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

Expiration: June 1
License Code: 034
Rev Code: 311009
MCO: 201
Adm Issuance: Yes
PERMIT ID #

Registration Guidelines and Checklist

Permit Type: Exempted Market Vendor

☐ **Pickle Bill** ☐ **Home Processor** ☐ **Meat/Poultry Processor**

Minnesota State Statute 28A.15 excludes several categories of market vendors from the requirement of obtaining a food license; however, these **vendors are required to apply for a permit to verify their exemption status**. Review and complete the **Exempted Market Vendor Definitions and Application Requirements** (page 2) to determine if you are eligible for this exemption. A summary of **FOODS THAT CANNOT BE SOLD** under any exemption are listed on page 5.

Home Processors, Meat and Poultry Processors, and "Pickle Bill" vendors who are applying for the first time must complete this application prior to selling at Minneapolis markets.

Farmers and gardeners who sell products (produce) grown on their own or leased property are also exempt; however, the application process for both new and returning vendors is handled by the Market Managers. There are no license or Environmental Health plan review fees for this vendor type. Contact your Market Manager for assistance and application materials if you are a farmer/gardener.

Non-food vendors, such as craft producers, are not required to be licensed or fill out any Minneapolis application.

Contact your Minneapolis Market Manager or Environmental Health Inspector at 612-673-2895 for questions, fees, eligibility, etc.

Staff initials	**Registration Checklist** Complete and submit this application by mail or in person for staff review to: **Minneapolis Development Review** 250 South 4th Street, Room 300 , Minneapolis, MN 55415
	☐ 1. Exempted Market Vendor Registration Guidelines and Checklist (page 1)
	☐ 2. Exempted Market Vendor Definitions and Requirements (page 2)
	☐ 3. Exempted Market Vendor Application, Form #1, signed and dated (page 3)
	☐ 4. Market Vendor Plan Review Application, Form #2 (page 4)
	☐ 5. Plan Review Fee: $71 Application will be returned if not included.
	☐ 6. License Fee: $0 plus New License Surcharge: $0

This section to be completed by Licensing Staff at MDR Counter and by Environmental Health Staff

Date received by LIC staff at MDR, reviewed for completion, entered/imaged into KIVA, and forwarded with Plan Review payment to EH staff via folder or returned to applicant as incomplete. Date _____ Initials _____
Date received by EH staff. Date _____ Initials _____
Date EH notified LIC to approve on agenda. Date _____ Initials _____

Additional Information

1. **Your Registration 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. Renewal applications, mailed out in March each year, must be submitted by June 1st. The previous year's permit remains in effect until May 30th of the current year.
   f. After your application is approved by Environmental Health Staff, you will be notified by email and an exempt permit will be mailed out.

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.

Exempted Market Vendor
Definitions and Requirements

☐ Pickle Bill ☐ Home Processor ☐ Meat/Poultry Processor

Review the definitions and requirements for the vendor types below to determine if you are exempt from obtaining a Minneapolis market vendor license. See page 5 for additional information. If you determine you meet the definition and requirements to operate as an exempted market vendor, check off the appropriate box(es) above and complete the rest of this application. **Submit EVERY checklist item listed under your chosen vendor type or your application will be returned.**

☐ Pickle Bill

Individuals who prepare and sell home-processed and home-canned food products in Minnesota with an equilibrium pH value of 4.6 or lower. You must post a visible sign in your booth stating: "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION."

Submit the following with your application:

- ☐ A list of ingredients and general preparation of each product to be sold
- ☐ A description of canning procedures
- ☐ A description of pH monitoring, testing procedures, and pH meter calibration
- ☐ Product labels which must include the name and address of the person who processed and canned the goods, date of processing and canning, ingredient list, net weight, and allergens
- ☐ A copy of sampling procedures
  - ☐ N/A. Explain:
- ☐ A signed and dated Exempted Market Vendor Application (Form #1) certifying that, per MN State Statute 28A.15, your gross annual receipts from the prepared foods do not exceed $5000 in a calendar year.
- ☐ $71 payment for the Environmental Health/Food Plan Review

☐ Home Processor

A vendor who prepares and sells non-potentially hazardous home processed food. You must post a visible sign in your booth stating: "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION."

