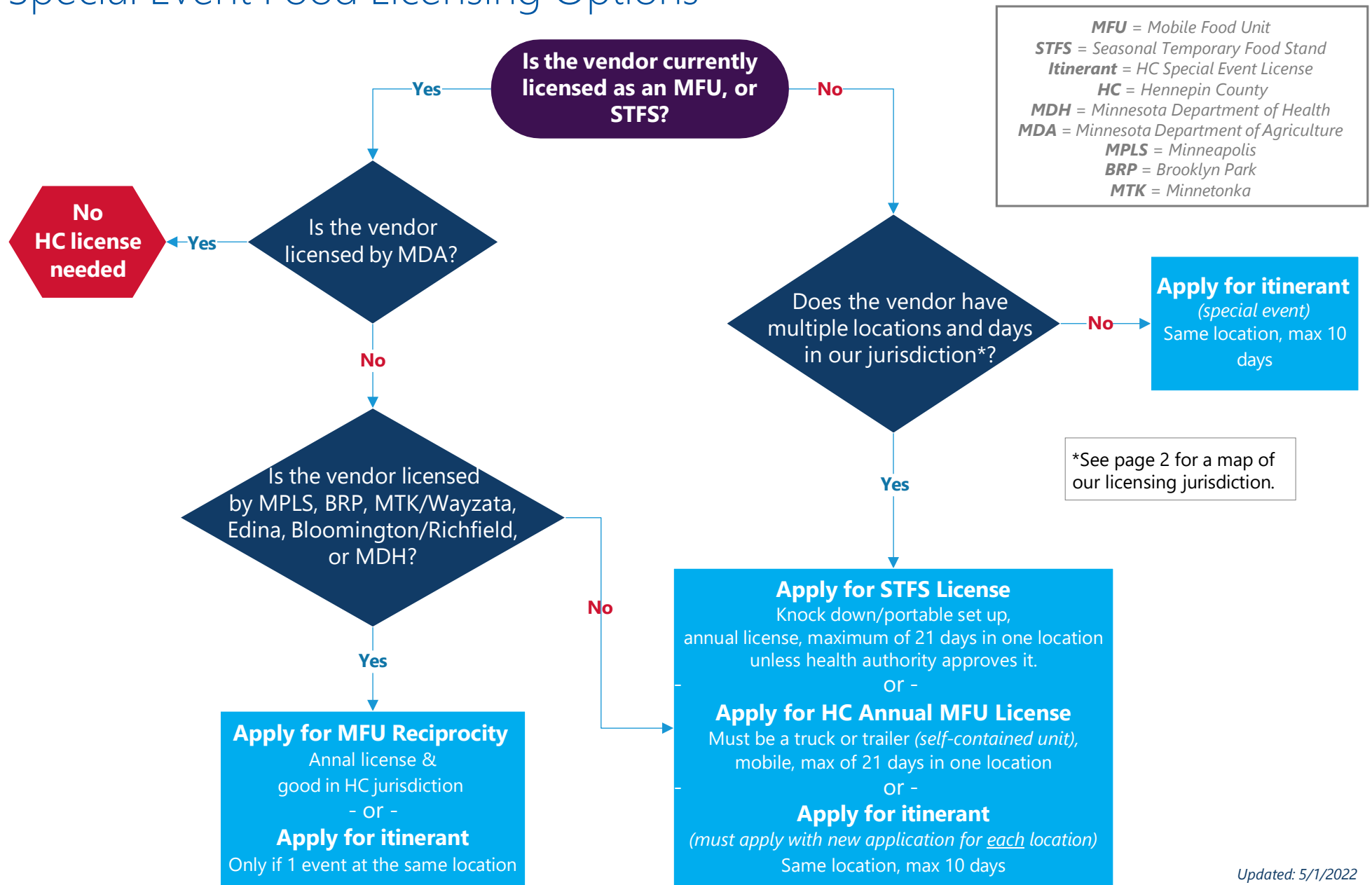


HENNEPIN COUNTY MINNESOTA

Special Event Food Licensing Options

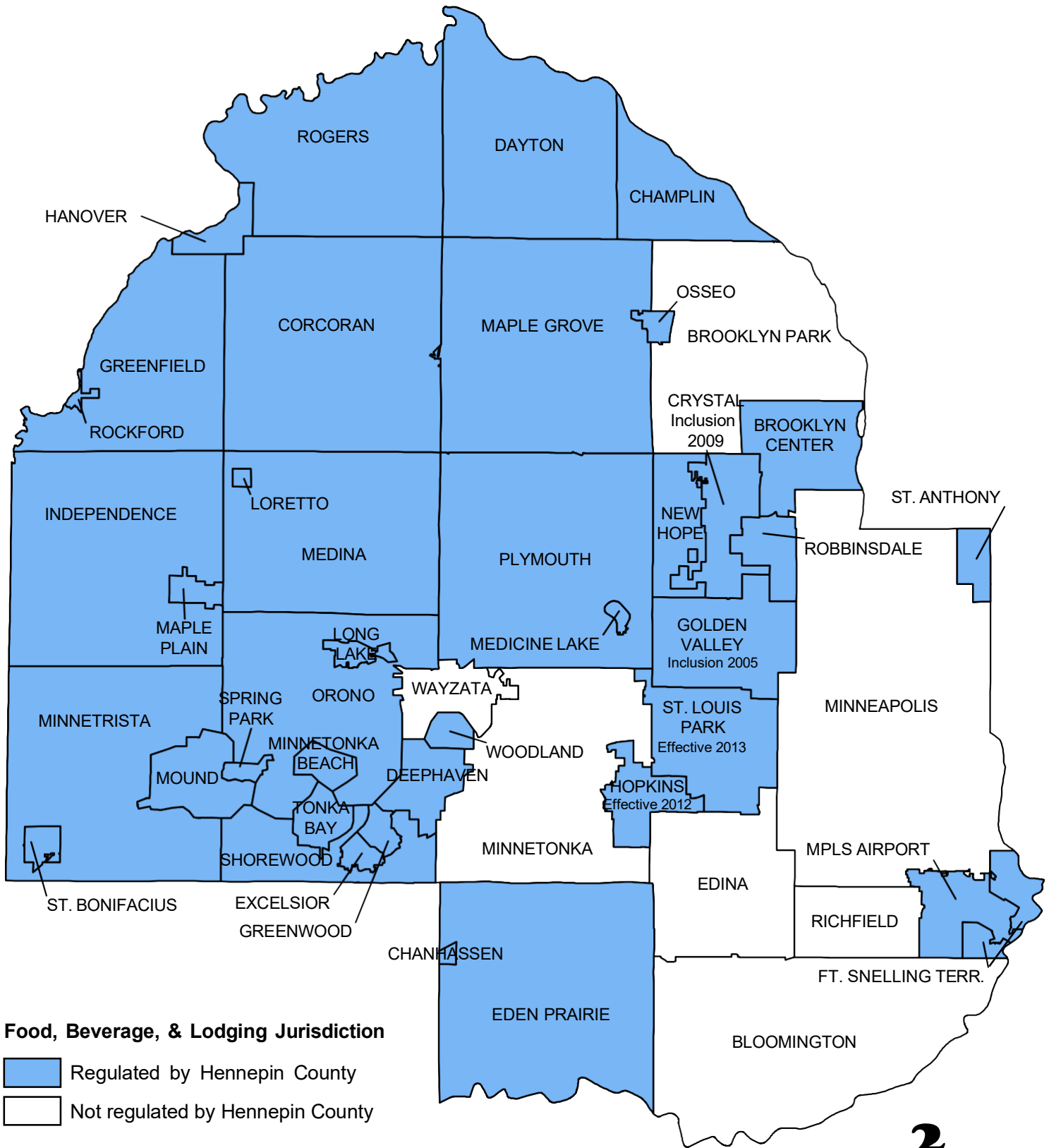


Food, Beverage, & Lodging Jurisdiction

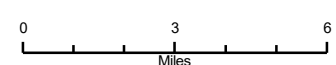
Regulated by Hennepin County Environmental Health



Hennepin County
Human Services
and Public Health
Department
Public Health Protection
Environmental Health



Source: Hennepin County HSPHD - Public Health Protection 8/2012
Prepared by: Hennepin County GIS Office & HSPHD



Applying for a Special Food License

How to apply:

Please review the information below when applying for a Seasonal Temporary Food License, Mobile Food Unit License, MFU Reciprocity License, or Itinerant License.

