

## Temporary Food Service Licensing Requirements and Fees

A Food Service Establishment is any location where food is prepared, offered or served to the public with or without charge, except as specifically exempted by Minnesota Statutes 157.22 and 28A.15.

A *Temporary Food Service Establishment* is a type of food service establishment that typically operates as part of community celebrations or special events for a limited time. Temporary Food Service Licenses are a licensing option for a single event lasting a few days or for multiple events lasting up to 21 days within a calendar year.

A Temporary Food Service Establishment operating in Ramsey County is required to have a license from this Department\*. A Temporary Food Service license is not transferable to another person, location or event. The license fee is determined by the number of days of operation and if Time/Temperature Control for Safety (TCS) food is being sold or served at the event.

**TCS foods include** meat, seafood, poultry, eggs, dairy food, cooked grains, cooked vegetables, raw seed sprouts, garlic & oil mixtures, cut melons, cut tomatoes, cut leafy greens or food containing any of these items. If unsure about the type of food, contact Ramsey County at 651-266-1199.

### License Fees

Type of Food	First Day of the Event	Additional Event Days	Expedited App Review*
<b>TCS Food</b>	\$62	\$12/Day	Double Fee
<b>Non-TCS Food</b>	\$31	\$6/Day	Double Fee

\*For applications received within two business days of the event, the first day license fee is doubled.

**For Ramsey County licensed food service establishments:** A separate temporary food service license may not be required if the event occurs on the establishment premises (including parking lot and sidewalk), and all food is prepared in the licensed food service establishment by employees of the establishment, and the establishment notifies this department two business days prior to the event. If the event is not on the licensed food service establishment premises, then a license is required.

Contact 651-266-1199 to determine if your on-premises event requires a temporary food service license.

### Mail or deliver temporary food service license applications and payments (cash or check) to:

Ramsey County Environmental Health  
 2785 White Bear Ave N, Suite 350  
 Maplewood, MN 55109

Office hours: 8 a.m. to 4:30 p.m., Monday - Friday.

All fees must be paid in the exact amount due, as change cannot be provided.

\*Ramsey County licenses temporary events in all cities of Ramsey County except for Saint Paul and Maplewood. For temporary events in Saint Paul, contact the Minnesota Department of Health. For temporary events in Maplewood, contact the City of Maplewood.

## Application for Temporary Food Service License

This application must be received at least two business days before the event, or the license fees will be doubled for the expedited review of this application.

### Business Information

Business name (name posted on your stand):	
Licensee (person or organization taking responsibility for food operation):	
Licensee contact person:	
Address (city and ZIP code):	
Phone:	Email:
Name of person in charge onsite at event:	
Phone:	Email:

### Event List

Event #	Name of event	Location of event (address and city)	Dates of event	Time of event
1				
2				
3				
4				
5				
6				

Will the same food be served at all events listed above?

- Yes
- No

If no, describe how the foods will differ at various events.

### Food and Beverage Menu Items

List all items on the menu. Identify the source (name of grocery store or supplier).

Food/Beverage Item	Source

### Equipment Used

List all equipment used for food. Indicate if each piece of equipment is used for storage, preparation or hot/cold holding.

Equipment	Use (select all that apply)		
	Storage	Prep	Holding

**Food Preparation and Storage**

Describe how, when and where food will be prepared and stored before and during the event.

Describe how, when and where utensils and hands will be cleaned.

Describe the source and storage of water for the food stand and how wastewater will be disposed.

**Certification**

*I am applying to operate a temporary food service establishment and agree to comply with the provisions of the Ramsey County Food Protection Ordinance and the Minnesota Food Code. I will complete the self-inspection checklist provided by Ramsey County below prior to each event listed on this application and will ensure no persons experiencing vomiting or diarrhea handle food prepared for these events.*

Name	Title
Signature	Date

**Recycling Containers Available**

[Request](#) recycling and food scraps containers and signage.

**OFFICE USE ONLY**

Date Received	License Category	License Fee \$
EHS Initials	Date	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Hand Deliver
Receipt Number	Amount Paid	
DHD License #	DHD Inv #	
Notes	State Delegation: <input type="checkbox"/> MDH <input type="checkbox"/> MDA	Entered by (initials)

## Temporary Food Service Checklist

Complete and submit with license application.

