

Do I need to fill out this form?

Yes

A vendor who dispenses food and/or beverages at multiple licensed civic events, community celebrations or farmers markets. Stands can be disassembled and moved from location to location.

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.

A market vendor who sells and handles food prepared for immediate consumption

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.

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.

A market vendor who resells produce or products not grown on land owned or leased by the reseller.

No

Food vendors with the one of following licenses or permits do not require a Seasonal Food Permit. Simply give your permit, registration number, or license information to your Event Food Sponsor at least 2 weeks before the event:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture
- Product of the Farm exempt vendors

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 agents 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

How do I complete the application?

- 1 Complete the Event Food Sponsor Permit Application sections A-F.
- 2 Submit your application and fees at least 2 weeks before the first event begins.
- 3 Save the Food Vendor Checklist (pages 8-9) to fill out during set-up on the first day of the event.

Terms and Definitions

Use the definitions below to help you complete this application. Keep this page for future reference.

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Vendor Types

- 1. Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not potentially hazardous food directly to the consumer, and meets the requirements of MN Stat 28A.152. Look up Cottage Food Law exempt vendors at <http://www2.mda.state.mn.us/webapp/lis/default.jsp>
- 2. Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
- 3. Licensed Minneapolis Mobile Food Vehicle (food truck) vendors.** A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer on private property or curbside on public streets.
- 4. Licensed Minneapolis Limited Mobile Food vendors.** An individual who sells prepackaged items such as ice cream, pop, candy, and/or potato chips from a vehicle.
- 5. 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.
- 6. Product of the Farm exempt vendors.** A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower, with no off-farm ingredients, including vegetables, fruits, eggs, meats, plants, flowers, honey, maple syrup etc. as recognized by MN Stat 28A.15.
- 7. Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

Food Safety

- 1. Cold holding.** Cold food items stored at or below 41°F.
- 2. Cook or bake.** Food item that will be cooked or baked before serving.
- 3. Cool.** Cooked or baked food items cooled before serving.
- 4. Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
- 5. Hot holding.** Hot food items stored at or above 140°F.
- 6. Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
- 7. Potentially Hazardous Food (PHF).** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. <http://www.mda.state.mn.us/food-feed/potentially-hazardous-foods>
- 8. Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
- 9. Safe temperatures.** As applies to potentially hazardous foods, means Temperatures of 41°F or below, or 140°F or above.
- 10. Storage.** Food item that will require storage after preparation but before serving.
- 11. Thaw.** Frozen food items that require thawing before serving.

Other

- 1. Licensed commercial kitchen.** A retail or production food facility currently licensed by the Department of Health, Department of Agriculture or local food licensing agency. Proof of licensure or permission to use the facility may be required.
- 2. Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.

1 Minneapolis Seasonal Food Permit Application

Vendors must complete the Seasonal Food Permit Application. A Seasonal Food Permit is required to sell or give away food or beverages to the public at approved events and farmers markets in the City of Minneapolis.

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For Office Use Only

Payment type	Check #	Amount	LIC #
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A Applicant Information

Your name (last, first)

Business name

Street address

City

State

Zip code

Email address

Telephone number

B Event Information

Event name

Location of the event

Start date of the event

End date of the event

Start time of the event

End time of the event

Name of the event food sponsor

Name of the sponsoring organization

Email address of the event food sponsor

Telephone number of the event food sponsor

Check here if additional events are listed on Section B2 (page 5)

C Food Preparation Location

Where food and/or beverages will be prepared and stored: On-site Licensed kitchen

Menu overview

All items are prepackaged and remain unopened when served to the public.

Refrigeration is not required for any items.

If both boxes are checked, please skip to Section F

Name of the licensed commercial kitchen

Address of the licensed commercial kitchen

City

State

Zip code

D Food Preparation at Licensed Commercial Kitchen

N/A

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 *(page 6)*

E Food Preparation at Event

N/A

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 *(page 6)*

F Suppliers, Transportation and Equipment

List grocery stores or distributors where foods and ingredients are purchased or premade

List all equipment to be used at the event - must meet current National Sanitation Foundation (NSF) standards or equivalent

- | | | |
|-----|----|---|
| Yes | No | Will you have handwashing within 10 feet?
<i>(Required if you serve open food or beverages)</i> |
| Yes | No | Will you have NSF mechanical refrigeration?
<i>(Required for all cold potentially hazardous foods)</i> |

B2 Event Information – Additional Items

1. Event name	Location of the event		
Start date of the event	End date of the event	Start time of the event	End time of the event
Name of the event food sponsor	Name of the sponsoring organization		
Email address of the event food sponsor	Telephone number of the event food sponsor		
2. Event name	Location of the event		
Start date of the event	End date of the event	Start time of the event	End time of the event
Name of the event food sponsor	Name of the sponsoring organization		
Email address of the event food sponsor	Telephone number of the event food sponsor		
3. Event name	Location of the event		
Start date of the event	End date of the event	Start time of the event	End time of the event
Name of the event food sponsor	Name of the sponsoring organization		
Email address of the event food sponsor	Telephone number of the event food sponsor		

D2 Food Preparation at Licensed Commercial Kitchen – Additional Items

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

E2 Food Preparation at Event – Additional Items

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

G Verification

Read and verify each item. Sign and date your application.

