

## Food Business Plan Review Application

Complete and email this application to [development@minneapolismn.gov](mailto: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 #   |   | 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  |   |  |                     |
| <input type="checkbox"/> New business/construction, new food truck/cart   |   | <input type="checkbox"/> Remodel (new owner, same business)  |                     |
| <input type="checkbox"/> New or change of equipment requiring gas, mechanical or plumbing   |   | <input type="checkbox"/> Remodel (same owner, same business)   |                     |
| <input type="checkbox"/> New or change of ventless hood or ventless cooking equipment   |   | <input type="checkbox"/> Remodel (different business)  |                     |
| License type - Check all that apply   |   |  |                     |
| <input type="checkbox"/> Commissary or community kitchen  | <input type="checkbox"/> Food manufacturer (bakery, deli, café, etc.)     | <input type="checkbox"/> Meat market   |                     |
| <input type="checkbox"/> Farmers markets  | <input type="checkbox"/> Grocery, confectionery or liquor store           | <input type="checkbox"/> Restaurant  |                     |
| <input type="checkbox"/> Food carts (indoor, kiosk, sidewalk, etc.)   | <input type="checkbox"/> Institutional facility (daycares, schools, etc.) | <input type="checkbox"/> Vending machine(s)  |                     |
| <input type="checkbox"/> Food shelf   | <input type="checkbox"/> Mobile food unit (trailers, trucks, etc.)        | <input type="checkbox"/> Other _____   |                     |
| Project description – Include floor number, kitchen number, and/or suite number   |   |  |                     |
| Describe your project here.   |   |  |                     |
| Other information   |   |  |                     |
| <input type="checkbox"/> Risk Level 1 <input type="checkbox"/> Risk Level 2 <input type="checkbox"/> Risk Level 3<br>Use the <a href="#">risk level definitions</a> to determine your risk level. |   | Total square footage of new construction/remodel area _____<br>Number of floors where food operations take place _____ |                     |
| Project start date:   |   | 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](mailto:development@minneapolismn.gov) or [healthreview@minneapolismn.gov](mailto:healthreview@minneapolismn.gov).

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