



Community Development – Licensing  
14600 Minnetonka Blvd.  
Minnetonka, MN 55345  
Phone: (952) 939-8274  
Email: [fgolden@minnetonkamn.gov](mailto:fgolden@minnetonkamn.gov)

To: **Applicant for a Special Event Food License**  
*(Definition: a food establishment building, room, stand, enclosure, vehicle, space, area, or other place that is operating for a temporary period of 10 consecutive days or less).*

From: Fiona Golden, Community Development Coordinator

Attached are the license application forms for your special event food license including the requirements/standards for a special event food stand in the city of Minnetonka.

Please complete the following attached forms and return to the above address:

1. Minnetonka Application form
2. Minnesota Business Tax Identification form
3. Minnesota Workers' Compensation Insurance form
4. License fee. Make checks payable to the City of Minnetonka.

The fee for a Special Event Food Stand is listed below:

First Day	\$90.00
Each Additional Day	\$10.00
<b><i>*If Application is received at the city within 5 business days of the event</i></b>	<b>\$130.00 for 1<sup>st</sup> day</b>

If you have questions regarding the requirements of setting up for the food sales, call Environmental Health at 952-939-8200 or email: [PublicHealth@minnetonkamn.gov](mailto:PublicHealth@minnetonkamn.gov)

Licenses will be released by environmental health staff at inspection when you are set up.



CITY OF MINNETONKA

COMMUNITY DEVELOPMENT, LICENSING  
14600 MINNETONKA BLVD  
MINNETONKA, MN 55345  
(952) 939-8274  
[fgolden@minnetonkamn.gov](mailto:fgolden@minnetonkamn.gov)

# Application for a Special Event Food License \_\_\_\_\_ (insert year)

### LICENSEE INFORMATION

State Law: this must be a corporation, partnership, or proprietor name, etc. that carries the income tax liability.

Company Name	
Address	
Contact Name / Phone Number	
Email address / daytime phone # of person responsible on the day of the event	

### EVENT INFORMATION

Name/Title of the Event			
Date(s) event will be held		The time of the Event	
Name & address of the business/site where event is held			
Describe your location within the building or at the site			
Name of the person who gave you permission to be at this site (Owner's representative)		Daytime phone # of the building owner or representative	
Name, Title & Phone # of person(s) in charge at the event (include daytime, evening and cell phone numbers)			

### FOOD OPERATION

List all menu items.	
Describe your hand washing station.	
How will hot foods be maintained?	
How will cold foods be mechanically refrigerated (food on ice is not permitted)?	
Where and when will foods be prepared?	
How will foods be stored overnight (both the located and facility)?	
What vehicle or process will be used to transport food?	

### PAYMENT INFORMATION

Total number of days for this event	
First Day \$90.00 (\$130, if received within 5 business days of event)	\$
Each additional day \$10.00	\$

I, (WE) THE UNDERSIGNED, HAVE COMPLIED WITH ALL REQUIREMENTS OF THE CITY CODE OF THE CITY OF MINNETONKA NECESSARY FOR OBTAINING THIS LICENSE. NOW, THEREFORE, I (WE) HEREBY MAKE APPLICATION TO OPERATE THE ABOVE NAMED ESTABLISHMENT SUBJECT TO ALL CONDITIONS AND PROVISIONS OF THESE ORDINANCES.

Signature \_\_\_\_\_
Date \_\_\_\_\_
Print Name & Title \_\_\_\_\_

## **MINNESOTA BUSINESS TAX IDENTIFICATION LAW**

Pursuant to Minnesota Statute 270C.72 (Tax Clearance; Issuance of Licenses), Subd.4, the licensing authority is required to provide, upon request of the Minnesota Commissioner of Revenue, either the applicant's Minnesota business tax identification number with the business name and address – or the social security number of the primary officer, along with their complete name, home address, and home phone number.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding, or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

<b>NAME UNDER WHICH THE MN TAX ID IS FILED (<u>licensee</u> name)</b>			<b>Type of license applying for:</b> <b>Special Event Food License</b>	
<b>Licensee: Address</b>	<b>L City</b>	<b>L State</b>	<b>L Zip</b>	<b>L Phone</b>
<b>Establishment: Name</b>			<b>Minnetonka License Number</b> (completed by Minnetonka)	
<b>Establishment: Address</b>	<b>E City</b>	<b>E State</b>	<b>E Zip</b>	<b>E Phone</b>
<b>Minnesota Tax Identification Number</b>		<b>Federal Tax Identification Number</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **INSTRUCTIONS FOR BOXES BELOW:**

1. **If all boxes above are completed**, including both the Minnesota and Federal Tax numbers, no additional information is required by the MN Department of Revenue below.
2. **However, if all boxes above are not completed**, Minnesota law requires personal information about the primary owner or primary officer. In this case you must complete all boxes below, including the owner or primary officer's social security number, home address, and home phone. (NOTE: If the business and home address are the same, please check the box indicating this.)

