



SEASONAL FOOD PERMIT APPLICATION

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

How do I complete the application?

- 1**—Complete the Seasonal Food Permit sections relevant to your business.
- 2**—Submit your application and fees at least 2 weeks before the first event begins.
- 3**—Print & Save the Food Vendor Checklist (pages 7-8) to fill out during set-up on the first day of the event.

Cottage food and product of the farm vendors do not need to fill out this application.

Section A – Applicant information

Name (please print)		Business Name (please print)	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
Street address (please print)			
<input style="width: 100%;" type="text"/>			
City	State	ZIP	Telephone number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Email address (please print)			
<input style="width: 100%;" type="text"/>			
If you have a license under another jurisdiction:			
Enter your license number here		Jurisdiction (city, county, or state jurisdiction)	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
License address			
<input style="width: 100%;" type="text"/>			

A Certified Food Protection Manager (CFPM) must be employed if you plan to operate at more than 10 events per year		
Name (please print)	CFPM #	Expiration date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Section B - Event information

You must list at least one approved event or Farmers Market to be considered for a Seasonal Permit.

1 Event Name	Start Date	End Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2 Event Name	Start Date	End Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3 Event Name	Start Date	End Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Section C - Menu and source of food items

Please list all food items you plan on :

- selling
- giving away
- sampling

Please list all sources for menu items including:

- grocery stores
- food suppliers
- farms

When will the menu items be purchased:

- On each event date, all remaining food is discarded, skip section D
- Before the first day of the event
- On first event date, with remaining food placed into storage

Section D - Commercial kitchen

If you prepare or store food items before each event date, a licensed commercial kitchen is required. List the information for the licensed commercial kitchen you use.

Licensed commercial kitchen name	License #	Address, city, state, ZIP	Phone #
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

I understand I must attach a permission or lease letter for the kitchen I prepare my foods at.

Section E – Food prepared before event

List the food menu items you prepare before the first day of the event and the check the preparation methods of each. All food must be prepared at a licensed commercial kitchen.

Menu Item	Cook and then cool	Cook and bring hot to event	Storing food	Other—write in below

Section F - Equipment and handwashing

Please check all equipment used at the event. Equipment must be certified or classified for sanitation by an ANSI accredited or certification program (such as NSF, CSA, ETL, or UL).

Sterno™ and other canned heat are not allowed at outdoor events.

Domestic slow cookers and crock pots are not allowed.

Grill Warmer Hot Boxes Mechanical Hot Holding Other

Will you have handwashing within 10 feet?

Yes No *(Required if you serve open food, beverages, or samples)*

Will you have NSF, CS, ETL, or UL accredited or certified mechanical refrigeration?

Yes No *(Required for all cold time/temperature control for safety foods)*

Section G - Transporting food

If you are transporting food that was pre-cooked or cooked then cooled in your commercial kitchen, how is it being transported to the event?

How long is the drive?

What will you use to keep foods cold or hot?

Section H – Food prepared at the event

List food items you are preparing at the event.

Menu Item	Cold holding	Hot holding	Cook or reheat	Sampling	Other

Section I – Verification, signature and fees

Read and verify each item. Sign and date your application. Check to verify that you understand the requirements.

I have received and read the Food Vendor Guidelines on page 9.

I understand that I am required to use commercial equipment that has the appropriate NSF/ANSI ratings.

I understand I must use mechanical refrigeration for TCS foods and may not hold TCS foods on ice at the event for any length of time.

I understand that this is not a stand alone permit and I must be part of a city sanctioned event or farmer’s market to operate

I will print the Food Vendor Checklist on pages 7 and 8, and have available at every event.

I understand hand washing must be set up within 10 feet of menu items being served or prepared.

I understand my food or beverage service will be immediately closed for any of these reasons:

- Serving opened food or beverage without hand washing.
- Preparing or bringing food from home or from an unlicensed facility.
- Contamination or other immediate health hazards.
- Not bringing enough hot and cold holding equipment.

