



DEPARTMENT OF REGULATORY SERVICES
 DIVISION OF ENVIRONMENTAL HEALTH
 250 SOUTH 4TH STREET, ROOM 414
 MINNEAPOLIS, MN 55415
 PHONE: (612) 673-2170, FAX: (612) 673-2635

FOR OFFICE USE ONLY	
DATE:	
PERMIT NUMBER:	

SHORT-TERM FOOD PERMIT

A permit must be secured for short-term events that involve dispensing food to the public. Permit will be issued only after final approval by the Division of Environmental Health. Application must be made **AT LEAST TEN BUSINESS DAYS** prior to the event, or a late fee of \$35.00 will be assessed. **Please note: a maximum of two concession stands per permit.**

1	VENDOR NAME – LAST NAME, FIRST NAME, MI: <i>(PLEASE PRINT)</i>	TRADE NAME:	TELEPHONE:		
	STREET ADDRESS OF VENDOR:		CITY:	STATE:	ZIPCODE:
	NAME OF EVENT:		LOCATION OF EVENT:		
	DATE OF EVENT:		EVENT START TIME:	EVENT END TIME:	
	EVENT SPONSOR:		EVENT CONTACT PERSON:	TELEPHONE:	

2	NAME OF PERSON RESPONSIBLE FOR FOOD PREPARATION:	TELEPHONE:
	WHERE WILL FOOD BE PREPARED (COMMERCIAL KITCHEN/ON-SITE) – NO HOME-PREPARED FOODS:	

3	LIST FOOD SUPPLIERS (NAME OF GROCERY, ETC):

4	LIST ALL FOOD AND BEVERAGES THAT WILL BE SOLD OR GIVEN AWAY:

5	LIST EQUIPMENT THAT WILL BE USED TO KEEP <i>POTENTIALLY HAZARDOUS FOODS COLDER THAN 41°F</i> :
	LIST EQUIPMENT THAT WILL BE USED TO COOK FOODS:
	LIST EQUIPMENT THAT WILL BE USED TO <i>REHEAT</i> PRE-COOKED FOODS <i>HOTTER THAN 165°F</i> :
	LIST EQUIPMENT THAT WILL BE USED TO MAINTAIN COOKED <i>POTENTIALLY HAZARDOUS FOODS HOTTER THAN 140°F</i> :
	LIST GAS-COOKING EQUIPMENT AND SIZE OF GAS CYLINDER:

Forward application, and check or money order, to event sponsor (if applicable) who will then submit to Environmental Health for processing.

MAKE CHECK (\$82.00) OR MONEY ORDER (NO CASH) PAYABLE TO: MINNEAPOLIS FINANCE DEPARTMENT

I have received and read the Minneapolis Guidelines for Dispensing Foods Under a Short-Term/Seasonal Permit. I hereby certify that I will comply with the guidelines. _____ (initials)

SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:
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EVENT SPONSORING APPLICATION FORM

A permit must be secured for short-term events that involve dispensing food to the public. Permit will be issued only after final approval by the Division of Environmental Health. Application must be made **AT LEAST TEN BUSINESS DAYS** prior to the event, or a late fee of \$35.00 will be assessed. **Please note: sponsor must submit a separate short-term food permit application if operating a concession stand.**

NAME OF EVENT: <i>(PLEASE PRINT)</i>		LOCATION OF EVENT:		
DATE(S) OF EVENT:		EVENT START TIME:		EVENT END TIME:
SPONSORING ORGANIZATION:	ADDRESS OF SPONSORING ORG:	CITY:	STATE:	ZIPCODE:
CONTACT PERSON FROM SPONSORING ORG:	ADDRESS OF CONTACT PERSON:		TELEPHONE:	

SPONSORING ORGANIZATION MUST SUBMIT A LIST OF ALL PARTICIPATING FOOD VENDORS, INCLUDING NAMES, ADDRESSES & TELEPHONE NUMBERS.

NO.	NAME	*PERMIT NUMBER	ADDRESS	TELEPHONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Seasonal permit holders must provide permit numbers (upper right-hand corner of application) to event sponsor.

LIST ADDITIONAL VENDORS ON SEPARATE SHEET

Sponsor must collect all short-term food permit applications, and checks or money orders, from each vendor participating in the event. Then sponsor must report in person (by appointment only) to Environmental Health, at above address, in order for the applications to be processed.

As sponsor of event, you must share in the responsibility of assuring compliance with all short-term food permit requirements.

