



**Hennepin County Public Health Department**  
 Epidemiology and Environmental Health  
 1011 South First Street, Suite 215  
 Hopkins, MN 55343-9413  
 612-543-5200

# 2021 LOW SHORT-TERM FOOD LICENSE APPLICATION

## NON-HAZARDOUS FOODS—limited or no preparation.

The foods listed on page two would qualify the applicant for the Low Itinerant Application.

**NONE** of these foods can be *“homemade”*; all foods must be commercially produced only.

<input type="checkbox"/> Database	<input type="checkbox"/> DHD	<input type="checkbox"/> Calendar	<input type="checkbox"/> ASANA	<input type="checkbox"/> To Inspector	<input type="checkbox"/> License sent
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Applicant Information				
<b>Dates:</b>	Food Stand Name:			
	Applicant Name:			
	Mailing Address:		Phone:	
	City:	ST:	Zip:	
	Email:		Alt Phone:	
	Person in Charge at Food Prep:		Phone:	
	Event	Date(s)	Start Time	End Time
Name of Event:				
Stand Location:				
<b>Permit:</b>	Location of Event:			
	Address of Event:			
	City, State, Zip:			
	Event Coordinator:			
	Phone:	Email:		

Payment due with application.			
<b>WARNING: If license is sold on site, the fee will be \$92.00 for the first day and \$30.00 for each additional day.</b>		<b>Initial (First Day) License Fee:</b>	<b>\$46.00</b>
	not more than <b>9 days</b>	<b>Each Add'l Day \$10 x _____:</b>	\$
	received <b>10 or less days</b> before event	<b>\$46 Late Fee:</b>	\$
	maximum \$136 without late fee	<b>Total for this Application:</b>	\$

Please make checks payable to: Hennepin County Treasurer	Cash	Check	Visa®/MasterCard®
<b>In person:</b> Wells Fargo Bank building, 2 <sup>nd</sup> floor (address below)	✓	✓	✓
<b>By mail:</b> Hennepin County Environmental Health 1011 South 1 <sup>st</sup> Street, Suite 215 Hopkins, MN 55343-9413		✓	✓

<b>To be Exempt from Payment:</b> a school-sponsored event must use a licensed school kitchen with a school-employed Certified Food Manager present.	<b>NAME of Certified Food Manager overseeing the school event:</b> _____
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**NON-HAZARDOUS FOODS—limited or no preparation.**

The foods listed below would qualify the applicant for the Low Itinerant Application.

**No HOME MADE foods. All must be purchased commercially.**

Apples with caramel	Cookies/brownies/bars	Fudge	Pickles
Beer	Cotton candy	Graham crackers	Popcorn
Cake	Crackers	Granola bars	Pretzels
Candy	Donuts—premade/bake-	Kettle Corn	Roasted Corn
Chips	Fruit juice	Lemonade	Shaved ice
Cocoa	Fruit Pies	Marshmallows	Snow Cones
Coffee/tea/espresso	Fruit—whole	Nuts-plain/coated/roasted	Vegetables—precut

**Potentially hazardous, but licensable as low:**

Nachos	Pre-Pack Ice Cream	Pre-Pack Yogurt	
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**MENU** - List ALL items on your menu, INCLUDING food, beverages, condiments, pastries, etc.

Are any menu items being prepared before the day of the event?  **Yes**  **No** (check one)  
 If yes, list items here: \_\_\_\_\_

**\*\*\* Any items not listed will be grounds for closure of the food stand. Use separate page if necessary.**

Foods, beverages, & condiments:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food hot/cold:

**Handwashing - (AT YOUR STAND, NOT IN A RESTROOM)**

<b>Check One: (Required)</b> <input type="checkbox"/> Handwash Sink <input type="checkbox"/> <i>Portable Station*</i>	<b>REQUIRED AT EACH HANDWASHING STATION:</b> <input type="checkbox"/> Nail Brush <input type="checkbox"/> Soap <input type="checkbox"/> Paper Towels
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\*Gravity portable hand sinks are only approved for stands operating no more than 10 days with a limited menu.

**Warewashing - What facilities will be provided for utensil/dish washing?**

3 Bucket System     3-Compartment Sink     [NSF Approved] Commercial Dishwasher

**Sanitizer - \*Common surface sanitizer is chlorine or quaternary ammonia.**

What surface sanitizer\* will be in use during preparation and service of food? \_\_\_\_\_

**Toilet facilities:**

What toilet facilities are available for food handlers?     Event site restrooms     On-site portable toilets

I hereby apply for a Hennepin County Itinerant license. I agree to read the guidance document, complete the self-inspection checklist, and comply with all of the requirements of Hennepin County Ordinance 3 and the Minnesota Food Code Chapter 4626.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Daytime Phone Number**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**PRINT Applicant Name**

\_\_\_\_\_  
**Cell or Evening Phone Number**

\_\_\_\_\_  
**FAX Number**

# DO NOT e-mail or fax this form

## To Pay by Credit Card: *Please print legibly*

Visa®     MasterCard®    Total amount due for this License:    \$ \_\_\_\_\_

Name, as printed on credit card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City State Zip Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

\*Your Signature: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    3 digit security code: \_\_\_\_\_

\*By signing this form, you agree to pay the total fee as shown, and give Hennepin County permission to charge this amount to the credit card listed above.

**Who should we contact if there is a question or issue with this credit card payment?**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Potential exemptions from licensing

**Faith-based organizations:** Faith-based organizations serving food in their building (church, synagogue, other houses of worship) or on their property for fund-raisers or community events are exempt from licensing. However, they must provide a certified food manager or volunteer trained in a food safety course.

NOTE: This exemption does not apply to faith-based organizations at the state agriculture society or county fairs, or to faith-based organizations that choose to apply for a license.

[www.health.state.mn.us/foodsafety/away/groupsfaithex.pdf](http://www.health.state.mn.us/foodsafety/away/groupsfaithex.pdf)

**Tax-exempt fraternal, sportsman or patriotic organizations:** These organizations holding food events in their building(s) or on their property at which home-prepared food is donated by organization members for sale at the events, are exempt from licensing, provided:

- The event is not a circus, carnival or fair
- The organization controls the admission of persons to the event, the event agenda, or both
- The organization's licensed kitchen (if they have one) is not used in any manner for the event

NOTE: These exemptions do not apply if the event is held at a location other than their own property.

[www.health.state.mn.us/foodsafety/away/groupsotherex.pdf](http://www.health.state.mn.us/foodsafety/away/groupsotherex.pdf)

**Minnesota Cottage Food Bill** (Requires registration with Minnesota Department of Agriculture)  
Cottage food operations can now sell some types of non-potentially hazardous foods from home and at some local markets, and they can sell up to \$18,000 of products per year. Before starting their business, an operation needs to register with the Minnesota Department of Agriculture department and take a food safety training course.

[www.mda.state.mn.us/cottagefood](http://www.mda.state.mn.us/cottagefood)