Applicant signature

Date

Fees & submitting application

The annual Seasonal Food Permit fee is \$257. Applications and fees must be received at least 2 weeks before your first event or late fees of \$100 will be charged. If my application is received less than two days before the event, it may not be approved or the menu may be restricted. Applications may be submitted:

- By email, EnvironmentalHealthPermit@minneapolismn.gov, city staff will contact you by phone to obtain payment information, do not email credit card information
- In person, fees can be paid by check, cash, or credit card

Minneapolis Environmental Health, 505 4th Ave S—skyway level, Minneapolis, MN 55415

- By regular mail, fees can be sent in by check

Minneapolis Environmental Health, 505 4th Ave S—Room 520, Minneapolis, MN 55415

Terms and Definitions

Use the definitions below to help you complete this application. Keep this page for future reference.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700

Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

Vendor Types

1. **Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not time/temperature control for safety food directly to the consumer, and meets the requirements of MN Stat 28A.152. Look up Cottage Food Law exempt vendors at <http://www2.mda.state.mn.us/webapp/lis/default.jsp>
2. **Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
3. **Licensed Minneapolis Mobile Food Vehicle (food truck) vendors.** A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer on private property or curbside on public streets.
4. **Licensed Minneapolis Limited Mobile Food vendors.** An individual who sells prepackaged items such as ice cream, pop, candy, and/or potato chips from a vehicle.
5. **Pour-only vendors.** Vendors serving only non-time/temperature control for safety beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.
6. **Product of the Farm exempt vendors.** A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower, with no off-farm ingredients, including vegetables, fruits, eggs, meats, plants, flowers, honey, maple syrup etc. as recognized by MN Stat 28A.15.
7. **Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

Food Safety

1. **Cold holding.** Cold food items stored at or below 41°F.
2. **Cook or bake.** Food item that will be cooked or baked before serving.
3. **Cool.** Cooked or baked food items cooled before serving.
4. **Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
5. **Hot holding.** Hot food items stored at or above 135°F.
6. **Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
7. **Time/temperature control for safety (TCS) food.** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. <https://www.health.state.mn.us/communities/environment/food/docs/fs/tcsfoodfs.pdf>
8. **Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
9. **Safe temperatures.** As applies to time/temperature control for safety foods, means Temperatures of 41°F or below, or 135°F or above.
10. **Storage.** Food item that will require storage after preparation but before serving.
11. **Thaw.** Frozen food items that require thawing before serving.

Other

1. **Licensed commercial kitchen.** A retail or production food facility currently licensed by the Department of Health, Department of Agriculture or local food licensing agency. Proof of licensure or permission to use the facility may be required.
2. **Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.
3. **MDA.** Minnesota Department of Agriculture.

Food Vendor Checklist

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700

Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

Fill out during set-up on the first day of the event

- 1. Hand Washing Station** *(Required for open food or beverage)*
 - a. Minimum 5-gallons warm water
 - b. Container with hands-free spigot
 - c. 5-gallon waste water container
 - d. Pump soap and paper towels
- 2. Floor and Ceiling** *(Required for open food or beverage)*
 - a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
 - b. Onsite booth has overhead protection
- 3. Food Source/Menu** *(Immediate closure if out of compliance)*
 - a. No foods are prepared or stored at home
 - b. All foods are prepared at a licensed commercial kitchen or onsite at the event
- 4. Employee Hygiene**
 - a. Food workers wash hands before beginning food service and often during service
 - b. Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
 - c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
 - d. No pets in the food service area
- 5. Food Temperature Control**
 - a. Hot foods held at 135°F or above
 - b. Cold foods held at 41°F or below
 - c. Adequate equipment to maintain temperatures hot or cold: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration at all events
 - d. A thermometer to measure food temperature is provided

