



City of Maplewood | **Office of the City Clerk**  
1830 County Road B East | Maplewood, MN 55109  
651-249-2005 | 651-249-2009 (fax)

**TEMPORARY FOOD SALES**  
**Application must be submitted no less than**  
**7 business days prior to the event.**

Guidance relating to food and food handlers is contained in the Maplewood City Code, Chapter 14, Article VI. All permits holders are required to be familiar with the provisions of this Ordinance and with applicable Minnesota Statutes and federal regulations.

In submitting a permit application, the applicant and their business associates declare that they meet the requirements for issue of said license and that such business will be operated in compliance with the above regulations, statutes and ordinances. Knowingly submitting an incomplete or inaccurate application constitutes fraudulent application; failure to comply with the aforesaid regulations, statutes and ordinances; or conviction for related felony or misdemeanor violations constitutes grounds for denial, suspension, or revocation of permit.

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**PERMIT APPLICATION CHECKLIST:**

**To prevent delay, please ensure the following information is submitted.**  
**Incomplete applications are not accepted and will be returned immediately.**

- Food Sales permit application
- Permit Fee of \$55.00 per day, per location
- Signed lease or letter of agreement (if operating on property not owned by applicant or in conjunction with an event not coordinated by applicant)
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder and, in the *description of operations* area of the certificate, the address at which the permit will be used and the date(s) of event. Minimum amounts of coverage should be as follows:
  - \$300,000 General Liability
  - \$100,000 Property Damage
  - \$50,000 Workers' Compensation
- State Statutes Requirements Form
  - MN Business Tax Identification Number as required by MN §270C.72
  - Proof of Worker's Compensation Insurance Coverage as required by MN §176.82

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**Applicant Information** (individual who executes and signs this application)

Name of Applicant \_\_\_\_\_

Job Title \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

**Business Information** (responsible for food sales)

Name of Business \_\_\_\_\_ DBA \_\_\_\_\_

Business Address \_\_\_\_\_



Business Telephone (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ MN Tax ID# \_\_\_\_\_

**Event Information** (to be held in Maplewood):

Name of Event \_\_\_\_\_

Event Location \_\_\_\_\_ Telephone \_\_\_\_\_

Event Address \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time of Event: \_\_\_\_\_

Person in Charge of Food Operation \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Driver's License No. \_\_\_\_\_

I have received the attached "Standards for Temporary Food Stands" and will familiarize myself with the provisions contained within it  Yes  No

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1. List ALL food and beverage items on the menu: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the equipment that will be used to properly cook, and hold potentially hazardous food above 140°F or below 41°F. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When, where and how will the food be prepared and stored (prior to and during the event)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State the method of transporting the food (vehicle and containers to be used, means of refrigeration, use of warmers, etc...) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What facilities will be provided for washing hands and utensils? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Identify the source of water for the food stand, and the method for disposing of the wastewater. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The data in this application will be used to approve your permit. Upon approval of permit, the information contained in this application shall be deemed public unless private by State Statute. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your permit if you do not provide it.

I have received a copy of *Maplewood City Code*, Chapter 14, Article VI (Food and Food Handlers) and will familiarize myself with the provisions contained within it.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Maplewood to investigate and make whatever inquiries necessary to verify the information provided.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

Approved by City Manager or Designee _____	Date _____
Approved by Environmental Health Officer _____	Date _____
Approved by Fire Marshal _____	Date _____
Fee Paid _____	Receipt # _____
Date _____	License # _____

**STATE STATUTE REQUIREMENTS:  
TAX CLEARANCE**

Minnesota Statute Chapter 270C, Section 72 requires the licensing authority to provide to the Minnesota Commissioner of Revenue the Minnesota business tax identification number or the social security number of each license applicant.

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.**

Applicant's Full Name _____		Job Title _____	
SSN _____ - _____ - _____	Driver's License Number _____		State _____
Business Name _____	Business Trade Name _____		
Business Address _____	City _____	State _____	ZipCode _____
Federal Tax ID _____	MN State Tax ID _____		

**STATE STATUTE REQUIREMENTS:  
PROOF OF WORKERS' COMPENSATION**

Minnesota Statute 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 in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Sec. 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or is falsely reported, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of labor and Industry payable to the Special Compensation Fund. Provide the information specified above in the following spaces, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation:

<input type="checkbox"/> I carry Workers' Compensation Insurance Insurance Company Name (not the nam of the agent): _____ Workers' Compensation Policy Number: _____ Effective Date: _____ Expiration Date: _____
<input type="checkbox"/> I am Self-Insured and have attached a copy of the permit to self-insure
<input type="checkbox"/> I am not required to have workers' compensation liability coverage because: <input type="checkbox"/> I have no employees. <input type="checkbox"/> I have employees but they are not covered by the Workers' Compensation law. (See MN Statute § 176.041 for a list of Excluded employees) Explain why your employees are not covered: _____ _____
<input type="checkbox"/> Other: _____

I have read and understand my rights and obligations with regard to business license, permits and workers' compensation coverage and I certify that the information provided is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



City of Maplewood | **Environment & Economic Department**  
1902 County Road B East | Maplewood, MN 55109  
651-249-2308 | 651-249-2319 (fax)

## **STANDARDS FOR FOOD SALES**

*(Please save this copy for your records)*

### **LOCATION**

1. The stand shall be located where it is not subject to flooding and is protected from possible contamination (e.g.: toilets, animal pens, garbage collection sites). It shall be protected from dust and windblown particulates by means of location, treatment of ground surfaces or by having the stand enclosed.

