

Food Business Plan Review Application

Complete and email this application to development@minneapolismn.gov. This application is required if you are:

- Starting or building a new food business or converting an existing space into a food business
- Expanding or remodeling an existing food business
- Adding or changing any equipment that requires gas, mechanical, or plumbing permits
- Adding or changing ventless cooking equipment or ventless hoods

Applicant information			
Legal/corporate name of business		Business name/DBA	
Jobsite address including suite or licensed kitchen address for mobile food unit		City	State Zip code
Applicant name		Email	Cell number
Applicant's mailing address		City	State Zip code
Email of person who will upload documents			
Construction category – Must check one			
☐ New business/construction, new food truck/cart		☐ Remodel (new owner, same business)	
☐ New or change of equipment requiring gas, mechanical or plumbing		☐ Remodel (same owner, same business)	
☐ New or change of ventless hood or ventless cooking equipment		☐ Remodel (different business)	
License type - Check all that apply			
☐ Commissary or community kitchen	☐ Food manufacturer (bakery, deli, café, etc.)	☐ Meat market	
☐ Farmers markets	☐ Grocery, confectionery or liquor store	☐ Restaurant	
☐ Food carts (indoor, kiosk, sidewalk, etc.)	☐ Institutional facility (daycares, schools, etc.)	☐ Vending machine(s)	
☐ Food shelf	☐ Mobile food unit (trailers, trucks, etc.)	☐ Other _____	
Project description – Include floor number, kitchen number, and/or suite number			
Describe your project here.			
Other information			
☐ Risk Level 1 ☐ Risk Level 2 ☐ Risk Level 3 Use the risk level definitions to determine your risk level.		Total square footage of new construction/remodel area _____	
Project start date:		Number of floors where food operations take place _____	
		Projected completion date:	

I. Required documents

After we receive your application, we will send you a link to the [ProjectDox website](#) and a temporary password. You will need to upload the following required documents:

1. **Floor plan:** Detailed and scaled floor plan of your kitchen and facility or vehicle. Include the location of all equipment and finishes for walls, ceilings, floors and base coves.
2. **Equipment list** and specification sheets for all equipment. Equipment must be ANSI/NSF certified or equivalent.
3. **Menu** and/or list of food items you plan to serve or sell. You may need a [HACCP](#) food safety plan, based on your menu.

II. Application fee

There is a [fee](#) associated with application. We will call you with the amount of your fee and to securely collect your payment. Please do not add your credit card information to this application. Your fee is based on:

- Square footage of your new or remodeled space, and
- The risk category defined in the fee link.

If you have questions about this application or the required documents, please call us at 612-673-3000. You can also email us at development@minneapolismn.gov or healthreview@minneapolismn.gov.

Please refer to our [Food Establishment Construction Guide](#) for more details of our requirements for food businesses.