Check to verify that you understand the requirements.

I understand my application must be submitted at least 2 weeks prior to the first 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, changes cannot be made to the menu.

I have read and understand the hand washing station requirements on page 10.

I have received and read the Food Vendor Guidelines on page 10.

I understand hand washing must be set up within 10 feet, if serving open food or beverage.

I understand my food or beverage service will be immediately closed for any of these reasons:

- Serving opened food or beverage without hand washing.
- Preparing or bringing food from home or from an unlicensed facility.
- Contamination or other immediate health hazards.
- Not bringing enough equipment to hold potentially hazardous foods at required temperatures.

Applicant signature

Date

2 Application Submission and Fees

Applications and payments must be received at least 2 weeks prior to the event start date or late fees will apply. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees.

1. Mail (*fees paid by check(s), payable to: Minneapolis Finance*)
Minneapolis Environmental Health
250 South 4th Street – Room 510
Minneapolis, MN 55415

2. In Person (*fees can be paid by check, cash or credit card*)
Minneapolis Environmental Health
250 South 4th Street – Room 300
Minneapolis, MN 55415
(Free Parking located behind the building. Enter lot from South 3rd St. between 3rd Ave S and 2nd Ave S)

3. Secure Fax 612-673-2635.
(include information below)
Attention: Submit Food Permits

For faxed application only

Credit card number

Expiration date

CVV code (located on back of card)

Billing zip code

4. Email (*fees paid by credit card - City staff will contact you by phone to obtain payment information*)
Do not include credit card number on the application.

Email to EnvironmentalHealthPermit@minneapolismn.gov

3 Fill Out During Set-Up on the First Day of the Event

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

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TTY users call 612-673-2157 or 612-673-2626.

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H Food Vendor Checklist

1. Hand Washing Station *(Required for open food or beverage)*

- a. Minimum 5-gallons warm water
- b. Container with hands-free spigot
- c. 5-gallon waste water container
- d. Pump soap and paper towels

2. Floor and Ceiling *(Required for open food or beverage)*

- a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
- b. Onsite booth has overhead protection

3. Food Source/Menu *(Immediate closure if out of compliance)*

- a. No foods are prepared or stored at home
- b. All foods are prepared at a licensed commercial kitchen or onsite at the event

4. Employee Hygiene

- a. Food workers wash hands before beginning food service and often during service
- b. Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
- c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
- d. No pets in the food service area

5. 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: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF mechanical refrigeration at all events
- d. A thermometer to measure food temperature is provided

CONTINUED

H Food Vendor Checklist - Continued

6. Storage

- a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- b. Ice being used to chill beverages is draining
- c. All plates, cups, utensils and equipment are stored at least 6" above the floor

7. Ice

- a. Ice used for chilling is not used for serving
- b. Ice bags are kept off the floor or ground
- c. Ice is served with an ice scoop that has a handle
- d. Ice is not handled with bare hands or contaminated (*ice scoop handle must be kept out of ice*)

8. Cooking

- a. Raw chicken or 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 a licensed kitchen must be reheated to 165°F for hot holding

9. 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

10. Sanitizer (*If needed for wiping cloths or dishwashing*)

- 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 solution

11. Dish Washing (*Choose one option*)

- a. I will wash, rinse and sanitize equipment and utensils used for potentially hazardous food while on site
- b. I will bring enough extra equipment and utensils used for potentially hazardous food to switch out every four hours

12. 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
- d. Liquid waste, oil/grease will be properly disposed of
- e. Self-inspection sheet is complete and available for Event Sponsor and Inspector to view

Food Vendor Guidelines

Event food items must meet food safety standards for handling, preparation and storing to prevent food born illness. See Terms and Definitions on page 2.

1. **All vendors must complete the Food Vendor checklist before opening on the first day of an event.**
2. **Prepare all food in a licensed commercial kitchen or on-site.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.
3. **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 NSF mechanical refrigeration)
4. **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 internal food temperatures.
5. **Reheat food quickly to 165°F and hold at 140°F or higher.** Using Sterno™ and chafing dishes is not allowed.
6. **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.*
7. **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.
8. **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.
9. **A fire extinguisher must be provided if cooking with an open flame.**

10. 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.

11. Practice good personal hygiene. Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.

12. Provide hand washing if you prepare or serve open food or beverage.

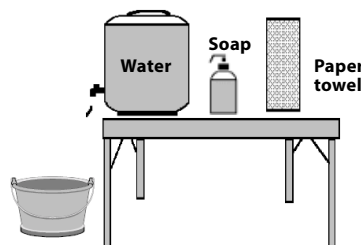
Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.



Gravity-fed hand washing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

Hand Washing Setup



Utensil Washing Setup



13. Wash equipment and utensils. Bring enough of your utensils and equipment used with potentially hazardous food to switch out to new ones at least every four hours. Or, if you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

- Wash in warm, soapy water
- Rinse in clean water
- Sanitize in bleach or quaternary solution
- Bring test strips to check sanitizer (*50-200 PPM for Chlorine; 200 – 400 PPM 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.