Submit the following with your application:

- ☐ A list of ingredients and general preparation of each product to be sold
- ☐ A copy of sampling procedures
  - ☐ N/A. Explain:
- ☐ Product labels which must include the name and address of the person who prepared the goods, ingredient list, net weight, and allergens
- ☐ A signed and dated Exempted Market Vendor Application (Form#1) certifying that, per MN State Statute 28A.15, your gross annual receipts from the prepared foods do not exceed $5000 in a calendar year.
- ☐ $71 payment for the Environmental Health plan review

☐ Meat/Poultry Processor

A vendor who sells products that are raised on land owned/leased by him or her, and whose products do not have additional ingredients which are not grown, raised or harvested by him or her.

Submit the following with your application:

- ☐ A letter from the operator of the facility where your meat/poultry is processed stating that the products you are selling are slaughtered and processed at their facility. The letter must contain the name, address, and telephone number for the facility.
- ☐ A copy of the facility's license or grant of inspection
- ☐ Product labels which must include business name and address, product name, and net weight
- ☐ A signed and dated Exempted Market Vendor Application (Form #1) certifying that, per MN State Statute 28A.15, products for sale are from a farm that is owned or leased by the applicant.
- ☐ $71 payment for the Environmental Health plan review

CHECK TYPE
☐ NEW
☐ RENEWAL *

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250 S. 4th Street, Room 300
Minneapolis, MN 55415
Telephone: 612-673-3000 or 311
Fax: 612-673-2635 TTY: 612-673-2157
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Form #1

FOR OFFICE USE ONLY
PERMIT NUMBER:
LIC STAFF:
DATE:

CHECK ONE: ☐ PICKLE BILL ☐ HOME PROCESSOR ☐ MEAT/POULTRY PROCESSOR

* RENEWALS: please highlight any changes or additional information not included in last year's application

EXEMPTED MARKET VENDOR APPLICATION

APPLICANT INFORMATION			
Applicant Name	Business Name		
Mailing Address	City	State	Zip
Home Telephone Number	Cell Number		
Work Telephone Number	Email		

LOCATION WHERE PRODUCTS ARE GROWN, RAISED and/or PREPARED			
Name of Location	Name of Property Owner or Licensed Kitchen Manager		
Address	City	State	Zip
Email of Property Owner or Licensed Kitchen Manager	Phone Number of Property Owner or Licensed Kitchen Manager		

PRODUCTS FOR SALE AT MINNEAPOLIS LOCATIONS		
LIST OF ALL PRODUCTS FOR SALE (Produce, meat/poultry, canned, baked, etc)	MPLS LOCATION WHERE PRODUCTS ARE SOLD	
	Market Name	Address of Market/Event

The data which you furnish on this application will be used by the City of Minneapolis to assess your qualifications for registration. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. Upon submission of this application, all information will be public information pursuant to Minnesota Statutes, Chapter 13. Check one:

☐ **Home Processor and Pickle Bills Applicants:** I certify that my gross annual receipts for the products I sell under this permit will not exceed $5,000.00 in a calendar year.

☐ **Meat/Poultry Processors:** I understand that I shall only sell products from a farm that I lease or own. I further understand that selling products that have not come from a farm that I own or lease may result in confiscation of such products and a citation for operating without a license. I certify that my meat/poultry is processed in a licensed and/or inspected facility.

I hereby certify that I have read, understand, and answered every question truthfully. I understand and agree that if a permit is issued to me, I will use it for the sole purpose of providing food for sale directly to the public at the market. I also certify that I have read and agree to follow the attached food safety guidelines for market vendors. I understand that I am required to learn and follow the City of Minneapolis and State of Minnesota Food Code requirements that pertain to markets listed in MN State Statute 28A.15 and MCO Ch. 201 and 202. Failure to comply may result in administrative citations and/or other legal actions including the immediate revocation of any permits issued to me under this application. Giving false information in the application constitutes cause for immediate revocation of any permits issued. I will not allow the use of this permit by any other person.

