



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 Fax 612-673-2635
 TTY: 612-673-2157
<http://www.minneapolismn.gov/CivicEvents>
EnvironmentalHealthPermit@minneapolismn.gov

Minneapolis Seasonal Food Permit Application and Instructions

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 - Hadio aad Caawimaad u baahantahay 612-673-3500

The following business categories require a Seasonal Food Permit:

- Food and/or Beverage Vendor:** A vendor who dispenses food and/or beverages at multiple licensed civic events, community celebrations and farmers markets. Stands can be disassembled and moved from location to location.
- Food Market Distributor:** A market vendor who sells fresh produce or packaged foods purchased from retail stores, wholesalers, or agricultural producers for off-site consumption. This excludes Cottage Food Vendors.
- Food Market Manufacturer:** A market vendor who sells and handles food prepared for immediate consumption
- Farm Processor:** A market vendor who sells products of the farm that have added ingredients, which are either purchased or off-farm such as salt, vanilla, cheese cultures, flavorings, etc.
- Wild Harvesters:** A market vendor who sells products that are grown and harvested on land that is not owned or leased by the harvester and who is licensed according to Minnesota law or Minneapolis ordinance.
- Producer Re-Seller:** A market vendor who resells produce or products not grown on land owned or leased by the reseller.
 - Additional definitions are available on the website: <http://www.minneapolismn.gov/health/inspections/farmersmarket>

Staff Initials	Seasonal Food Permit Application
	1. <input type="checkbox"/> Seasonal Food Permit Application
	2. Food Ingredients / Allergens <input type="checkbox"/> Attach a copy of the ingredient label(s) for all packaged, bottled, or canned foods <input type="checkbox"/> N/A – Not selling packaged, canned, or bottled food products
	3. <input type="checkbox"/> Licensed Commercial Kitchen: Attach a copy of your Agreement Letter from the licensed commercial kitchen <input type="checkbox"/> All items are prepared onsite at the event
	4. <input type="checkbox"/> Meat/Poultry Farm Processors Only: Attach a letter from the operator of the facility where your meat/poultry is processed stating the products you sell are slaughtered and processed at its facility. The letter must include the name, address, and telephone number for the facility <input type="checkbox"/> N/A – Not applying as a Meat/Poultry Processor
	5. <input type="checkbox"/> Fee: \$232 (See payment options on page 4)

- 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.



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

Minneapolis Seasonal Food Permit Application

- **A permit will be issued only after approval by the Division of Environmental Health.**
- Seasonal food permits may be used to dispense food or beverage at approved events and farmers markets.
- A maximum of two stands are allowed to operate for each permit at the same event.
- Applications must be received **AT LEAST 10 BUSINESS DAYS** prior to the event.
- Late applications will be charged a fee equal to the Short Term Permit late fee amount.

Section A – Applicant Information

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

Section B – Events

List Events You Plan to Attend (List additional events on page 5)	Event Date	Event Food Sponsor or Market Manager	Telephone

Check here if additional events are listed on Section I (page 5)

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. <input type="checkbox"/> 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 events or markets

Check which preparation procedure each menu item requires at the event or market. <input type="checkbox"/> 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 will 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 or market.
(All equipment must meet current National Sanitation Foundation (NSF) standards or equivalent)

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 or Farmers' Market.

- 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 Seasonal 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:** _____

Health Inspector Signature: _____ **Date:** _____

Section H – Submission and Payment

Payment Options

Applications and payments must be received AT LEAST 10 BUSINESS DAYS prior to the event start date or late fees will apply.

Applications received less than 2 business days prior to the event may not be approved or could be restricted.

Mail (fees paid by check(s), payable to Minneapolis Finance -

Minneapolis Environmental Health
250 South 4th Street – Room 510
Minneapolis, MN 55415

In Person (fees can be paid by check, cash or credit card)

Minneapolis Environmental Health
250 South 4th Street – Room 300 (3rd Floor)
Minneapolis, MN 55415

(Free Parking located behind the building. Enter lot from South 3rd St. between 3rd Ave S and 2nd Ave S)

Email (fees paid by credit card - City staff will contact you by phone to obtain payment information.)

