

## 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.

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.

### Maybe

Vendors serving only non-Potentially Hazardous 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
- Product of the Farm exempt vendors

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 Short Term Food Permit Application sections A-G.
- 2 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."
- 3 Save the Food Vendor Checklist (pages 7-8) to fill out during set-up on the first day of the event.

## Terms and Definitions

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

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### Vendor Types

- Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not potentially hazardous 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>
- Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
- 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.
- 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.
- Pour-only vendors.** Vendors serving only non-Potentially Hazardous beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.
- 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.
- Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

### Food Safety

- Cold holding.** Cold food items stored at or below 41°F.
- Cook or bake.** Food item that will be cooked or baked before serving.
- Cool.** Cooked or baked food items cooled before serving.
- Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
- Hot holding.** Hot food items stored at or above 140°F.
- Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
- Potentially Hazardous Food (PHF).** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. <http://www.mda.state.mn.us/food-feed/potentially-hazardous-foods>
- Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
- Safe temperatures.** As applies to potentially hazardous foods, means Temperatures of 41°F or below, or 140°F or above.
- Storage.** Food item that will require storage after preparation but before serving.
- Thaw.** Frozen food items that require thawing before serving.

### Other

- 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.
- Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.

## 1 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.

**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.

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

Payment type	Check #	Amount	LIC #
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### A Applicant Information

Your name (last, first)		Business name	
Street address			
City	State	Zip code	
Email address		Telephone number	

### B Event Information

Event name		Location of the event	
Start date of the event	End date of the event	Start time of the event	End time of the event
Name of the event food sponsor		Name of the sponsoring organization	
Email address of the event food sponsor		Telephone number of the event food sponsor	

**C Food Preparation Location**

Where food and/or beverages will be prepared and stored:      On-site      Licensed kitchen

Menu overview

All items are prepackaged and remain unopened when served to the public.

Refrigeration is not required for any items.

**If both boxes are checked, please skip to Section F**

Name of the licensed commercial kitchen

Address of the licensed commercial kitchen

City

State

Zip code

**D Food Preparation at Licensed Commercial Kitchen**

**N/A**

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 *(page 5)*

**E Food Preparation at Event**

**N/A**

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 *(page 5)*

**F Suppliers, Transportation and Equipment**

List grocery stores or distributors where foods and ingredients are purchased or premade

List all equipment to be used at the event

- |     |    |   |
|-----|----|---|
| Yes | No | Will you have handwashing within 10 feet?<br><i>(Required if you serve open food or beverages)</i>  |
| Yes | No | Will you have mechanical refrigeration?<br><i>(Required if the event is over 4 hours and you have cold potentially hazardous foods)</i>                               |
| Yes | No | Will you use ice in insulated containers instead of mechanical refrigeration?<br><i>(Allowed only if event is 4 hours or less; food must remain at or below 41°F)</i> |

**D2 Food Preparation at Licensed Commercial Kitchen – Additional Items**

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									

**E2 Food Preparation at Event – Additional Items**

Check which preparation procedure each menu item requires at the event. *(See page 2 for Terms and Definitions)*

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
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.

**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.**

- 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.
- Once my application is approved, changes cannot be made to the menu.

**I have received the Food Vendor Checklist on page 7. 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.**

**I understand I must keep cold potentially hazardous foods at or below 41°F.**

- If the event is over four hours long, I must use mechanical refrigeration.
- If the event is four hours or less, I may use ice in insulated coolers. Foods must still remain at or below 41°F.

**I understand I need to label all canned, bottled and packaged items with the following:**

- Name of food product.
- Name and address of manufacturer.
- A list of all ingredients in descending order by weight, including any of the top 8 food allergens.

**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 equipment to hold potentially hazardous foods at required temperatures.

Applicant Signature

Date

**2 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:**

- **\$87.00** for public events in the City of Minneapolis
- **\$43.50** for public events at the Minneapolis Convention Center

**Late applications:**

- **\$174.00** for public events in the City of Minneapolis
- **\$87.00** for public events at the Minneapolis Convention Center

### **3 Fill Out During Set-Up on the First Day of the Event**

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.

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### **H Food Vendor Checklist**

#### **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 140°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 mechanical refrigeration at all events
- d. A thermometer to measure food temperature is provided

CONTINUED

**H 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 potentially hazardous food while on site
- b. I will bring enough extra equipment and utensils used for potentially hazardous 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 food born illness. See Terms and Definitions on page 2.

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 potentially hazardous 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 mechanical refrigeration)*
4. **Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 140°F or hotter.** Use a metal-stem thermometer to check internal food temperatures.
5. **Reheat food quickly to 165°F and hold at 140°F or higher.** Using Sterno™ and chafing dishes is not allowed.
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.**

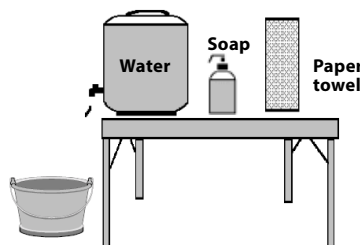
Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.



### 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

### Hand Washing Setup



### Utensil Washing Setup



**13. Wash equipment and utensils.** Bring enough of your utensils and equipment used with potentially hazardous food to switch out to new ones at least every four hours. Or, 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.

- Wash in warm, soapy water
- Rinse in clean water
- Sanitize in bleach or quaternary solution
- Bring test strips to check sanitizer (*50-200 PPM for Chlorine; 200 – 400 PPM 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.