APPLICANT NAME – PRINT	SIGNATURE	DATE

This Section to be completed by City of Minneapolis Staff		
ENVIRONMENTAL HEALTH STAFF NAME – PRINT	SIGNATURE	DATE

*Renewals: CSR – ☐ Review, Enter into Kiva, Image, Send to EH via inner office mail.

Form #2

ENVIRONMENTAL HEALTH
250 SOUTH 4TH STREET, ROOM 300
MINNEAPOLIS, MN 55415
PHONE: (612) 673-3000 or 311 FAX: (612) 673-2635
www.ci.minneapolis.mn.us/environmentalhealth

FOR OFFICE USE ONLY	
CHECK #:	AMOUNT:
DATE:	
REVIEWED BY:	

MARKET VENDOR PLAN REVIEW APPLICATION

MARKETS TO BE ATTENDED		
1. NAME OF MARKET	ADDRESS:	MARKET CONTACT PERSON AND PHONE:
2. NAME OF MARKET	ADDRESS:	MARKET CONTACT PERSON AND PHONE:
3. NAME OF MARKET	ADDRESS:	MARKET CONTACT PERSON AND PHONE:

LICENSE CATEGORY (check all that apply)

☐ FARM PROCESSOR ☐ HOME PROCESSOR ☐ MARKET DISTRIBUTOR ☐ MARKET MANUFACTURER
☐ MEAT/POULTRY PROCESSOR ☐ PICKLE BILL APPLICANT ☐ WILD HARVESTER

TYPE OF SERVICE (check all that apply)

☐ COOKING FOODS (FOR SAMPLING OR SALE) ☐ HOLDING FOODS COLD ☐ HOLDING FOODS HOT
☐ REHEATING FOODS ON SITE (FOR SAMPLING OR SALE) ☐ SALE OF PREPACKAGED FOODS ☐ SALE OF PREPACKAGED/REFRIGERATED/FROZEN FOODS
☐ OTHER: (please specify) _____

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

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

2a. Name and Address:

2b. Describe food preparation offsite or indicate N/A.

2c. Describe food preparation onsite at market/event or indicate 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.)

FOOD SAFETY COURSE COMPLETION (REQUIRED for FOOD MARKET MANUFACTURERS ONLY)

NAME OF CERTIFIED FOOD MANAGER_____ ☐ATTACH A COPY OF CURRENT MN Dept of Health Certificate

NAME OF FOOD SAFETY COURSE_____ DATE _____

APPLICANT NAME (PRINT)	SIGNATURE	DATE
ENVIRONMENTAL HEALTH STAFF REPRESENTATIVE NAME(PRINT)	SIGNATURE	DATE

PLAN REVIEW FEES MUST BE PAID WHEN SUBMITTING YOUR PLAN WITH A CHECK/MONEY ORDER PAYABLE TO MINNEAPOLIS FINANCE.

Definitions and License Requirements

Minneapolis Code of Ordinances, Chapter 201.10

The following types of foods **CANNOT** be sold under any of the exemptions below: apple or fruit juice; pumpkin pies; custard pies; cream puffs; low acid canned foods such as green beans, corn, peas, mushrooms, soups, meat, fish, or eggs; any other ready-to-eat, potentially hazardous food products containing meat, eggs, dairy, or any product that requires refrigeration. Preparation for these products must occur in a licensed commercial kitchen and you will need either a Market Distributor (off-site consumption, no food handling on-site) or Market Manufacturer (immediate consumption, food handling on-site) license. Applications are available by clicking the underlined words.

Agricultural Producer: A grower, farm processor, or a group of growers or farmer processors belonging to a growers' cooperative, or wild-harvester, that is principally engaged in the production of farm and wild-harvested products. Contact your Market Manager for application materials.

Craft Producer: A market vendor who manufactures or crafts non-food goods by the force of their own labor, who has control over the means and methods of production, and who assumes the principal financial and liability risk for the production enterprise. No license required. Call the State of Minnesota, 651-296-6181, for sales tax requirements.

