



TEMPORARY FOOD SERVICE

*Applications are not accepted one (1)
business day or less, prior to event**

It is unlawful for any food handlers to engage in any activity within the City of Maplewood, without first registering with the city. This is in compliance with the City Code, Chapter 14. Article VI. Applicants are required to be familiar with the ordinances and regulations associated to possessing a Food Permit.

Why do I need this Temporary License?

- The City of Maplewood is the regulatory authority for food licensing within the City under delegated agreements with the Minnesota Department of Health. With limited exceptions, if food is served at an event that is open to the public a temporary food permit is required.

What do I need to obtain this Temporary License?

- Temporary Food service permit application submitted through Accela
 - Must provide a signed lease or letter of agreement (if operating on property not owned by applicant or in conjunction with an event not coordinated by applicant) at time of application

What is the price for this Temporary License?

- Once the permit has been accepted, an invoice will be issued for the fees
 - Permit Fee (per day/location)
 - \$55 if received seven (7) business days or more prior to event*
 - \$80 if received less than seven (7) business days prior to event
 - Payments accepted when receiving invoice
 - Cash
 - Check / Money Order
 - Credit / Debit card

*If taking part in a multi-vendor event please contact the event organizer for the application deadline.

Contact Licensing with any questions

[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](http://maplewoodmn.gov)

City of Maplewood

Office of the City Clerk
1830 County Road B East,
Maplewood, MN 55109

Licensing@MaplewoodMN.gov

Permit approved by:

- Health Officer
- Fire Marshal

STANDARDS FOR FOOD SERVICE

For your records; contact Environmental Health Officer at 651-249-2308 or at molly.wellens@maplewoodmn.gov with any questions.

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 time temperature control for safety foods (TCS) 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. This includes water, soap and paper towels.

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 cup 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 an approved sanitizing solution and method.
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 vapo-na (e.g.: No Pest) strips may not be used.

FOOD, BEVERAGE AND UTENSIL HANDLING AND STORAGE

1. There shall be no bare hand contact with ready to eat foods. This includes ice, buns, drink condiments such as cherries or limes
2. All ice and food supplies shall come from an approved commercial source. No home prepared food or food stored at home is allowed! All food preparation activities must take place in an approved/licensed kitchen. (Church, school, and fraternal kitchens may be considered acceptable.)
3. 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.
4. TCS foods shall be maintained at 41 degrees or lower OR 135 degrees or higher. 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.
5. A time as a public health control plan must be written and approved before utilized at an event.
6. Canned, bottled and other containerized beverages except milk may be stored on ice. The ice must be continuously drained and may not be used later in a food product. Food products (including condiments, fruit, vegetables and meat) may not be stored on ice.
7. Mechanical refrigeration is required for events longer than 4 hours.
8. 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.
9. Single service utensils and self-service food including condiments (ketchup and mustard, 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 bathroom, handling raw food, switching job tasks 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