



For reasonable accommodations or alternative formats please contact us at 612-673-2301 or [environmentalhealthpermit@minneapolismn.gov](mailto: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.

## Overview

You need this permit for your event if food or beverages are offered to the public. You can operate for up to 21 days at one location with this permit.

As the event food sponsor, list all the food and beverage vendors at your event. You will receive one free short term food vendor with this application. You may be a food vendor. Please review the types of food and beverage vendors. You will need different information from each vendor type for your application.

## Non-exempt vendors: list in section C

### Short term food vendors:

A vendor who only works at your event. They may have packaged or unpackaged food and/or beverages. They can operate for a total of ten days per calendar year. The short term food vendor permit is for vendors who do not have a Minneapolis mobile license, seasonal permit, or are not an exempt vendor.

You will need to:

- give them the short term food permit application
- submit their completed application with your event application
- collect and pay all fees

### Seasonal food vendors:

A vendor with an annual permit who operates at farmer's markets and/or public events. They may have packaged or unpackaged food and/or beverages.

You will need this vendor's:

- name and phone number
- Minneapolis permit number

### Minneapolis licensed mobile food vehicle-limited: (ice cream truck):

A vendor who operates in self-contained vehicle or trailer. They have a limited menu and may only have specific packaged food and/or beverages. Menu examples are packaged ice cream, candy, pop, and chips. They can apply for a short term or seasonal permit if they do not have a Minneapolis mobile license.

You will need this vendor's:

- name and phone number
- Minneapolis license number

### Minneapolis licensed mobile food vehicle (food truck):

A vendor who operates in a self-contained vehicle or trailer. They may have packaged or unpackaged food and/or beverages. They can apply for a short term or seasonal permit if they do not have a Minneapolis mobile license.

You will need this vendor's:

- name and phone number
- Minneapolis license number



## Event Food Sponsor Permit application

### Exempt vendors—list in section D

**There are no additional fees, licenses, or permits needed for exempt vendors.**

#### **Product of the farm:**

Vendors who grow, raise or harvest product from land they own or lease. They may not add anything to their products that they did not grow, raise, or harvest on their land.

You will need this vendor's:

- name and phone number

#### **Pour only:**

A vendor who serves beverages that are not a time/temperature control for safety (TCS) product. They pour the beverage from a can, bottle, or keg. They cannot serve over ice or have garnishes.

You will need this vendor's:

- name and phone number

#### **Cottage food producers**

A vendor who is registered with the Minnesota Department of Agriculture to make food and/or beverages at home. Their products cannot be considered time/temperature control for safety (TCS)\*.

You will need this vendor's:

- name and phone number
- Minnesota Department of Agriculture registration number

\*Time/Temperature Control for Safety (TCS) foods are food and beverages that require temperature control to keep it safe. Examples include dairy, meat, fish, cut leafy greens, cut tomatoes, cut melons and sprouts.

**Section A – Event information**

Event name (please print)		
Event address (please print)		
Date(s) of your event	Event start time	Event end time

**Section B – Event sponsor information**

Event Sponsor (Please print; last, first)	
Sponsoring Organization	
Full address of event sponsor or sponsoring organization	
Telephone Number	
Email Address	
Name of person in charge on-site during event	
Phone number for person in charge on-site during event	





## Section E – Signatures and convention center information

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

I understand that:

	I am responsible for all safety aspects of my event
	Repeated event sponsor violations may result in citations, compliance hearings, and/or denial of future applications
	I must submit complete, accurate applications on time. Applications received less than two days before the event may have restrictions or be denied
	Once my application is approved, no changes may be made without approval of Minneapolis Health Department
	I must submit all fees
	That only the vendors listed on my permit can operate at my event
	I need a person in charge on-site at my event
	I am responsible for providing food safety materials to my vendors. Food safety materials will be provided to me by the Minneapolis Health Department
	I am responsible for fixing problems that a health inspector points out about a food stand
	My event must follow the City of Minneapolis Green to Go rules: <ul style="list-style-type: none"> <li>• All to-go containers must be reusable, recyclable, or compostable.</li> <li>• I will provide recycling bins and have a system in place for collection.</li> <li>• If needed, I will provide compost bins and have a system in place for collection.</li> </ul>

Event sponsor signature	Date

Is your event at the Minneapolis Convention Center?

No	Yes	Convention Center coordinator (Name)
<input checked="" type="radio"/>	<input type="radio"/>	

### Section F – Payment

Calculate the total food permit fees using the table below. Enter the amounts in the table. You may send in your applications by mail, email, or in person.

1. Fee for Event Food Sponsor permit		
\$100.00 for event with 1-10 food or beverage vendors	\$	
\$194.00 for event with 11-19 food or beverage vendors	\$	
\$289.00 for event with 20 or more food or beverage vendors	\$	
2. One free Short Term Food Permit application	\$	0.00
3. Fee for additional Short Term Food Permit applications-submitted on time		
\$100.00 X        of additional applications	\$	
4. Late fees are doubled for applications submitted less than 2 weeks prior to the event start.	\$	
5. If your event is at the Minneapolis Convention Center, subtract 50%.	\$	
<b>Food Permit Fee total</b>	<b>\$</b>	

### Section G – Submitting application(s)

If your application is received less than two days before the event, it may not be approved or the menu may be restricted.

Applications may be submitted:

- By email, [EnvironmentalHealthPermit@minneapolismn.gov](mailto:EnvironmentalHealthPermit@minneapolismn.gov)  
City staff will contact you by phone to obtain payment information, do not email credit card information
- In person, fees can be paid by check, cash, or credit card  
Minneapolis Environmental Health, 505 4th Ave S—skyway level, Minneapolis, MN 55415
- By regular mail, fees can be sent in by check— make payable to Minneapolis Finance  
Minneapolis Environmental Health, 505 4th Ave S—Room 520, Minneapolis, MN 55415

Please expect us to contact you by the email or phone number listed on your application. We may call with questions or to collect payment information. We will email you your permit, resources, and payment receipt.