

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 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 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 this Department at 651-266-1199 to determine if it is TCS food.

License Fees

Type of Food	First Day of the Event	Additional Event Days	Expedited App Review*
TCS Food	\$60.00	\$10.00/Day	Double Fee
Non-TCS Food	\$30.00	\$5.00/Day	Double Fee

*For applications received within two (2) business days of the event, the license fees are doubled. If a license must be sold on-site during an event, there is an additional \$25 or 25% fee, in addition to the doubled fee.

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 (2) business days prior to the event. If the event is not on the licensed food service establishment premises, then a license is required.

Contact your area inspector to determine if your on-premises event requires a Temporary Food Service license by calling 651-266-1199.

Temporary Food Service License applications and payment (cash or check) must be sent or delivered to:

Ramsey County Environmental Health
2785 White Bear Avenue North #350,
Maplewood, MN 55109

Office hours are 8:00a.m. to 4:30p.m. Monday - Friday.

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

*This Department licenses temporary events in all cities of Ramsey County *except* for the Cities of Saint Paul and Maplewood. For Temporary Events in Saint Paul you must contact the Minnesota Department of Health; for Temporary Events in Maplewood you must contact the City of Maplewood.

Environmental Health Division
2785 White Bear Ave. North
Suite 350
Maplewood, MN 55109
Phone: (651) 266-1199
Fax: (651) 266-1177
www.co.ramsey.mn.us

APPLICATION FOR TEMPORARY FOOD SERVICE LICENSE



Environmental Health Division
2785 White Bear Ave N, Suite 350
Maplewood, MN 55109
Phone: 651.266.1199 | Fax: 651.266.1177

This application must be received at least two (2) *business* days before the event or the license fees will be doubled for the expedited review of this application.

LICENSEE (organization/person taking responsibility for food operation):

LICENSEE CONTACT PERSON:

Address (City & Zip Code):

Phone:

Email:

NAME OF PERSON IN CHARGE ONSITE AT EVENT:

Phone:

Email:

NAME OF EVENT				
Event #	Name of event	Location of event, Address, & 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 above, how will the foods at the various events differ?

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 food stand and how wastewater will be disposed:

CERTIFICATION STATEMENT:

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 prior to each event listed on this application and will ensure no persons experiencing vomiting or diarrhea handle food prepared for these events.

Signature

Date

Want to go Zero Waste and need recycling containers for your event?



Click the bin above or visit [our website](#) to request containers and recycling signage for your event!

FOR OFFICE USE ONLY:

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