

# Minneapolis Short Term Food Permit **Instructions and Application**

### Do I need to fill out this form?

#### Yes

A vendor planning to sell or give away food or beverages to the public in the City of Minneapolis. No home-made food is allowed.

Are you also the event organizer in addition to serving food to the public? If so, you must submit an Event Food Sponsor Permit Application in addition to this Short Term Food Permit Application. Your Short Term Food Permit will be free with your paid Event Food Sponsor Permit.

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

# Maybe

Vendors serving only non-time/temperature control for safety beverages (wine, beer, water, soda, sports drinks) from a can, bottle or keg with no ice or garnish are pour-only vendors. Pour-only vendors do not need a Short Term Food Permit if they are listed on the Event Food Sponsor's permit as pour-only. Tea, coffee, juice and kombucha require a permit.

#### No

Food vendors with the one of following licenses or permits do not require a Short Term Food Permit. Simply give your permit, registration number, or license information to your Event Food Sponsor at least 2 weeks before the event:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- · Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (MDA)
- · Product of the Farm exempt vendors

# How do I complete the application?

- Complete the Short Term Food Permit Application sections A-G.
- Give your application and fee payment to your Event Food Sponsor at least 2 weeks before the event begins. If your Event Food Sponsor asks for a check to give to the city, make your check payable to, "Minneapolis Finance."
- Save the Food Vendor Checklist (pages 7-8) to fill out during set-up on the first day of the event.



### Minneapolis Short Term Food Permit

### **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 selfcontained 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.



### Minneapolis Short Term Food Permit

# **Short Term Food Permit Application**

Vendors must complete the Short Term Food Permit Application. A Short Term Food Permit is required to sell or give away food or beverages to the public in the City of Minneapolis. No home-made food is allowed.

Give your Short Term Food Permit Application to your Event Food Sponsor more than 2 weeks before the event start date. Do not send your completed application to the City of Minneapolis.

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

For Office Use Only						
Payment type	Check #	Amount	LIC#			

# A Applicant Information

Your name (last, first)	Business name	
Street address		
City	State	Zip code
Email address	Telephone number	
If you have a retail mobile food handler license issued by MDA enter the number here		

# **B** Event Information

Event name	
Start date of the event	End date of the event



G	Food Preparation Location									
Wh	ere food and/or beverages will b	e prepared	and stored	d:	At event	License	d kitchei	า		
Su	mmary of menu or food item(s)	No home-ı	made food	is all	owed.					
	All items are prepackaged and r	emain uno <sub>l</sub>	pened whe	n serv	ed to the pul	blic.				
	Refrigeration is not required for	-								
	If both boxes are checked, ple	_	Section F							
Nar	ne of the licensed commercial ki	tchen			Address of t	he licensed	d comme	rcial kitchen	ı	
City	1				State			Zip code		
REC	UIRED: Attach a letter or lease a	greement i	ndicating y	ou ha	ve permissio	n to use thi	s kitcher	۱.		
D	Food Preparation at Licensed	Commerci	al Kitchen							N/A
Che	ck the preparation procedure(s)	each menu	ı item requ	ires be	efore the eve	nt. <b>No hor</b>	ne-made	e food is all	owed.(See	page 2 for
terr	ns and definitions.)		Cut or	Cook		Cold		Hot	Portion	-
	Menu item	Thaw	assemble	bake	Cool	holding	Reheat	holding	packaging	Storage
1.										
2.										
3.										
4.										
	Check here if additional menu i	tems are lis	ted on Sect	tion D	2 (page 5)					
E	Food Preparation at Event									N/A
Che	ck the preparation procedure(s)	each menu	ı item requ	ires at	the event. (S	iee page 2 f	or terms	and definitio	ons.)	
	Manuitan		Cut or	Cook		Cold		Hot	Portion	
1.	Menu item	Thaw	assemble	bake	Cool	holding	Reheat	holding	packaging	Storage
2.										
3.										
4.										
	Check here if additional menu i	tems are lis	ted on Sect	tion E2	2 (page 5)					



F	Suppliers, Transportation and	d Equipmei	nt							
	Yes No Will you have h (Required if you									
	Yes No Will you have r	•		•						
	(Required if the	event is ov	er 4 hours a	ınd you ha		•		trol for safe	ety foods)	
	Yes No Will you use ice (Allowed only i									
List	grocery stores or distributors w									
List	grocery stores or distributors w		arra migrea	icino di c p	our criasea c	, premae				
	se check all equipment used at		Domestic sl	ow cooke	ers and croc	k pots are	not allow	ed. Sterno	o <sup>©</sup> and othe	r canned
	t are not allowed at outdoor eve									
	Grill Warmer Hot Box	kes Me	chanical Ho	ot Holding	g Othe	er				
<b>D2</b>	Food Preparation at Licensed	Commerci	al Kitchen	– Additio	onal Items					
Che	ck the preparation procedure(s)	each menu	ı item requ	ires befor	e the event	. (See pag	ge 2 for ter	ms and de	finitions.)	
	Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.										
2.										
3.										
4.										
5.										
6.										
<b>E2</b>	Food Preparation at Event – A	Additional I	tems							
Che	ck the preparation procedure(s)	each menu	ı item requ	ires at the	e event. (See	page 2 fo	or terms a	nd definitio	ons.)	
	Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.	Went tem	maw		Dake		noiding	Neneat	noiding	packaging	Storage
2.										
3.										
4.										
5.										
6.										