I have received and read the Minneapolis Guidelines for Dispensing Foods Under a Short-Term/Seasonal Permit. I hereby certify that I will comply with the guidelines. _____ *(initials)*

SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:
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SEASONAL FOOD PERMIT

A permit must be secured for short-term events that involve dispensing food to the public. Permit will be issued only after final approval by the Division of Environmental Health. Application must be made **AT LEAST TEN BUSINESS DAYS** prior to the first event, or a late fee of \$35.00 will be assessed. **Please note: a maximum of two concession stands per permit.**

VENDOR NAME – LAST NAME, FIRST NAME, MI: <i>(PLEASE PRINT)</i>	TRADE NAME:	TELEPHONE:	
STREET ADDRESS OF VENDOR:		CITY:	STATE: ZIPCODE:

LIST EVENTS YOU PLAN TO ATTEND	EVENT DATES	EVENT CONTACT PERSON	TELEPHONE

LIST ADDITIONAL EVENTS ON SEPARATE SHEET

2	NAME OF PERSON RESPONSIBLE FOR FOOD PREPARATION:
	WHERE WILL FOOD BE PREPARED (COMMERCIAL KITCHEN/ON-SITE) – NO HOME-PREPARED FOODS:

3	LIST FOOD SUPPLIERS (NAME OF GROCERY, ETC):

4	LIST ALL FOOD AND BEVERAGES THAT WILL BE SOLD OR GIVEN AWAY:

5A	LIST EQUIPMENT THAT WILL BE USED TO KEEP <i>POTENTIALLY HAZARDOUS FOODS COLDER THAN 41°F:</i>
5B	LIST EQUIPMENT THAT WILL BE USED TO COOK FOODS:
5C	LIST EQUIPMENT THAT WILL BE USED TO <i>REHEAT</i> PRE-COOKED FOODS <i>HOTTER THAN 165°F:</i>
5D	LIST EQUIPMENT THAT WILL BE USED TO MAINTAIN COOKED <i>POTENTIALLY HAZARDOUS FOODS HOTTER THAN 140°F:</i>
5E	LIST GAS-COOKING EQUIPMENT AND SIZE OF GAS CYLINDER:

Forward application, and a check or money order, to Environmental Health at above address for processing. After processing, submit permit number (upper right-hand corner of application) to sponsor at all events.

MAKE CHECK (\$219.00) OR MONEY ORDER (NO CASH) PAYABLE TO: MINNEAPOLIS FINANCE DEPARTMENT

I have received and read the Minneapolis Guidelines for Dispensing Foods Under a Short-Term/Seasonal Permit. I hereby certify that I will comply with the guidelines. _____ (initials)

SIGNATURE OF APPLICANT: (applicant agrees to comply with the Mpls Food Code)	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:



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CONVENTION CENTER EVENT SPONSORING FOOD APPLICATION

A permit must be secured for short-term events that involve dispensing food to the public. Permit will be issued only after final approval by the Division of Environmental Health. Application must be made **AT LEAST TEN BUSINESS DAYS** prior to the first event, or a late fee of \$35.00 will be assessed.

NAME OF EVENT: <i>(PLEASE PRINT)</i>		LOCATION OF EVENT:		
DATE(S) OF EVENT:		EVENT START TIME:		EVENT END TIME:
SPONSORING ORGANIZATION:	ADDRESS OF SPONSORING ORGANIZATION:	CITY:	STATE:	ZIP:
CONTACT PERSON FROM SPONSORING ORGANIZATION:				PHONE NUMBER:

SPONSORING ORGANIZATION MUST SUBMIT A LIST OF ALL PARTICIPATING EXHIBITORS, AND TYPES OF FOOD BEING SOLD OR GIVEN AWAY

NO.	NAME & ADDRESS	PHONE NUMBER	FOOD/BEVERAGE – SOLD/GIVEN AWAY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

LIST ADDITIONAL EXHIBITORS ON SEPARATE SHEET

As sponsor of event, you must share in the responsibility of assuring compliance with all permit requirements.

MAKE CHECK PAYABLE TO: MPLS FINANCE DEPARTMENT (FEES BASED ON NUMBER OF EXHIBITORS)

I have received and read the "Minneapolis Guidelines for Dispensing Foods at a Special Event Food Stand." _____ *(initials)*

SIGNATURE OF APPLICANT: <small>(Sponsor agrees to comply with the Mpls Food Code)</small>	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:
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