. Outdoor use of **"Sterno"** and chafing dishes is **prohibited**.
8. 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.
9. 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.
10. 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.
11. **HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment (illustrations A and B) 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.
12. A hand washing device supplied with running water at a temperature between 70°F and 110°F, soap, nail brush, and paper towels must be provided at all stands where food is prepared. (See illustration A)
13. For stands that are disassembled after each use, a gravity-fed hand washing device and three containers of sufficient size to immerse utensils (illustrations B and C) may be used in lieu of these requirements if:
    a. only beverages are served from their original containers or bulk beverage dispenser;
    b. only prepackaged, non-potentially hazardous food is sold, prepared, or served; or
    c. the menu is limited to prepackaged potentially hazardous foods cooked or prepared to order, or precut or prewashed foods that have been obtained from a licensed food establishment.
14. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big 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/quat and water (1 tablespoon bleach for each gallon of water)
    d. Provide **test strips** to monitor sanitizer concentration (50 – 220 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
Required for food prepared onsite



B. Hand Washing Setup
Suitable for food prepared offsite

C. Utensil Washing Setup