# **G** Verification

Read and verify each item. Sign and date your application.

Check to verify that you understand the requirements.
<ul> <li>I understand my application must be given to the event food sponsor at least 2 weeks before the event, so he or she may submit it on time.</li> <li>If the event food sponsor has to submit my application less than 2 weeks before the event late fees will be charged. Late applications received within two business days of the event may be denied or the menu restricted.</li> <li>Once my application is approved, changes cannot be made to the menu.</li> </ul>
I have received the Food Vendor Checklist on pages 7 and 8. I understand I should complete this checklist on the day of the event, before serving.
I have received the Food Vendor Guidelines on page 9.
I understand hand washing must be set up within 10 feet, if serving open food or beverage.
<ul> <li>I understand I must keep cold time/temperature control for safety foods at or below 41°F.</li> <li>If the event is over four hours long, I must use mechanical refrigeration.</li> <li>If the event is four hours or less, I may use ice in insulated coolers. Foods must still remain at or below 41°F.</li> </ul>
<ul> <li>I understand I need to label all canned, bottled and packaged items with the following:</li> <li>Name of food product.</li> <li>Name and address of manufacturer.</li> <li>A list of all ingredients in descending order by weight, including any of the top 8 food allergens.</li> </ul>
<ul> <li>I understand my food or beverage service will be immediately closed for any of these reasons:</li> <li>Serving opened food or beverage without hand washing.</li> <li>Preparing or bringing food from home or from an unlicensed facility.</li> <li>Contamination or other immediate health hazards.</li> <li>Not bringing enough equipment to hold time/temperature control for safety foods at required temperatures.</li> </ul>
Applicant Signature Date

# **Application Submission and Fees**

Give your Short Term Food Permit application to your Event Food Sponsor. The Event Food Sponsor must turn in your application with their application at least 2 weeks before the event. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees. If your Event Food Sponsor asks for a check to give to the city, make your check payable to "Minneapolis Finance."

### On time applications:

- \$95.00 for public events in the City of Minneapolis
- \$47.50 for public events at the Minneapolis Convention Center

#### **Late applications:**

- \$190.00 for public events in the City of Minneapolis
- \$95.00 for public events at the Minneapolis Convention Center



### Minneapolis Short Term Food Permit

# **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>b.</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>b.</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>b.</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>b.</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
	<b>a.</b> Hot foods held at 135°F or above
	<b>b.</b> Cold foods held at 41°F or below
	<b>c.</b> 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
	<b>d.</b> 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>b.</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.	lce .
	a. Ice used for chilling is not used for serving
	<b>b.</b> Ice bags are kept off the floor or ground
	c. Ice is served with an ice scoop that has a handle
	<b>d.</b> Ice is not handled with bare hands or contaminated (ice scoop handle must be kept out of ice)
8.	Cooking
	<b>a.</b> Raw chicken or poultry is cooked to at least 165°F
	<b>b.</b> Raw ground beef or pork is cooked to at least 155°F
	<b>c.</b> Raw steak, pork, fish or eggs are cooked to at least 145°F
	<b>d.</b> 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>b.</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>b.</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)
	<b>a.</b> I will wash, rinse and sanitize equipment and utensils used for time/temperature control for safety food while on site
	<b>b.</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>b.</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.

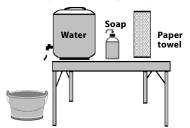


Hands-Free Spigot

#### **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

**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 setup. 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 citation, closure of food booth, or denial of future permits.





Minneapolis has rules on containers used for serving food and drinks.

- All food businesses licensed in Minneapolis must follow Green to Go rules
- Caterers, hospitals, and nursing homes do not need to follow Green To Go rules

Green To Go rules apply to food and drinks meant to be eaten immediately or taken to go. Food and drinks must be put in containers that are either:

- Reusable
- Recyclable
- Compostable

# **Recyclable Plastics**

Choose recyclable plastics with a #1, #2 or #5.



# **Compostable Plastics**

Choose composable plastics with the BPI certified logo.



# Black plastic

Black plastic is trash.

- Avoid using black plastic containers
- Local recycling facilities are not able to recycle black plastic



### Not allowed

- #6 plastics (polystyrene)
- Styrofoam™ (expanded polystyrene)



### minneapolismn.gov/green-to-go

For reasonable accommodations or alternative formats please contact an Environmental Health supervisor 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 612-263-6850. Para asistencia, llame al 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

### Collection bins

Food businesses must provide collection bins for each type of material used.

- Recyclable materials must be recycled
- Compostable plastics must be collected as organics and sent for composting



# **Exempt items**

These items do not need to meet Green To Go rules:

- Utensils
- Straws
- Stir sticks



# **Utensil** suggestion

- Ask customers if they need utensils, straws and stir sticks. Only give them out when needed.
- This can save money and reduce waste

# Packaging food onsite

Individual servings of food and drinks must be in packaging that meets Green To Go rules. This does not include:

- Foods prepackaged by a manufacturer, producer or distributor
- Plastic films less than 10 mils thick

#### Be aware

Some products promoted as green or good for the environment do not meet Green To Go rules.

# **Hennepin County**

Hennepin County offers grants, signage, and technical assistance to businesses. <u>Visit hennepin.us/business recycling</u>, email <u>businessrecycling@hennepin.us</u> or call 612-543-9298.