Email to EnvironmentalHealthPermit@minneapolismn.gov

Do Not include credit card number on the application.

Secure Fax (Please include payment information here). **Fax number is 612-673-2635.**

Attention: Submit Food Permits _____

Credit Card Number: _____

Expiration Date: _____

CVV Code (located on back of card): _____

Billing Zip Code: _____

Section I – Additional Events and Menu Items

Please list additional events you plan to attend.			
Events You Plan to Attend	Event Date	Event Contact Person	Telephone
1.			
2.			
3.			
4.			
5.			

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.										

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



Provided By: Minneapolis Health Department Food, Lodging, & Pools Unit Phone: 612-673-3000	<h2 style="margin: 0;">Event Food Booth</h2> <h3 style="margin: 0;">Self-Inspection Checklist</h3> <p style="margin: 0;">(To be Completed When Setting Up on Event Day)</p>
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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 <i>(Immediate closure if out of compliance)</i>			
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 <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or 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 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 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 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 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 following Food Safety Standards

- All vendors must complete the Event Food Booth Self-Inspection checklist before opening on the first day of an event.
- Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services. For permit application call 311 or outside Minneapolis call (612) 673-3000. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.
- All vendors must have a fire extinguisher.
- All food stands must have a tent or canopy. If you are at an event where the tent or canopy is on grass or dirt, you **MUST** provide flooring (mats, plywood, etc.) for the Food Stand. Exception: Flooring is not needed if 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 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)
- Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 140°F or hotter. Use a metal-stem thermometer to check temperatures.
- Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Using **Sterno™** and chafing dishes outdoors is **not allowed**.
- Prepare and serve all foods out of reach of the customers. Self-service is not allowed unless proper utensils are provided such as: individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.
- Wear clean clothing and practice good personal hygiene. **NO** smoking is allowed in the food booth. **NO** eating or drinking (from open containers) is allowed at the food service and 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.

- Provide hand washing setup (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 and off. The water must be potable (safe to drink), clean, and warm (between 70°F and 110°F). The water must flow over your hands into a bucket of equal or larger volume than the water container. Gravity fed devices must have a minimum of 2 inches water above the spigot.

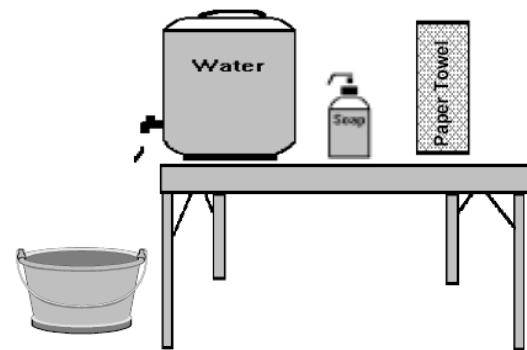
- UTENSIL WASHING EQUIPMENT:** Use three labeled buckets large enough to accommodate the largest utensil. (See illustration C)

- 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)

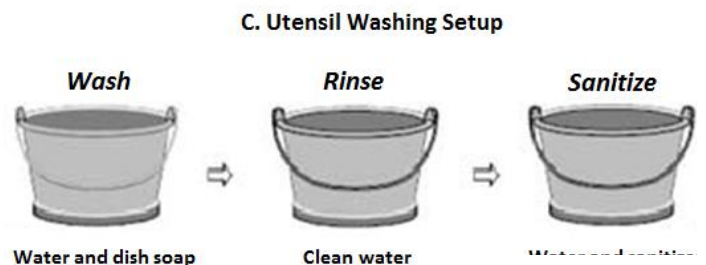
- Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



A. Hand Washing Setup



B. Hand Washing Setup



C. Utensil Washing Setup