



Minneapolis Short Term Food Permit application

A short term food permit is required to sell or give away food to the public in Minneapolis.

This permit application is valid for the event listed.

You may operate using a short term permit a total of 10 days per calendar year. Give your application to your Event Food Sponsor at least 2 weeks before the first day of the event. Do not send your completed application to the City of Minneapolis.

Please expect us to contact you by the email or phone number listed on your application. This is to validate any discrepancies, questions, or to validate items listed on your application.

For reasonable accommodations or alternative formats please contact us at 612-673-2301 or environmentalhealthpermit@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 ayuda, llame al 311.

Rau kev pab, hu 311.

Hadii aad caawimaad u baahantahay, wac 311.

Section A – Applicant information

Event name		Dates of the event	
Vendor name (please print)		Business name (please print)	
Street address (please print)			
City	State	ZIP	Telephone number
Email address (please print)			
If you have a license under another jurisdiction:			
Jurisdiction (city, county, state or tribal)		Enter your license number here	
License address			

Section B - Food and beverages

Please list all food and beverages you plan to sell, give away or sample

Please list where you will get your food and beverages such as grocery stores, food suppliers, and farms

Section C - Licensed kitchen

All food storage or preparation outside of the event can only occur in a licensed kitchen. If you are purchasing food on the day of the event and discarding leftovers, you may skip this section.

Licensed kitchen name

License #

Address, city, state, ZIP

Phone #

Submit the letter giving you permission to use or lease the licensed kitchen. Submit the letter with this application.

Section D - Transporting food to the event

How long will your food be in transit? (in miles and transportation time)

What will you use to keep foods cold or hot?

Section E - Equipment and handwashing

If your event is longer than 4 hours:

- You must use mechanical refrigeration to hold time and temperature control (TCS) for safety foods. Equipment must be food safe.
- Sterno™ and other canned heat are not allowed at outdoor events.
- Domestic slow cookers and crock pots are not allowed.

Please list all equipment you plan to use at the event

Will you have handwashing within 10 feet? **(Required if you serve open food, beverages, or samples)**

Yes

No

Will you have mechanical refrigeration at the event for cold holding?

Yes

No

Section F – Food prepared before event

List the menu items you will prepare or store before the event. Describe how you will prepare or store your menu items. All activities listed in this section must occur in licensed kitchen. (If more space is needed, send an attachment of the additional menu items)

Menu Item	Description (Example—cold holding, cooking, storing)

Section G – Food prepared at the event

List the menu items you will prepare at the event. Describe how you will prepare or store your menu items. If your food items are prepackaged, describe how you are holding the item. (If more space is needed, send an attachment of the additional menu items)

Menu Item	Description (Example—cold holding, cooking, hot holding)

Read and initial each item to verify you understand the requirements.

I understand:

- ☐ Once my application is approved, changes cannot be made to the menu.
- ☐ I am required to use the food vendor checklist and have it available during my inspection
- ☐ Hand washing must be set up within 10 feet of menu items being served or prepared.
- ☐ That the city of Minneapolis has rules on containers used for serving food and drinks under the Green To Go city ordinance.
- All to-go containers must be reusable, recyclable, or compostable.
- ☐ I must keep cold time/temperature control for safety foods at or below 41°F.
- If the event is over four hours long, I must use mechanical refrigeration.
- ☐ 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

Submit your application

Applications may be submitted to the Food Event sponsor of the event you are attending.

We may need to call or email you about your application. We will use the contact information you provided. Please monitor your voicemail and email while we review your application.