<b>Applicant's (person's) name (LAST, first, middle initial)</b>		<b>Social Security Number</b>	
<b>Home address</b>	<b>Home City, State, Zip code</b>		<b>Home Phone number</b>
<input type="checkbox"/> <b>Check if address is for both home &amp; business</b>			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Certificate of Compliance

## Minnesota Workers' Compensation Law

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
--	--------------------------------------

DBA (doing business as name – local establishment name – only if different than above)

DBA/LOCAL BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
---	------	-------	----------

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION.**  
**You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
--	----------------	-----------------

**NUMBER 2 COMPLETE THIS PORTION IF YOU ARE SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF YOU ARE EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

I have no employees.

I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_.

Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

**I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.**

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
---------------------------------	-------	------

**NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.**

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

# STANDARDS FOR SPECIAL EVENT FOOD STANDS

***Please submit special event food stand applications at least 14 working days prior to the event for review and processing.*** Questions can be directed to the Public Health Division at 952- 939-8200.

## LOCATION

The stand must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the stand is not adequately protected from windblown dust and debris.

## CONSTRUCTION AND EQUIPMENT

1. A canopy or other form of overhead protection.
2. The floor, wall and ceiling surfaces must be smooth, durable and easily cleanable.
3. Interior lights must be shielded or coated.
4. Cold, time/temperature control foods must be stored under commercial, mechanical refrigeration. Insulated chests containing dry ice or frozen refrigerant packs are acceptable only for hot dogs and precooked sausages.
5. Thermometers must be provided in each refrigeration unit.
6. A probe thermometer must be provided to check food products.
7. Approved commercial equipment must be provided for cooking and maintaining food temperatures. Crock-pots are not acceptable. Note: Gas hook-up and service must comply with Minnesota Statutes, Chapter 1346. Check with the fire department.
8. Food preparation and cooking areas must be protected by means of an impervious shield or separation distances.
9. A fire extinguisher with a minimum 2A 10 B C rating must be present when required by the fire department.
10. Electrical service must comply with Minnesota Statutes, Chapter 1315.

## WATER SOURCE

Water must be obtained from an approved public water supply system. Water may be transported and stored in approved cleanable, food-grade covered containers. Hoses used to obtain water must be of food grade quality and provided with an approved backflow prevention device.

## WASTE DISPOSAL

1. Wastewater must be discharged to an approved sanitary sewer system or a holding tank. Ground surface discharge is not permitted.

## INSECT CONTROL

1. Provide effective insect control by the use of screening, covering and proper sanitation.

## HANDWASHING FACILITIES

Each stand must have a handwashing station with warm running water, soap, and paper towels. Water must be under pressure or by gravity with a faucet. Provide a bucket for waste water.



## SANITIZING SOLUTION

Approved sanitizers include quaternary ammonium, iodine, or chlorine bleach. Follow the manufacturer's instructions and provide test strips for measuring sanitizer concentration. A spray bottle with paper towels or a bucket with a towel must be provided to wipe surfaces and equipment.

The chlorine must be approved for commercial use and the label must say for food contact surfaces with no added fragrances. The concentration for chlorine sanitizer be 50-200ppm. Quaternary ammonium sanitizer must be 200ppm - 400ppm.



## HANDLING AND STORAGE

1. Ice and food supplies must be from a commercial source. **Food or supplies may not be stored or prepared at home.** Food preparation activities must take place in a licensed kitchen
2. Canned/ bottled non-potentially hazardous beverages may be chilled in ice but not buried in ice. The drinking side must be stored up.
3. Maintain all cold, time/temperature control for safety animal foods, milk, eggs, melons, sliced tomatoes, cooked potatoes, and other items capable of supporting the growth of bacteria) must be held at at 41° F or less, under commercial, mechanical refrigeration.
4. Foods must be cooled to 41F or less prior within the proper time prior to arriving at the event.
5. Separate raw animal foods during storage, preparation, holding, and display from ready-to-eat foods to prevent cross contamination.
6. All potentially hazardous food must maintained at proper temperatures as indicated:

- Cold foods must be kept at 41° F or below.
- Foods that require cooking must reach proper internal temperatures as indicated:

<b>Beef Roasts</b>	<b>130° F/121m</b>
<b>Beef, Veal, Ham Products</b>	<b>145° F/15sec</b>
<b>Ground Hamburger</b>	<b>155° F/15sec</b>
<b>Poultry Products (i.e., turkey, chicken)</b>	<b>165° F/15sec</b>

- After heating, foods must be held at 135° F or above..
- All foods that are reheated must reach an internal temperature of at least 165° F.