CONTINUED

Food Vendor Checklist - continued

6. Storage

- a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- b. Ice being used to chill beverages is draining
- c. All plates, cups, utensils and equipment are stored at least 6" above the floor

7. Ice

- a. Ice used for chilling is not used for serving
- b. Ice bags are kept off the floor or ground
- c. Ice is served with an ice scoop that has a handle
- d. Ice is not handled with bare hands or contaminated (*ice scoop handle must be kept out of ice*)

8. Cooking

- a. Raw chicken or 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 a licensed kitchen must be reheated to 165°F for hot holding

9. 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

10. Sanitizer (*If needed for wiping cloths or dishwashing*)

- 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 solution

11. Dish Washing (*Choose one option*)

- a. I will wash, rinse and sanitize equipment and utensils used for time/temperature control for safety food while on site
- b. I will bring enough extra equipment and utensils used for time/temperature control for safety food to switch out every four hours

12. 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
- d. Liquid waste, oil/grease will be properly disposed of
- e. Self-inspection sheet is complete and available for Event Sponsor and Inspector to view

Food Vendor Guidelines

Event food items must meet food safety standards for handling, preparation and storing to prevent foodborne illness.

- 1. All vendors must complete the Food Vendor checklist before opening on the first day of an event.**
- 2. Prepare all food in a licensed commercial kitchen or on-site.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.
- 3. Use mechanical refrigeration to keep time/temperature control for safety foods cold.** *Exception: Insulated coolers with ice may be substituted by Short Term vendors only when the event is 4 hours or less. (Seasonal Vendors must always use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration)*
- 4. Always keep time/temperature control for safety foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 135°F or hotter.** Use a metal-stem thermometer to check internal food temperatures.
- 5. Reheat food quickly to 165°F and hold at 135°F or higher.** Domestic slow cookers and crock pots are not allowed. Sterno™ and other canned heat are not allowed at outdoor events.
- 6. All food stands must have a tent or canopy.** If you are at an event where the tent or canopy is on grass or dirt, you must provide flooring (*mats, plywood, etc.*) for the Food Stand. *Exception: Flooring is not needed if all foods and beverages are packaged and remain unopened when served.*
- 7. 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.
- 8. Prepare and serve all foods out of reach of the customers.** Self-service is not allowed unless proper utensils are provided such as: individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.

- 9. A fire extinguisher must be provided if cooking with an open flame.**
- 10. Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services.** For permit application call 311 or outside Minneapolis call (612) 673-3000. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.
- 11. Practice good personal hygiene.** Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.
- 12. Provide hand washing if you prepare or serve open food or beverage.** Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.

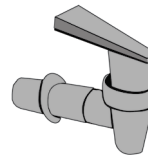
Mobile Hand Washing Sink



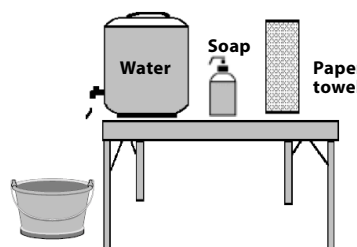
Gravity-fed hand washing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

Hands-Free Spigot



Gravity Hand Washing Setup



- 13. Wash equipment and utensils.** Bring enough of your utensils and equipment used with time/temperature control for safety food to switch out to new ones at least every four hours.

If you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

1. Wash in warm, soapy water
2. Rinse in clean water
3. Sanitize in bleach or quaternary solution

Bring test strips to check sanitizer (*50-200 PPM for Chlorine; 200 – 400 PPM for Quaternary*)

Utensil Washing Setup



Failure to comply with these guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



For more information
Call 311 or visit
www.minneapolismn.gov/GreenToGo

The Environmentally Acceptable Packaging Ordinance WHAT YOU NEED TO KNOW

GREEN TO GO EXEMPTIONS END APRIL 22, 2019

Some products have been exempted from the Green To Go ordinance. The exemption allows businesses to use the products even though they do not meet the requirements of the Green To Go ordinance.

