



# Temporary Food License Application

**Please submit all applications 10 working days before the event.**

Applicant name		Business name		
Applicant phone		Email		
Applicant address		City	Zip	
Event Organizer		Phone	Email	
Name of event				
Date(s)			Food service time: (Start-End)	
Location and address of event				
Will the event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of people expected		
On-site person in charge of food service at event				
Email			Phone	

Complete the chart below for all food and beverages to be served. Add additional pages if needed. Food must be from a commercial source. Home-prepared foods are not allowed. Slowcookers/crock-pots are not allowed. Mechanical refrigeration and hot holding equipment are required for events lasting longer than four hours.

Hot food:	Purchased from:	Preparation location:	Equipment used to cook/heat food:	Equipment used to keep food hot (above 135° F):
Cold food:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food cold (below 41° F):
Shelf-stable food and beverages:	Purchased from:	Preparation location:	Equipment used to prepare food:	

**Continued on page 2**

Where will food be stored prior to the event? \_\_\_\_\_

When will food be prepared? \_\_\_\_\_

What time will food arrive at the event? \_\_\_\_\_

Employees must be able to wash their hands with warm running water and liquid hand soap. Paper towels must be provided to dry hands. Hand sanitizer is *not* a substitute for hand-washing.

What hand-washing facilities will be provided in the stand?

Hand-washing sink    Container with spigot filled with warm water

How will you eliminate direct hand contact with ready to eat foods? (gloves, utensils, etc.) \_\_\_\_\_

What sanitizer will be provided to wipe down food contact surfaces and sanitize utensils?

Chlorine (bleach) 50-200 ppm    Quaternary ammonium 200-400 ppm    Not applicable (no food handling or only prepackaged food)

Provide test strips for the chemical you choose. Test strips can be purchased online.

What facilities will be provided for dishwashing? (if applicable) \_\_\_\_\_

What single-service utensils will be used? \_\_\_\_\_

What toilet facilities will be provided for food handlers? \_\_\_\_\_

Provide the following unless foods are prepackaged:

- A food thermometer to test food temperatures (0-220° F).
- Hats or hairnets for all people involved in food preparation or dishwashing.
- An overhead covering for all food preparation or service areas outdoors, except over grills and fryers.
- A floor for all food stands outdoors such as concrete, asphalt, plywood or mats.
- A Class K fire extinguisher if cooking with grease.

Will there be a tent greater than 200 square feet or a canopy greater than 400 square feet?  Yes  No

*If yes, a separate permit is required from the Fire Prevention Division, 952-563-8933.*

If the event is at a public school, attach a copy of the school permit.

Will alcohol be served at the event?  No  Yes, Liquor Caterer \_\_\_\_\_  
Liquor Caterers must notify the Licensing Examiner at least 7 days prior to the event, 952-563-4923.

Based on the information provided herein, I understand that a temporary food license is required for this event. I further understand that my application will be considered only for the food and beverage specified. The Environmental Health Specialist must be advised of any deviations or changes to the menu.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**For office use only**

**Please select license type:**

1 - 3 Days complex: \$173

1 - 3 Days simple: \$49

4 - 21 Days complex: \$288

4 - 21 Days simple: \$115

Multiple vendor: \$928

**This application is approved only for the operation as specified above.**

**Additional approval is required for any deviations.**

\_\_\_\_\_  
Environmental Health Specialist

\_\_\_\_\_  
Date

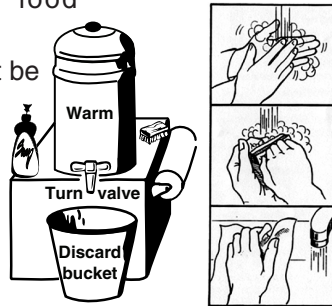
**Retain page 3 and 4 for reference.**

# Temporary Food License Requirements Information Sheet

The Environmental Health Division must be notified of all events that involve food service and sampling of food. Contact our office **at least 10 business days** prior to an event to determine if a Temporary Food License is necessary. If a license is necessary, an application and a short interview process will follow. The *Bloomington City Code* adopts the *Minnesota Food Code*. Final approval must be obtained before the event can take place.

## Sanitary Facilities

- 1) Areas of food preparation, service or storage must provide protection against adverse weather, wind or dust. Provide a floor such as plywood or mats if set up on grass, gravel or dirt.
- 2) Water must be obtained from a public supply and must be stored in a sanitary manner.
- 3) Wastewater must be discharged directly to an approved system or holding tank.
- 4) Garbage/refuse must be stored in a covered, leakproof container away from food activities.
- 5) Handwashing facilities must be provided with running water (a container with a spigot is permitted), nailbrush, pump soap and paper towels. Discharge water into a holding vessel or waste line.