*Any foods left over at end of the day must be discarded.*

*Use a probe thermometer to check temperatures. Thermometers must be cleaned properly between each food. If a sanitizer will be used, the thermometer must be air-dried. Alcohol wipes are acceptable for cleaning thermometers between foods.*



7. Food, equipment, and single service items must be stored six-inches off the floor. Protect food from contamination by using packaging; counter, service line or salad bar food guards; display cases; or other effective means. Single service utensils and self-service food including condiments must be individually packaged or be dispensed from an enclosed dispenser.

## **DISHWASHING FACILITIES, PROCEDURES, AND EQUIPMENT CLEANING**

1. In-use utensils must be washed in a three compartment sink or three containers of sufficient size.
2. The four-step manual dishwashing process includes:
  - a) Wash in warm, soapy water in first sink or container
  - b) Rinse in clear water in second sink or container
  - c) Sanitize in the third sink or container with an approved sanitizer.
  - d) Air drying all utensils and equipment.



3. Clean utensils must be covered when transported to the event.
4. Food contact equipment and utensils must be washed, rinsed, sanitized, and air dried at a minimum of every four hours.
5. Wiping cloths must be stored in a sanitizing solution between uses.

## **PERSONNEL**

1. Employees must wash their hands before beginning work, immediately after using the restroom, handling raw food, smoking, and after touching the mouth, nose, face, or becoming contaminated.
2. Food employees' ill with vomiting, diarrhea, jaundice, or sore throat with fever must be excluded from work and may not return until at least 24 hours after the last illness episode.
3. Restrict employees' ill with reportable illnesses (Salmonella, Shigella, Shiga Toxin producing E. coli, Noro, Hepatitis A, or other enteric bacteria, viral, or parasitic pathogens) from working.
4. Employee's outer garments must be clean.
5. Effective hair restraints (hairnets, visors, caps, and similar) must be worn.
6. Gloves, utensils or other barrier must be provided for handling ready-to-eat foods.

## EQUIPMENT CHECKLIST FOR SPECIAL EVENT FOOD STANDS

This checklist was developed as a guide to aid in the opening and operation of a special event food stand. The goal of any food operation is to maintain a high level of sanitation and to protect the public from disease transmission and injury. We hope this checklist will be a useful tool in the self-inspection of your food stand. Please call the Public Health Division at 952-939-8200 if you have any questions email: [PublicHealth@minnetonkamn.gov](mailto:PublicHealth@minnetonkamn.gov)

### Construction

- Overhead Protection (tent, canopy, building)
- Approved floor (concrete, wood or similar cleanable material)
- All sealed surfaces (lamineate, stainless, no bare wood)
- Shatter resistant lights or shields

### Hand washing Facilities

- Pump soap
- Paper towels and holder
- Fingernail brush
- Warm water faucet or spigot (air-pot, water cooler)
- Bucket for waste water

### Equipment

- Refrigeration (mechanical) for potentially hazardous foods
- A metal stem thermometer to measure temps. (range 0°F to 220°F)
- A thermometer in each refrigeration and hot holding unit
- Adequate number of approved, clean utensils, pans and equipment. Bring extras!
- Adequate shields and/or separation between food and customers
- Shelves, dunnage racks for keeping all food and supplies off the floor/ground
- Cutting boards, stainless steel tables, other approved food contact surfaces if necessary

### Food and Supplies

- Foods and supplies covered and off the ground
- Condiments in covered dispensers or in single service packets
- No food made or stored at home
- Plastic silverware protected, stored with handles in same direction and handles extended to the employee/customer
- Food and supplies covered and protected during transportation

### Chemical Storage and Handling

- Store all chemicals below and separate of food and equipment
- Label the sides of chemical containers for easy identification
- Do not spray or apply chemicals over equipment or food areas

### Miscellaneous

- Fire extinguisher when grilling
- Electrical cords- Heavy duty (such as No. 14 gauge), grounded
- No "homemade" food or equipment!
- Rubber rugs, or similar
- Trash container with cover
- Chains or restraints for carbon dioxide and/or helium cylinders
- Permanent marking pen for labeling