**TCS foods (Time/Temperature Control for Safety)** include meat, seafood, poultry, eggs, dairy food, cooked grains, cooked vegetables, raw seed sprouts, garlic and oil mixtures, cut melons, cut tomatoes, cut leafy greens or food containing any of these items. If in doubt about the type of food, treat it as TCS food.

<b>Supervision</b>
<input type="checkbox"/> There is a person in charge who is responsible for foodborne illness prevention and overseeing safe food handling. The name of the person in charge for this event is: _____
<input type="checkbox"/> Ramsey County license is posted and visible to customers.
<b>Hand wash station (Required for open food or beverage, including sampling)</b>
<input type="checkbox"/> Minimum of five gallons of warm water.
<input type="checkbox"/> Container with hands-free spigot.
<input type="checkbox"/> Five-gallon wastewater container.
<input type="checkbox"/> Pump soap and paper towels.
<b>Food stand protection (Required for open food or beverage, including sampling)</b>
<input type="checkbox"/> Locate the food stand away from possible environmental sources of contamination (roads, drainage, gutters, etc.).
<input type="checkbox"/> Provide smooth, cleanable floors on dirt, gravel or grass surfaces.
<input type="checkbox"/> Onsite booth has overhead protection.
<b>Food source/menu (Immediate closure if out of compliance)</b>
<input type="checkbox"/> No foods have been prepared or stored at home.
<input type="checkbox"/> Packaged foods are obtained from a licensed facility and were transported directly to the event.
<input type="checkbox"/> Open food (food not in packages) is prepared onsite at the event or in a licensed kitchen.
<input type="checkbox"/> Open foods prepared off-site at a licensed kitchen received approval from the Health Department before event.
<b>Employee hygiene</b>
<input type="checkbox"/> Food workers are not ill with vomiting or diarrhea and have not been ill in the last 24 hours.
<input type="checkbox"/> Food workers wash hands before beginning food service and often during service.
<input type="checkbox"/> Food workers will not eat within the booth/stand and will wash hands when finished eating.
<input type="checkbox"/> No touching of ready-to-eat food with bare hands. Use gloves or utensils.
<input type="checkbox"/> Food workers will wear hats, hairnets or other effective hair coverings while preparing food.
<input type="checkbox"/> No pets in the food service area.
<b>Food temperature control</b>
<input type="checkbox"/> Hot TCS foods are held at 135°F or above.
<input type="checkbox"/> Cold TCS foods are held at 41°F or below.
<input type="checkbox"/> Adequate equipment is used to maintain hot or cold temperatures. Events lasting more than four hours must use mechanical refrigeration. Events lasting four hours or less may use ice packs in insulated coolers to maintain 41°F.
<input type="checkbox"/> A thermometer to measure food temperature is provided.
<b>Cooking</b>
<input type="checkbox"/> Raw chicken or poultry is cooked to at least 165°F.
<input type="checkbox"/> Raw ground beef or pork is cooked to at least 155°F.
<input type="checkbox"/> Raw steak, pork, fish or eggs are cooked to at least 145°F.
<input type="checkbox"/> Items previously cooked and cooled at a licensed kitchen must be reheated to 165°F for hot holding.
<b>Storage</b>
<input type="checkbox"/> Food is stored at least six inches above the floor or ground, or inside a closed ice chest or waterproof box.
<input type="checkbox"/> Ice being used to chill beverages is draining.
<input type="checkbox"/> All plates, cups, utensils and equipment are stored at least six inches above the floor or ground.

