

Permit Application Guidelines and Checklist

Permit Type: Seasonal Food Permit

Seasonal Food Permit: Vendors who sell or serve food and/or beverages at multiple licensed civic events, community celebrations and farmers’ markets. A maximum of two stands are allowed to operate for each permit.

The Following Categories Require a Seasonal Food Permit:

- Food and/or Beverage Vendor:** A vendor who dispenses food and/or beverages and whose stand can be disassembled and moved from location to location.
- Food Market Distributor:** A market vendor who sells fresh produce or packaged food purchased from retail stores, wholesalers or agricultural producers for **off-site consumption**. This excludes Cottage Food Vendors.
- Food Market Manufacturer:** A market vendor who sells and handles foods prepared for immediate consumption at the market.
- Farm Processor:** A market vendor who sells products of the farm that have added ingredients which are either purchased or off-farm such as salt, vanilla, cheese cultures, flavorings, etc.
- 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.

Additional definitions are available on our website: <http://www.minneapolismn.gov/health/inspections/farmersmarket>

Application Checklist

Submit items below to: [Minneapolis Development Review](#), 250 South 4th Street
Room 300 Public Service Center, Minneapolis, MN 55415 - [Free Parking](#)

- | Staff Initials | Application Checklist |
|----------------|--|
| | <input type="checkbox"/> 1. Permit Application (Form #1) |
| | <input type="checkbox"/> 2. Food Ingredients/Allergens:
<input type="checkbox"/> Attach a copy of the ingredient label(s) for all packaged, bottled, or canned foods.
<input type="checkbox"/> N/A - Not selling packaged, canned or bottled food products. |
| | <input type="checkbox"/> 3. Licensed Commercial Kitchen: Attach a copy of your Agreement Letter from the licensed commercial kitchen.
<input type="checkbox"/> All items are prepared onsite at the event. |
| | <input type="checkbox"/> 4. Meat/Poultry Farm Processors Only: Attach a letter from the operator of the facility where your meat/poultry is processed stating the products you sell are slaughtered and processed at their facility. The letter must include the name, address and telephone number for the facility.
<input type="checkbox"/> N/A – Not applying as a Meat/Poultry Processor. |
| | <input type="checkbox"/> 5. <input type="checkbox"/> Fee: \$232 |

This Section To Be Completed by Business Licenses’ and Environmental Health Staff at MDR counter

Date Sent to EH _____ EH Staff Initials _____

Additional Information

Your Permit 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. If you are applying for multiple licenses/permits, applications may be combined. Talk to License Staff at 300 Public Service Center.

Information in Other Languages: Yog xav paub ntau tshaj no, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.

VENDORS, EVENT SPONSORS, AND MARKET MANAGERS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.

All vendors must complete the [Event Food Booth Self-Inspection Form](#) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

Contact Minneapolis Health Department, Environmental Health for additional information on applications and food safety: 612.673.2301 or health@minneapolismn.gov.



City of Minneapolis
 Licenses and Consumer Services
 250 South 4th Street – Room 300
 Minneapolis, MN 55415-1391
 Phone: 612-673-3000 or 311
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

For Office Use Only	
Check #	Amount \$
Date:	
Permit ID #	

#1

Seasonal Food Permit Application

A permit must be obtained for short-term events and Farmers' Markets which involve dispensing food and/or beverages to the public. A maximum of two stands are allowed to operate for each permit. A permit will be issued only after approval by the Division of Environmental Health. Submit your application to Minneapolis Development Review with the \$232 fee. All forms of payment accepted; check or money order should be made payable to the Minneapolis Finance Department. Applications must be made **AT LEAST 10 BUSINESS DAYS** prior to the event or a late fee equal to that of a Short-Term Food Permit will be charged. You are required to submit your permit ID# (above) to Event Sponsors/Market Managers at all events.

Name of Vendor – Last, First, MI (Please Print)		Name of Business		
Street Address		City	State	Zip Code
E-mail Address		Telephone		
LIST EVENTS YOU PLAN TO ATTEND	EVENT DATES	EVENT CONTACT PERSON	TELEPHONE	

Check here if additional events are listed on Page 4 of this application. N/A: All my events are listed above.