The exempted products are:

- Polyethylene (PE) lined paper hot and cold cups and containers for liquids (soup, etc.) , and
- Rigid polystyrene (plastic #6) lids for those containers. The lids are marked with a #6 inside three chasing arrows.

Minneapolis Environmental Health has determined the product exemptions will end April 22, 2019.

By ending the exemptions in 2019, businesses have time to use up existing inventory and work with distributors to purchase products that meet Green To Go requirements. This approach is consistent with the educational approach used when the Green To Go ordinance was amended in 2014.

KEY REQUIREMENTS OF THE ORDINANCE

The Green To Go ordinance requires food and beverages prepared for immediate consumption and to-go must be placed in packaging that is reusable, recyclable or compostable. Recyclable materials must be recycled. Compostable plastics must be composted. The ordinance went into effect on April 22, 2015 (Earth Day).

WHO IS AFFECTED?

All people, businesses, events, or individuals who serve or give away food prepared for immediate consumption. This includes all restaurants; grocery store deli cases; food trucks and other mobile vendors; and temporary, short term and seasonal food vendors.

WHAT IS PACKAGING?

Food or beverage cans, bottles, or containers used to package product for immediate consumption including glasses, cups, plates, serving trays, and to-go containers.

ENVIRONMENTALLY ACCEPTABLE PACKAGING is reusable, recyclable, or compostable.

   PS	  Plastics:    PETE HDPE PP	  Compostable plastics must meet ASTM standard D6868 or be certified compostable by Cedar Grove or BPI.
---	---	---



CONFUSING PACKAGING

Beware of packaging that does not meet Green To Go requirements.

Some confusing containers are beige and resemble compostable containers.

If the symbol on the container is a number six inside three chasing arrows,



the container is polystyrene and does not meet Green To Go requirements.

Terms such as “green alternative,” “degradable,” “biodegradable,” and “sustainably sourced” are marketing terms. They do not mean a product meets Green to Go requirements.

NOT INCLUDED

Products not included in the ordinance:

- Knives, forks and spoons
- Straws
- Stir sticks
- Foods prepackaged by the manufacturer, producer or distributor
- Plastic films less than 10 mils thick

EXEMPT BUSINESSES

- Catering companies licensed by the City of Minneapolis, another city or the state.
- Hospitals and nursing homes

FREQUENTLY ASKED QUESTIONS:

Are businesses required to have organics collection in the front of the house? If a business uses compostable *plastic* containers organics collection is required. If a business only uses compostable *paper* then organics collection is not required (but is encouraged).



What compostable plastics meet Green To Go requirements? Containers which meet ASTM standard D6868 or are certified compostable by BPI or Cedar Grove meet Green To Go requirements. Contact your supplier with questions about containers.

Questions about the ordinance? Call 311 or email health@minneapolismn.gov. Ask for an Environmental Health Supervisor.



NOT ALLOWED

- Rigid polystyrene - any color plastic marked
- Expanded polystyrene (commonly known as Styrofoam™)



HENNEPIN COUNTY ASSISTANCE

Free:

- Assistance and training
- Labels, signs and other educational materials

Business Grants up to \$50,000 are available to assist with:

- Start or improve recycling, organics and waste prevention programs
- Bin and other eligible equipment purchases
- New recycling or organics hauling service fees
- Improvements to loading docks and waste container enclosures (fenced in areas)

For more information (and Hennepin County contact information) visit www.hennepin.us/businessrecycling



FOR MORE INFORMATION

Call 311 or visit www.minneapolismn.gov/GreenToGo

Stay connected. Subscribe to *Food Establishment News* from the Health Department. Send an email to Food@minneapolismn.gov with “subscribe” in the subject line.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at (612) 673-2301 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626. Para asistencia (612) 673-2700. Rau kev pab (612) 673-2800 - Hadii aad Caawimaad u baahantahay (612) 673-3500.