

## Food Establishment Plan Review Guide

This document is a guide for food handling and safety requirements to open a food business. A business license, construction permits and other approvals are needed.

### A. Contact

If you plan to start a new business or want to remodel, alter, expand or upgrade an existing business in the City of Minneapolis, contact [Minneapolis Development Review](#) by calling 311 or visiting the office located in the Public Service Center, 250 South 4<sup>th</sup> Street, Room 300. At [Minneapolis Development Review](#) you will discuss your plans with a Development Review Coordinator.

For questions about food plan review, please contact Mohamed Yusuf 612-673-2612, Jim Donovan 612-673-2795 or Kevin Keopraseuth 612-673-2633.

### B. Requirements

#### 1. Submit completed Plan Review Application and Plan Review Fees

Submit payment when plans and specifications are submitted. Make checks payable to the City of Minneapolis Finance Department. The [fee schedule](#) is on the city's website. (full URL [http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert\\_261204.pdf](http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_261204.pdf))

Refer to section IV, "Food Establishment plan Review Fees. "

These are the risk category definitions for determining your fee:

- **Risk 1** – Serves potentially hazardous foods that require extensive processing (handling, cooling, reheating, holding for service, and/or prep in advance).
- **Risk 2** – Minimal holding time, less extensive processing, but extensive handling (meat market, fast food, bakery, pizza shop, or facility that serves a large volume of foods).
- **Risk 3** – Serves foods that do not meet Risk 1 or Risk 2 criteria such as prepackaged food items: pop, chips, candy, frozen treats, canned goods, bottled milk.

#### 2. Plans

Plans must be complete and legible to be reviewed. Plans will be reviewed on a first-come, first-served basis. Incomplete plan additions or plan revisions will be evaluated in the order they are received.

**Submit two sets of plans** to: Minneapolis Development Review – Food Review, Public Service Center Building, 250 South 4<sup>th</sup> Street Room 300, Minneapolis, MN 55415.

#### 3. The following items must be submitted for plan review:

- a. Retail Food Establishment - [Plan Review Application Form](#)
- b. Retail Food Establishment - Plan Review Fee. Find the amount on the [fee schedule](#)
- c. Description of the project.
- d. Two sets of complete kitchen drawings to scale including millwork drawings.
- e. Kitchen equipment schedule.
- f. One complete set of all equipment specification sheets.
- g. Room Finish Schedule.
- h. Menu, including any special processes and HACCP plans when needed. [HACCP information](#)

- i. Floor plans (blue prints of facility or a drawing to scale indicating facility layout, restrooms, mop sinks, location of all equipment)

#### **4. Menu and / or list of food products handling**

Provide a complete menu of items served or sold. Include any seasonal, off-site, and banquet or catering menus. Include a written explanation of any details to be considered that may affect type of equipment that may or may not be needed.

#### **5. Food Manager Certification**

Provide proof of Minnesota Department of Health (MDH) Food Manager Certification (CFM). A CFM is required by Minnesota State Food Code. Find CFM requirements and class information on the MDH website: <http://www.health.state.mn.us/divs/eh/food/cfm/>

*If processing potentially hazardous food products, a Certified Food Manager must be onsite within 45 days of opening.*

#### **6. Plan Revisions**

Any revisions after plans have been approved must be submitted for re-evaluation. Approved plans are valid for one year.

#### **7. Plans at construction Site**

A set of the stamped approved food review plans must be available on location. Starting construction prior to approval may result in costly corrections and delayed openings.

#### **8. Final food review inspection**

Call at least 72 hours in advance for an appointment for a final inspection.

### **C. Food Code**

Find the State of Minnesota Food Code on the Minnesota Department of Health webpage:

<http://www.health.state.mn.us/divs/eh/food/code/index.html>

### **D. Permission to open**

The Food, Lodging & Pools Program does **not** grant final permission to open. [Minneapolis Business Licensing](#) gives final permission. Contact Business Licensing at 612-673-2080 or by calling 311.

### **E. License Requirement**

At least four (4) weeks before opening, apply for the proper type of food license from [Minneapolis Business Licensing](#). Contact [Minneapolis Business Licensing](#) at 612-673-2080, by calling 311 or at City Hall, 350 South 5th Street, Room 1C, Minneapolis MN 55415

**Your license application must be approved and final inspections must be conducted before you open for business.**

### **F. Professional Assistance**

If you are not familiar with opening a food establishment, contact the City of Minneapolis [Community Planning and Economic Development](#) for [business assistance](#) information. The [Business Technical Assistance Program \(B-Tap\)](#) offers support to small and medium businesses, opening, expanding, or needing general business advice.

### **G. Minnesota State Food Service Construction Guidelines**

Visit the [Minnesota State Food Service Construction Guidelines](#) on the Minnesota Department of Health website.