<b>Ice</b>
<input type="checkbox"/> Ice used for chilling is not used for serving. <input type="checkbox"/> Ice bags are kept off the floor or ground. <input type="checkbox"/> Ice is served with an ice scoop with a handle. <input type="checkbox"/> Ice is not handled with bare hands or contaminated. Ice scoop handle must be kept out of ice.
<b>Food protection</b>
<input type="checkbox"/> Raw or undercooked meat/eggs are stored separately from all other food and utensils. <input type="checkbox"/> Self-serve condiments are in squeeze bottles, individual packets or containers with lids and utensils. <input type="checkbox"/> All open food is protected from customer contamination.
<b>Sanitizer (If needed for wiping cloths or dishwashing)</b>
<input type="checkbox"/> Unscented bleach or Quaternary (Quat) sanitizer is available. <input type="checkbox"/> Sanitizer test strips are available. <input type="checkbox"/> Bleach concentration is at 50-200 ppm or Quat is at 200-400 ppm. <input type="checkbox"/> Wiping cloths are stored in a bucket with sanitizer solution.
<b>Dish washing (Choose one)</b>
<input type="checkbox"/> I will wash, rinse and sanitize equipment and utensils used for TCS food while onsite. <input type="checkbox"/> I have enough extra equipment and utensils used for TCS food to switch out every four hours or if contaminated.
<b>End of event clean-up</b>
<input type="checkbox"/> Any remaining hot food is discarded. Leftover hot food from temporary events shall not be cooled and re-served. <input type="checkbox"/> Food and equipment are stored in a secure location overnight. <input type="checkbox"/> Booth operator has identified an approved location for disposal of liquid waste and oil/grease. <input type="checkbox"/> Liquid waste and oil/grease will be disposed of properly and will not be dumped on the ground.

*By signing below, the Person in Charge accepts responsibility for informing each food worker about these requirements and ensuring all food workers follow these requirements.*

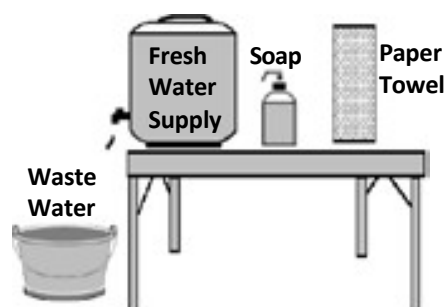
Name	Title
Signature	Date

## Temporary Food Service Guidelines

1. **The Person in Charge must complete the Temporary Event Food Service checklist (above) before opening for each event.**
2. **Prepare all food in a licensed commercial kitchen or onsite.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.
3. **Use mechanical refrigeration to keep TCS foods cold.** Exception: Insulated coolers with ice may be substituted only when the event is four hours or less.
4. **Always keep time/temperature control for safety foods**, such as meat, fish, poultry, cooked rice and salads, at 41°F or colder or 135°F or hotter. Use a metal-stem thermometer to check internal food temperatures.
5. **Reheat food quickly to 165°F and hold at 135°F or higher.** Using Sterno™ and chafing dishes for reheating food is not allowed.
6. **All food stands with open food or beverages must have a tent or canopy.** If you are at an event where the tent or canopy is on grass or dirt, you must provide flooring (mats, plywood, etc.) for the food stand. Exception: Flooring is not needed if all foods and beverages are packaged and remain unopened when served.
7. **Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor.** Label chemicals and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
8. **Prepare and serve all foods out of reach of the customers.** Self-service is not allowed unless proper utensils are provided, such as individual souffle cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.
9. **A fire extinguisher must be provided** if cooking with an open flame.
10. **Practice good personal hygiene.** Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.
11. **Provide hand washing if you prepare or serve open food or beverage, including sampling.** Handwashing must be set up within 10 feet of the food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed setup.

### Gravity-fed hand washing:

- Insulated five-gallon container of warm, potable water.
- Water should be refilled before the level decreases to two inches from the spigot.
- Container must have a hands-free spigot that can be turned on and off.
- Liquid hand soap.
- Paper towels.
- Catch bucket of at least five gallons.



12. **Wash equipment and utensils.** Bring enough of your utensils and equipment used with time/temperature control for safety food to switch out to new ones at least every four hours. Or, if you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a three-compartment sink or three-bucket setup. The sinks or buckets must be large enough for your largest utensil to fit.

- Wash in warm, soapy water.
- Rinse in clean water.
- Sanitize in bleach or quaternary ammonium solution.
- *Bring test strips to check sanitizer (50- 200 PPM for Chlorine; 200–400 PPM for Quaternary Ammonium).*



13. **Consider donating any safely handled food left over from your event.** Food security is a food safety issue. People experiencing hunger due to a lack of food will likely eat unsafe food rather than starve. If you have followed the guidelines described in this document, your food is likely safe to eat, and any leftovers could be put to good use to reduce hunger in our community. The value of the donated food may be tax deductible and the donation is likely protected by the Good Samaritan law. ([MN Statute 604A.10](#)). Visit <http://www.mealconnect.org> to connect with hunger relief in the Twin Cities.