



City of Minneapolis
Licenses and Consumer Services
 350 South 5th Street – Room 1C
 Minneapolis, MN 55415–1391
 Phone: 612-673-2080
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

Expiration: April 1
License Code: 034
Rev Code: 311009
MCO: 343
Adm Issuance: Yes
LICENSE ID #

Registration Application Guidelines and Checklist

Market Vendors Licensing Exemption

Market vendors are required to register with the City of Minneapolis prior to selling exempted products (listed below). After your completed registration is approved, a permit will be mailed to you. Exempt vendors must meet the requirements of Minnesota State Statute 28A.15.

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 must occur in a licensed commercial kitchen and you will need a [Market Distributor](#) (off-site consumption) or [Market Manufacturer](#) (immediate consumption) license.

Contact Environmental Health/Food Safety Inspector at 612-673-2895 for questions, eligibility, requirements, fees, etc. A complete set of definitions and requirements can be found on the next page. Minnesota state statute requirements can be found on our website at www.minneapolismn.gov/business-licensing.

Registration Checklist

Staff initials	Mail or submit completed items below to: Minneapolis Development Review 250 South 4 th Street, Room 300 , Minneapolis, MN 55415
	<input type="checkbox"/> 1. Exempted Market Vendors Registration (Form #1). License Fee: \$ 0
	<input type="checkbox"/> 2. Market Vendor Plan Review (Form #2)
	<input type="checkbox"/> 3. \$ _____ Plan Review fee .
Additional Requirements for each type of vendor are listed below. Applications missing information or the Plan Review fee will be rejected and returned to you.	
	<input type="checkbox"/> Pickle Bill: Individuals who prepare and sell home-processed and home-canned food products. <ol style="list-style-type: none"> 1. Products MUST be home-processed and home-canned in Minnesota. 2. Pickles, vegetables or fruits MUST have an equilibrium pH value of 4.6 or lower. 3. Each container MUST be labeled with: the name and address of the person who processed and canned the goods and date of processing and canning. 4. You MUST post in your booth a visible sign stating “THESE CANNED GOODS ARE HOMEMADE”. Submit the following: <ul style="list-style-type: none"> <input type="checkbox"/> A list of ingredients and general preparations of each product to be sold <input type="checkbox"/> A description of canning procedures <input type="checkbox"/> A description of pH monitoring, testing procedures and pH meter calibration <input type="checkbox"/> Product labels
	<input type="checkbox"/> Home-Processor: A vendor who sells non-potentially hazardous home processed food he/she prepared. You must post in your booth a visible sign stating: “THESE PRODUCTS ARE HOMEMADE”. Submit the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of sampling procedures, if applicable <input type="checkbox"/> Product labels <input type="checkbox"/> A list of ingredients and general preparations of each product to be sold.
	<input type="checkbox"/> Meat/Poultry Processor: A vendor who sells products that are grown, raised or harvested on land owned/leased and whose products do not have additional ingredients added that are not grown, raised or harvested by them. Submit the following: <ul style="list-style-type: none"> <input type="checkbox"/> 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 contact phone number for the facility. <input type="checkbox"/> A copy of the facility’s license or grant of inspection.

This Section To Be Completed by City of Minneapolis Staff

Date Received by EHFS _____ EHFS Staff Initials _____ Date emailed to Licensing _____

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.

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.

Definitions and License Requirements from the Minneapolis Code of Ordinances

www.minneapolismn.gov/government/ord/index.htm

201.10. Definitions.

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.

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.

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 that 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.

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 heated or prepared on-site, beverages, and 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 or produce and craft market or municipal 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.

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

Form #1

FOR OFFICE USE ONLY

REGISTRATION NUMBER:

EHFS STAFF:

DATE:

DEPARTMENT OF REGULATORY SERVICES
 ENVIRONMENTAL MANAGEMENT & SAFETY
 250 S. 4TH STREET, MINNEAPOLIS, MN 55415
 PHONE: 612-673-3000, FAX: 612-673-2635

CHECK TYPE

NEW

RENEWAL *

CHECK ONE: HOME PROCESSOR MEAT/POULTRY PROCESSOR PICKLE BILL

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

EXEMPTED MARKET VENDORS REGISTRATION

APPLICANT INFORMATION

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

LOCATION PRODUCTS ARE GROWN, RAISED and/or PREPARED

Name of Location		Name of Owner	
Address	City	State	Zip
Email of Owner		Telephone of Owner	

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 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
ENVIRONMENTAL HEALTH STAFF NAME – PRINT	SIGNATURE	DATE



MINNEAPOLIS REGULATORY SERVICES
ENVIRONMENTAL HEALTH & FOOD SAFETY
 250 SOUTH 4TH STREET, ROOM 414
 MINNEAPOLIS, MN 55415
 PHONE: (612) 673-3000, FAX: (612) 673-2635

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

MARKET VENDOR PLAN REVIEW APPLICATION

MARKETS TO BE ATTENDED

1. NAME OF MARKET	ADDRESS:	MARKET CONTACT AND PHONE:
2. NAME OF MARKET	ADDRESS:	MARKET CONTACT AND PHONE:
3. NAME OF MARKET	ADDRESS:	MARKET CONTACT 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)

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

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3. LOCATION OF WHERE PRODUCTS WILL BE PREPARED (Onsite or address of approved, licensed commercial kitchen)

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

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

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6. FOOD SAFETY COURSE COMPLETION (REQUIRED for MARKET MANUFACTURERS)

NAME OF CERTIFIED FOODMANAGER: _____ ATTACH A COPY OF CURRENT [MN Dept of Health certificate](#).

NAME OF FOOD SAFETY COURSE _____ DATE: _____

APPLICANT NAME – PRINT	SIGNATURE	DATE
ENVIRONMENTAL HEALTH STAFF NAME	SIGNATURE	DATE

PLAN REVIEW FEES MUST BE PAID WHEN SUBMITTING APPLICATION WITH A SEPARATE CHECK OR MONEY ORDERS PAYABLE TO MINNEAPOLIS FINANCE.

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 to protect food service operation. If 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 foods and food related items.
4. Prepare all foods in a licensed commercial kitchen or on site. Home **prepared foods** are allowed ONLY for vendors listed in MN Statute 28A.15.)
5. Transport all prepared foods in insulated, covered chests (picnic) in clean vehicles.
6. Use mechanical refrigeration for keeping foods cold.
7. **Reheat** foods quickly to **165°F**, and **hold at 140°F or hotter**. Outdoor use of “**Sterno**” and chafing dishes **prohibited**.
8. Keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, vegetables and salads at **41°F or colder or 140°F or hotter**. Provide a metal-stem food thermometer.
9. Prepare and serve all foods out of reach of the customers. Self-serve is prohibited unless proper utensils are provided (e.g., dips must be served in individual soufflé cups; provide toothpicks for individual food samples; provide tongs for serving chips or bread samples on paper plates; etc.).
10. Drain ice-melt water from coolers to prevent cans or bottles from being submerged.
11. 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.
12. **HANDWASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Handwashing EQUIPMENT (See illustration) MUST be located within 10 feet of the food stand.
 - a. Provide soap, running water and paper towels and catch bucket.
 - b. Hands MUST be washed with running water and soap.
13. **UTENSIL WASHING:** Provide three labeled buckets big enough to accommodate the largest utensil. (See illustration.)
 - 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 (50-200PPM for Chlorine; 200-400PPM for Quaternary)
14. Failure to comply with the above guidelines can result in a (1) citation, (2) closure of food booth, or (3) denial of future permits.