1. LOCATION WHERE FOOD AND/OR BEVERAGES WILL BE PREPARED AND STORED (Onsite or address of approved licensed commercial kitchen)

1.a **Kitchen Name**

Address	City	State	Zip Code
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1.b **Days and Times Kitchen is used:**

MENU (Include beverages and all extra ingredients served with each item) and PREPARATION PROCEDURES:

1.c **Check which preparation procedure each menu item requires at the KITCHEN FACILITY.** N/A

FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1									
2									
3									
4									
5									

1.d **Check which preparation procedure each menu item requires at the EVENT/MARKET.** N/A

FOOD	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1									
2									
3									
4									
5									

Check here if additional menu items are listed on Page 4 of this application. N/A: All my menu items are listed above.

2. LIST OF FOOD AND/OR BEVERAGE SUPPLIERS

(Grocery stores or distributors where foods and ingredients are purchased or premade)

3. HOW FOOD AND/OR BEVERAGES WILL BE TRANSPORTED

(Type of equipment and vehicle to be used to transport food items)

4. LIST ALL EQUIPMENT TO BE USED

(All equipment must meet current National Sanitation Foundation (NSF) standards or equivalent.)

VERIFICATION – READ AND INITIAL

Applications without initials and/or signatures will not be processed and returned to the applicant.

(initials) I understand my application must be submitted at least 10 business days prior to the event/Farmers’ Market. If my application is received less than two days prior to the event, it may not be approved or the menu may be restricted. Once my application is approved, NO changes may be made without approval of the Health Officer. Unauthorized changes may be subject to permit suspension.

(initials) I have read and understand the hand washing station requirements (p. 7).

(initials) I have received the Event Food Booth Self-Inspection Form and understand that I must complete a The Self Inspection Form prior to operating each stand on the first day of operation. (pp. 5-6)

(initials) I have received and read the Minneapolis Guidelines for Dispensing Foods at Events & Markets. (p. 7)

(initials) I understand I need to label all packaged, canned and bottled items I prepare and sell with the following: 1) My name or company name 2) Address 3) A list of all ingredients in descending order by weight and 4) A list of the top 8 allergens. I also understand that I need to be able to tell customers about ingredients and allergens in ready to eat foods.

(initials) I understand the following conditions will warrant immediate closure:

- Lack of a current Seasonal Food Permit;
- More than two stands for each permit;
- Lack of a hand washing station;
- Foods prepared at/or brought from home;
- Critical violations and/or imminent health hazards;
- Lack of equipment or capacity to hold potential hazardous foods at required temperatures.

SIGNATURE OF APPLICANT: (Applicant agrees to comply with the Mpls Food Code)

DATE:

ENVIRONMENTAL HEALTH SIGNATURE:

DATE:

All vendors must complete the [Event Food Booth Self-Inspection Form](http://www.minneapolismn.gov/licensing/) prior to opening on the first day of an event. Additional copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

VENDORS, EVENT SPONSORS AND MARKET MANAGERS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.

ENVIRONMENTAL Health SIGNATURE APPROVAL: _____ DATE: _____

ENVIRONMENTAL HEALTH COMMENTS:



Provided By:
 Minneapolis Health Department
 Food, Lodging & Pools Unit
 Phone: 612-673-2301
health@minneapolismn.gov

Event Food Booth Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

VENDORS AND EVENT SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

Additional copies of this form are available on our website:

<http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

	BOOTH REQUIREMENTS	Complies?		COMMENTS
		YES	NO	
1.	Permits			
a.	Short-Term Permit # is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	Hand Washing Station <i>(Immediate closure if out of compliance)</i> (Unless all items are packaged or in bottles or cans when served)			
a.	Minimum 5-gallons warm water			
b.	Container with hands-free spigot			
c.	5-gallon waste water container			
d.	Pump soap and paper towels			
3.	Floor, Walls, Ceiling (Unless all items are pre-packaged or in bottles or cans)			
a.	Floors smooth & cleanable.			
b.	Provide flooring if on grass, gravel, or dirt surfaces.			
b.	Entire booth has overhead protection (tent or canopy)			
4.	Food Source/Menu <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or not stored at home. <i>(Exemption- vendors listed in MN Statute 28A.15)</i>			
b.	Licensed Commercial Kitchen used for foods prepared offsite.			
c.	Only foods approved on the application form are served.			
5.	Employee Hygiene – <i>(Training required)</i>			
a.	Employees wash hands upon entering the booth.			
b.	Employees keep hands clean and wash hands often.			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - no bare hand contact with food			
e.	Employees have hair restraints or hats. Clean clothing.			
f.	No eating, drinking, or smoking in the booth.			
g.	Pets are not allowed in the booth.			
6.	Food Temperature Control			
a.	Hot foods held at 140°F or above.			
b.	Cold foods held at 41°F or below.			
c.	Adequate equipment to maintain temperatures hot or cold.			
d.	Mechanical refrigeration required for potentially hazardous foods. (Ice cooler allowed only by Short-Term Permit vendors at events 4 hours or less.) Seasonal Permit vendors must use NSF mechanical.			
e.	No potentially hazardous food stored at room temperature.			
f.	Fire extinguisher provided if cooking.			
g.	Calibrated thermometer with range 0 – 220°F provided.			

BOOTH REQUIREMENTS		Yes	No	COMMENTS
7.	Storage			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.			
b.	Ice chest is able to be drained.			
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed, waterproof box.			
8.	Ice			
a.	Ice stored in waterproof container and kept covered.			
b.	Ice used for refrigeration is not used for consumption.			
c.	Ice bags never come into contact with the ground.			
d.	Ice is not handled with bare hands.			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F.			
b.	Raw ground beef or pork is cooked to at least 155°F.			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F.			
d.	Items previously cooked & cooled at the commissary must be reheated to 165°F.			
e.	Cooking and cooling of foods on-site for reuse is prohibited.			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.			
b.	All open food is protected from customer contamination.			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
12.	Sanitizer			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing (Required if equipment/utensils are used for potentially hazardous food for 4 hours or longer.)			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event.			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth.			
15.	Lighting			
a.	Adequate lighting is available during night events.			
b.	Light bulbs are shielded or shatterproof.			
16.	End of Day Clean-Up			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).			
b.	Food and equipment stored in a secure location overnight.			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.			
17.	Miscellaneous			
a.	Name of the facility is posted and visible to customers.			
b.	Self-Inspection sheet is complete and available for Event Sponsor and Inspector to view.			

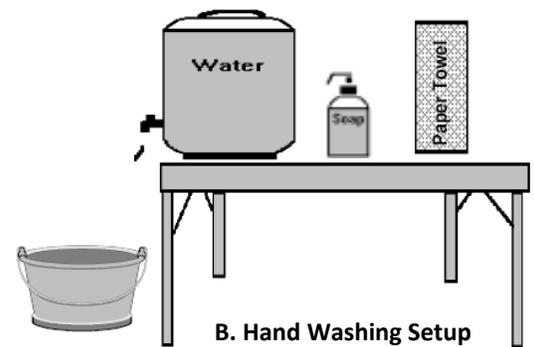
GUIDELINES FOR DISPENSING FOODS AT EVENTS & MARKETS

Vendors, Event Sponsors and Market Managers are responsible for implementing Food Safety Standards

- 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.
- 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.
- 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.
- Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed **ONLY** for vendors listed in MN Statute 28A.15.
- Transport all food products in insulated, covered (picnic) chests in clean vehicles.
- Use mechanical refrigeration for keeping potentially hazardous foods cold.
- Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Outdoor use of “**Sterno**” and chafing dishes is **prohibited**.
- 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.
- 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.
- 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.
- 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.
 - Provide soap, running water, paper towels, and catch bucket.
 - Hands **MUST** be washed with running water and soap.
- 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)
- 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:
 - only beverages are served from their original containers or bulk beverage dispenser;
 - only prepackaged, non-potentially hazardous food is sold, prepared, or served; or
 - 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.
- UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil. (See illustration C)
 - Wash bucket: dish soap and water
 - Rinse bucket: clean water
 - Sanitizer bucket: bleach/quat and water (1 tablespoon bleach for each gallon of water)
 - Provide **test strips** to monitor sanitizer concentration (50 – 220 PPM for Chlorine; 200-400 PM for Quaternary)
- 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 Sink
Required for food prepared onsite



B. Hand Washing Setup
Suitable for food prepared offsite