Farm Processor: A market vendor who sells products that are grown, raised or harvested on land owned or leased by the farm processor and which products may have additional ingredients added that are not grown, raised or harvested by them on their land such as to produce sausage, bacon, cheese etc., and who is licensed according to Minnesota law or city ordinance. Contact your Market Manager for application materials.

Farmers Market: A primarily outdoor recurring event, created for public benefit, where on designated days and times, a group of market vendors consisting principally of agricultural producers (and may include food market manufacturers, food market distributors, craft producers, home processors and vendors of services) are organized for the purpose of selling their products directly to the public.

Food Market Distributor: A market vendor who sells fresh produce purchased from retail stores, wholesalers or agricultural producers, or sells prepackaged foods for **off-site consumption** (excluding home processors) provided that the vendor does not handle unpackaged food while at the market.

Food Market Manufacturer: A market vendor who sells and handles foods prepared for **immediate consumption** at the market.

Grower: A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower including vegetables, fruits, eggs, meats (without added ingredients), plants, flowers, honey, maple syrup, etc. Contact your Market Manager for application materials.

Home Processed Foods: Products made through the transformation of raw ingredients into a finished food product prepared in the home including, but not limited to, jams, jellies, pickles, baked goods and confections.

Home Processor: A market vendor who sells home processed foods prepared by market vendor who has control over the means and methods of production, assumes principal financial and liability risk for the production enterprise, and who is not regularly engaged in the business of manufacturing and selling food.

Immediately Consumable: Products made through the transformation of raw ingredients into a finished food product intended for consumption at the farmers market including, but not limited to, any foods sold which are heated or prepared on-site, beverages, ice cream, or services that are provided during the designated days and times of the market.

Market Manager: The designated contact person responsible for the supervision, management, and control of the farmers market, mini market, municipal market, or produce and craft market.

Market Vendor: Any person or entity selling goods or services at a municipal, farmers, mini, or produce and craft market.

Plant Vendor: A market vendor who resells live plants or non-food plant products purchased from retail stores, wholesalers or agricultural producers, or sells such plants or plant products grown and harvested on land that is not owned or leased by the vendor. No license required.

Potentially Hazardous Foods: Foods that support the growth of bacteria and that require time or temperature control for food safety.

Vendor of Services: A market vendor who provides a service intended for immediate consumption including, but not limited to, chair massage or face painting.

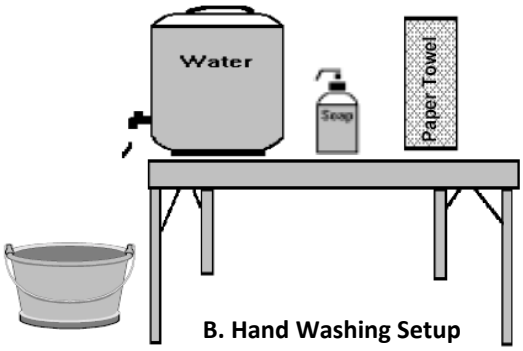
Wild Harvester: A market vendor who sells products that are grown and harvested on land that is not owned or leased by the harvester and who is licensed according to Minnesota law or city ordinance.

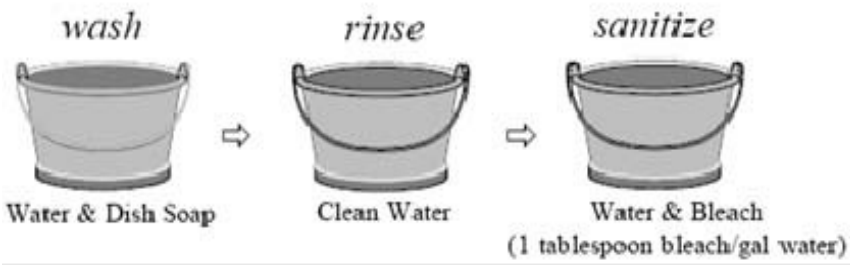
GUIDELINES FOR DISPENSING FOODS AT EVENTS & MARKETS

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