



# 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)		<input type="checkbox"/> One day only <input type="checkbox"/> Multiple days		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 140° 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 minimize 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) 50-100 ppm     Quaternary ammonium 200-400 ppm     Not applicable (no food handling or only prepackaged food)

Provide test strips for the chemical you choose. Check online to order them.

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:**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 - 3 Days complex: \$173  | <input type="checkbox"/> 1 - 3 Days simple: \$49   |
| <input type="checkbox"/> 4 - 21 Days complex: \$288 | <input type="checkbox"/> 4 - 21 Days simple: \$115 |
| <input type="checkbox"/> 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 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.
- 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) Potentially hazardous food must be held at 41° F or colder or at 140° F or hotter. Mechanical refrigeration must be used for events over four hours.
- 4) Potentially hazardous food previously heated must be reheated to 165° F and held at 140° F or hotter.
- 5) Ice used for storing canned/bottled beverages must be self-draining and not be consumed.

**Potentially hazardous food:** 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. These foods must be kept at proper temperatures or you must use time as a public health control.

- 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 be free of communicable disease, illness or infection. 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 and NSF-approved. Crock pots are **not allowed**.
- 2) Food contact surfaces must be clean and sanitized before each use.
- 3) Sanitizing solution (50-100 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**  
Sanitizer:  
bleach 50-100 ppm  
or quaternary  
ammonium  
200-400 ppm.

**4. Air dry**