Seasonal Temporary Food License (Valid April 1st to March 31st)

Application link: [plan-review-fees-app-2022.pdf \(hennepin.us\)](https://www.hennepin.us/plan-review-fees-app-2022.pdf)

*Please note that this application may have portions left blank. Review the detailed directions below.

Helpful tips for applying:

- Submit page 5 and 6 of the Plan Review Application and the supporting information listed below. Please ensure that you have filled out all applicable fields of page 5 and sign the bottom of page 6. In the section on Page 5 titled "Plan Review Type" please check "Onsite Consultation" and write Seasonal Temporary Food Stand near that check box. In the section on Page 6 that states "Scope of Work" please describe your set up. Include the following supporting information:
 - A copy of a Certified Food Protection Manager certificate for the person in charge
 - A full menu
 - A layout of your set up (photos help)
 - A list of equipment you would be using (indicate if you are using any off-site kitchen for prep prior to the event)
 - Your handwashing set up (Portable or Plumbed)
 - Your utensil washing set up (3 bucket system or 3-Bin Sink)
 - Your water source
 - Your wastewater disposal methods (where do you dispose of liquid waste after the event)
 - Your food source (where will you be purchasing food product)
 - Payment
 - See Options for Submitting at the end of this document.

Mobile Food Unit License (currently unlicensed) (Valid February 1st- January 31st)

Application Link: [plan-review-fees-app-2022.pdf \(hennepin.us\)](https://www.hennepin.us/plan-review-fees-app-2022.pdf)

- Submit the completed application and all supporting documents for a new build or existing unlicensed mobile food unit.

MFU Reciprocity License (currently licensed in another eligible jurisdiction) (valid Feb. 1 – Jan. 31)

Application Link: [2022 MFU Reciprocity App With Cities \(hennepin.us\)](https://www.hennepin.us/2022-MFU-Reciprocity-App-With-Cities)

- Submit the completed application and all supporting documents listed.

Itinerant License

Application Links: [regular-short-term-food-license-app-2022.pdf \(hennepin.us\)](#) or [low-risk-short-term-food-license-app-2022.pdf \(hennepin.us\)](#)

- Applications received less than 2 business days prior to the event start date will not be processed. A sold-on-site license option will be available at double the original license fee.

Options for submitting applications:

- **Submit the application by mailing** it to the address listed on the application along with a check or write in your credit card information on the application – if you want to pay by card over the phone, write that you'd like to do that somewhere on the application and someone will call you when the application is being reviewed in our office.
- **Submit the application in person** at our office (we don't have any face to face interaction right now and you won't be able to talk to anyone in person). You will have to bring the application and check (or write your credit card information on the application) **to the 2nd floor, and put it in the drop box** (which is locked with a small slot for you to insert papers). If you want to pay by card over the phone, write that you'd like to do that somewhere on the application and someone will call you when the application is being reviewed in our office.
- **Submit the application via email** to: epi-envhlth@hennepin.us and either write on the application you want to pay via card over the phone or mail a check separately and make a note on the application that the check is in the mail. **DO NOT EMAIL CREDIT CARD INFORMATION.**
 - Note: All supporting documents such as blueprints must be sent in paper form. No electronic submissions of supporting documents.

Helpful Links

[guidelines-for-short-term-events.pdf \(hennepin.us\)](#)

[EH-5/04 \(hennepin.us\)](#)

[Seasonal Temporary Food Stand \(state.mn.us\)](#)

[Mobile Food Unit, Seasonal Temporary Food Stand and Seasonal Permanent Food Stand Construction Guide \(state.mn.us\)](#)