



City of Maplewood
 Office of the City Clerk
 1830 County Road B East | Maplewood, MN 55109
 651-249-2005 | 651-249-2957 (fax)
www.MaplewoodMN.gov
 Licensing@MaplewoodMN.gov

Approved By:
 City Manager
 City Planner
 Fire Marshal
 Health Official
 Fee Paid: _____
 Receipt #: _____

MOBILE FOOD UNIT

MAY 1 THROUGH APRIL 30, ANNUALLY

Guidance relating to Mobile Food Units is contained in the Maplewood City Code, Chapter 14, Article VI (Food and Food Handlers). All license holders are required to be familiar with the provisions of this Chapter and with applicable Minnesota Statutes and federal regulations.

LICENSE APPLICATION CHECKLIST:

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

- Mobile Food Unit license application
- License Fee (see Fee Schedule for details)
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder in the amounts of coverage as follows:
 - \$300,000 General Liability
 - \$100,000 Property Damage
- If applicable:
 - Mobile Food Unit - Notification of Activity Form
 - Copy of MDH Mobile Food Unit License

Applicant Information: (Individual who executes and signs this application):

Name of Applicant _____ Job Title _____

Address _____

Phone Number (_____) _____ E-mail Address _____

Business Owner Information:

Name of Owner _____

Address _____

Phone Number (_____) _____ E-mail Address _____

Owner is a: Natural Person Partnership Corporation Foreign Corporation

Business Information

Name of Business _____ DBA _____

Principal Base of Business Address _____

Phone Number (_____) _____ Number of Vehicles to be Licensed _____

Do you currently hold a Mobile Food Unit license, issued by the MN Department of Health? Yes No
If yes, please provide a copy of this license with your application

Certified Food Protection Manager (CFPM) Information:

Name of CFPM _____

Certificate Number FM- _____ Expiration Date _____

Renewal Notices Mailed to:

 ATTN: _____

Tax Identification Information:

Please provide the following:

Federal Tax ID _____

MN State Tax ID _____ OR

SSN _____ - _____ - _____

MN §270C.72 requires the licensing authority to, upon request, provide to the Minnesota Commissioner of Revenue the business identification number or social security number of each license applicant.

Workers' Compensation Coverage:

I carry Workers' Compensation Insurance

Insurance Company Name: _____

Policy Number: _____

Effective Date: _____ Expiration Date: _____

am Self-Insured (attach a copy of the permit to self-insure)

I am not required to have workers' compensation liability coverage

MN §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 MN§176.181, Subd.2. Upon request, the information will be furnished to the Department of Labor and Industry.

Electronic Notification Services – Proposed Ordinances

The City of Maplewood now offers an electronic *Notify Me* service for users to request notifications on various activities happening at the City. One of the notifications available is for a proposed new ordinance or a proposed amendment to an ordinance, which could help you stay up-to-date on changes made by City Council that may affect the operation of your business. If you choose to opt-in, please understand you will receive notifications of all proposed ordinance changes, not just those that impact your business.

If you'd like to receive this notification, or notification of any of the activities for which notifications are available, please visit the City's *Notify Me* page at <https://maplewoodmn.gov/list.aspx>. Sign in with a valid email address and select the notifications you'd like to sign up for. Email addresses provided are considered private data and are not shared with third parties.

The data in this application will be used to approve your license and 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 license if you do not provide it.

I will familiarize myself with the provisions of the Maplewood City Code, and with applicable Minnesota Statutes and federal regulations. This business will be conducted in compliance with the above regulations, statutes and ordinances, and it is understood that failure to do so may constitute grounds for denial, suspension or revocation of this license.

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 _____

Mobile Food Unit Fee Schedule	
Potentially Hazardous Food Unit	\$181.00 First Unit \$89.00 Each Additional Unit \$520.00 Fleet of 6+ Units
Non-Perishable Food Unit	\$76.00 First Unit \$46.00 Each Additional Unit \$176.00 Fleet of 6+ Unit



Mobile Food Unit Inspection Check-List

Licenses will not be issued without approval from the Fire Department. Upon submission of the Mobile Food Unit license application, please call Ching Lo at 651-249-2801 to set up an inspection; inspections are conducted at Fire Station #2, located at 1995 Clarence Street in Maplewood, MN. Items reviewed at inspection are listed below.

Exterior

1. Truck/Trailer Contains
 - Propane
 - Natural Gas

2. Propane Tank Size (Max 200 lbs)
 - 20 lb. 30 lb.
 - 40 lb. 100 lb.

3. Propane piping protected from damage
 - Yes
 - Does not meet requirements: _____

4. Propane tanks properly secured
 - Yes
 - Does not meet requirements: _____

5. Electrical Connections
 - Clean and Damage Free
 - Does not meet requirements: _____

6. Generator
 - Location: _____

7. Generator separated from nearby combustibles
 - Yes
 - Does not meet requirements: _____

8. Fuel Can Storage
 - Location: _____

9. Fuel Can Storage
 - Yes (Minimum of 3 ft away from heat producing device)
 - Does not meet requirements: _____





Mobile Food Unit Inspection Check-List

Interior

1. Hood and ducts clean of grease
 - Yes
 - Does not meet requirements: _____

2. Ansel System Serviced and Tagged
 - Yes Date: _____
 - Does not meet requirements: _____

3. Fire Extinguisher Serviced and Tagged
 - Yes Date: _____
 - Does not meet requirements: _____

4. Type K Fire Extinguisher (Cooking with grease)
 - Yes
 - Does not meet requirements: _____
 - N/A

5. Overloaded electrical outlets
 - No
 - Does not meet requirements: _____

6. Power Strips in proper use
 - Yes
 - Does not meet requirements: _____

7. Gas monitor detection
 - Yes
 - Does not meet requirements: _____

8. Storage
 - Neat and orderly
 - Does not meet requirements: _____

9. Exit
 - Clear of obstructions
 - Does not meet requirements: _____



Per 2020 Minnesota State Fire Code

1. A commercial ventilation hood required if a grease-laden vapors are produced. (319.4)
2. A commercial ventilation hood is required to be sprinkled. (319.4.1)
3. A 2A:10BC portable fire extinguisher required. (319.4.2)
4. Cooking oil tank 120 gallon maximum, "listed", and vented- normal and emergency. (319.6)
5. Propane tank maximum 200 lbs. and "restrained". (319.8.2)
6. Propane piping protected from damage. (319.8.4)
7. "Listed" propane alarm required. (319.8.5)
8. Compressed Natural Gas (CNG) requirements. (319.9)
9. Hood and ducts kept clean of grease. (319.10.1)
10. Fire protection systems maintained operable condition per 901.6. (319.6.2)
11. Propane container inspected annually by an approved inspection agency registered with the U.S. Department of Transportation. (319.10.3)

With question please call 651-249-2801