## Food/food protection

- 1) Food/ice must be obtained from an approved commercial source. **Home prepared food is not permitted.**
- 2) Food/ice must be covered and stored in a sanitary manner at least six inches above the floor/ground.
- 3) TCS food must be held at 41° F or colder or at 135° F or hotter. Mechanical refrigeration must be used for events over four hours.
- 4) TCS food previously heated must be reheated to 165° F and held at 135° F or hotter.
- 5) Ice used for storing canned/bottled beverages must be self-draining and not be consumed.

- 6) Self-service food condiments must be individually packaged or dispensed from an enclosed dispenser.
- 7) No bare hand contact with ready to eat foods. Use utensils or gloves to handle food that will not be cooked.
- 8) Mark time when using time alone as the public health control.
- 9) A food thermometer must be provided to test food temperatures (0-220° F).

## Personnel

- 1) Employees must wash their hands before handling food, after handling raw meat and after eating, drinking, smoking or using the toilet.
- 2) Employees must not have vomiting, diarrhea or sore throat with fever. Employees' hands must be free of cuts, bandages or jewelry.
- 3) No eating, drinking, smoking or chewing gum in the food prep/service area.
- 4) Employees must wear caps, hairnets or other effective hair restraints during food activities and warewashing. Employees must wear clean clothes and aprons over outer garments.

## Food equipment/utensils

- 1) Equipment/utensils must be commercial-grade. Crock pots/slow cookers are **not allowed**.
- 2) Food contact surfaces must be clean and sanitized before each use.
- 3) Sanitizing solution (50-200 ppm chlorine or 200-400 ppm quaternary ammonium) must be used for sanitizing surfaces and dishes. Wet wiping cloths must be stored in a sanitizing solution. Provide appropriate test strips.
- 4) Equipment/utensils must be stored in a sanitary manner at least six inches above the floor/ground.
- 5) Dishes/pots/pans/utensils must be washed, rinsed with clear water, sanitized and air-dried. **Towel drying is not permitted.** Provide three labeled buckets big enough to accommodate the largest utensil.



1. Wash: Dishsoap warm water
2. Rinse: Warm water
3. Sanitize: Bleach 50-200 ppm or quaternary ammonium 200-400 ppm.
4. Air dry

**TCS-Time/temperature control for safety:** food that supports the growth of bacteria. Examples include cooked or raw animal foods (beef, pork, chicken, hotdogs, etc.). Heat treated food from plants (cooked rice, potatoes, noodles, vegetables). Cut melons such as watermelon, cantaloupe and honeydew. Garlic and oil mixtures. Cut tomatoes and leafy greens. These foods must be kept at proper temperatures or you must use time as a public health control.

**Bring this page to the event and complete checklist during set-up**

**1. Hand Washing Station (Required in the stand for open food or beverages)**

- Permanently plumbed hand sink in stand *or*
- Container with hands-free/continuous flow spigot *and*
  - Warm water
  - Waste water container
- Pump soap and paper towels (Required for open food or beverages)

**2. Employee Hygiene**

- Food workers must wash hands prior to service and frequently during service
- Food workers must not work if ill with vomiting, diarrhea or sore throat with fever in the last 24 hours
- No touching ready-to-eat foods with bare hands. Use gloves or utensils**
- No eating or smoking in the food stand. All beverages are covered to prevent spills
- No pets in the food service area

**3. Food Source/Menu (Immediate closure if out of compliance)**

- No foods are prepared or stored at home
- All foods are prepared at a licensed commercial kitchen or on-site at the event

**4. Cooking**

- Raw chicken or poultry cooked to at least 165°F
- Raw ground beef or ground pork cooked to at least 155°F
- Raw steak, whole cuts of pork, fish or eggs cooked to at least 145°F
- Food previously cooked & cooled at a licensed kitchen reheated to at least 165°F for hot holding
- Commercially made precooked products heated to at least 135°F for hot holding (i.e. hot dogs)

**5. Dish Washing**

- Wash, rinse and sanitize equipment and utensils used for time/temperature control for safety foods at least once every 4 hours *or* bring enough extra equipment and utensils to switch out every 4 hours. See page 3 for details on requirements.

**6. Food Temperature Control**

- Hot foods held at 135°F or above
- Cold foods held at 41°F or below. Must use mechanical refrigeration if event lasts more than four hours. May use ice and insulated coolers if event lasts for four hours or less.
- A thermometer to measure food temperatures is utilized

**7. Sanitizer (If needed for wiping cloths or dishwashing)**

- Unscented chlorine bleach or Quaternary (Quat) sanitizer available
- Sanitizer test strips available
- Bleach concentration 50-200 ppm or Quat concentration 200-400 ppm
- Wiping cloths stored in bucket with sanitizer solution

**8. Storage**

- Food, beverages, plates, cups, utensils and equipment are stored at least 6" above the floor
- Ice used to chill beverages is in a self-draining container/cooler
- Ice is from an approved, commercial source

**9. Floor and Ceiling (Required for open food or beverages)**

- Smooth, cleanable floors on dirt, gravel or grass surfaces
- Overhead protection if outdoors such as a canopy