### **CONSTRUCTION**

1. Workspaces shall be sized to permit unobstructed work activity. Equipment shall be located to permit easy cleaning.
2. The stand should provide protection during adverse weather by means of its construction or location. If it does not, then food service activities shall cease during periods of adverse weather.
3. Interior surfaces shall be smooth and easy to clean (at least finished with gloss paint).

### **EQUIPMENT**

1. Food service equipment shall be appropriately designed and sized for its use. Mechanical refrigeration shall be provided for potentially hazardous food such as meat, fish, poultry, milk and eggs. The use of insulated chests containing dry ice or frozen refrigerant packs may be approved for items such as hot dogs and precooked sausages.
2. A thermometer is required for each refrigerator and insulated chest. A metal stem product thermometer (range 0°F to 220°F) is required for measuring potentially hazardous food temperatures.
3. Electric skillets, roasters, propane stoves and charcoal grills equipped with lids are acceptable for cooking food as long as safe food temperatures are maintained. **Crock pots may not be used.**
4. Utensils such as galvanized or soft plastic containers, wooden spoons, enamelware, paint brushes, etc., are not acceptable for use. Garbage bags and garbage receptacles are not to be used for covering or storing food.
5. To help provide customer safety and prevent possible contamination by customers, food preparation and cooking areas are to be protected by means of an impervious shield or by separation distances.
6. Hand washing facilities shall be provided within the stand. They shall consist of:
  - a. soap, paper towels, and a water faucet or spigot that discharges into a waste line or holding vessel; or
  - b. paper towels and a spray bottle containing a germicidal solution (use one teaspoon of household bleach to a gallon of water); or
  - c. moist towelettes (when there is little or no food prep.).

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

1. Only single service, disposable eating and drinking utensils may be used unless approved permanent dishwashing facilities are available.
2. The procedure to be used for manual utensil washing is:
  - a. Wash in warm soapy water,
  - b. Rinse in clear water,
  - c. Sanitize for at least one minute in a sanitizing solution of sufficient concentration (use one tablespoon of household liquid bleach per two gallons of water), and
  - d. Allow to air dry.
3. Utensils are to be washed and sanitized immediately prior to the special event and as often as necessary during the event.
  - a. Utensils may be washed off the site if approval is granted. When this is done, the clean utensils are to be suitably covered when transported (e.g.: plastic wrap or container). When utensils are not washed at the site, enough utensils are to be provided so that if one becomes contaminated a clean one is available.
4. Food contact equipment that must be cleaned in place (e.g.: meat slicer, soft serve ice milk dispenser) shall be sanitized using a solution equal to that listed in 2.c. above.

5. Cloths used to wipe equipment and counters shall be stored in a sanitizing solution between uses (use a solution equal to that listed in 2.c. above).

## **WATER SUPPLY**

1. Water may not come from a residential well. It must be obtained from an approved public water supply system. If water is not provided under pressure at the stand, it may be transported and stored in approved, cleanable, covered containers such as 5 or 10 gallon coffee urns or non-galvanized beverage coolers containing spigots.

## **WASTE WATER AND REFUSE DISPOSAL**

1. Wastewater shall be discharged to an approved sanitary sewer system or a holding tank. Ground surface discharge is not permitted.
2. Refuse shall be deposited and stored in a manner that will not tend to create a nuisance. Refuse containing food waste if stored overnight or for extended periods of time shall be stored in tightly covered non-absorbent containers.

## **INSECT CONTROL**

1. Effective insect control is to be achieved through sanitation. If insecticides are to be used, they shall be of an approved type (e.g. pyrethrins as the active ingredient), used according to the manufacturer's directions, and not be used when food or utensils are exposed. Intermittent spray dispensers and vapoona (e.g.: No Pest) strips may not be used.

## **FOOD, BEVERAGE AND UTENSIL HANDLING AND STORAGE**

1. All ice and food supplies shall come from an approved commercial source. No home prepared food or food stored at home is allowed! Major food preparation activities must take place in an approved kitchen. (Church, school, and fraternal kitchens may be considered acceptable.)
2. Ice must be cubed or crushed and be sealed in a bag at the point of manufacture. Because it is a food it is to be stored and handled as food.
3. Potentially hazardous food shall be maintained below 40°F or above 150°F. If previously cooked food is reheated, it shall reach an internal temperature of at least 165°F. Any of these foods left over at the end of the day are to be discarded.
4. Canned, bottled and other containerized beverages except milk may be chilled in ice. The ice must be continuously drained and may not be used later in a food product.
5. Food and single service disposable utensils such as paper plates and plastic eating utensils shall be clean, dry, covered and kept at least six inches off the floor.
6. Single service utensils and self-service food including condiments (catsup, coffee, whitener, sugar, etc.) shall be individually packaged or be dispensed from an enclosed dispenser.

## **PERSONNEL**

1. An adult shall be responsible for the operation of the stand and shall supervise children working in the stand.
2. Employees shall maintain their hands in a clean, sanitary condition and wash hands immediately after going to the toilet, handling raw food, smoking or otherwise soiling their hands.
3. No employee may engage in food preparation or service activities if that person has a communicable disease, gastrointestinal illness, sore throat or discharging wound.
4. The use of tobacco in any form while on duty is prohibited.
5. Employees' outer garments shall be clean.
6. Effective hair restraints (hairnets, headbands, caps, etc.) shall be worn by all people engaged in food preparation and service.

## **SAFETY**

1. Electrical service shall comply with the Minnesota Electrical Code. Electrical lines should not be located in or near water.
2. Carbon dioxide and bottle gas cylinders are to be secured.
3. A fire extinguisher (BC rated) shall be present if required by the fire marshal