



**Hennepin County Public Health Department**  
 Epidemiology and Environmental Health  
 479 Prairie Center Drive  
 Eden Prairie, MN 55344  
 612-543-5200

# 2024 LOW SHORT-TERM FOOD LICENSE APPLICATION

## NON-PERISHABLE 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				
Dates:	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
Name of Event:				
Stand Location:				
Permit:	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 \$98.00 for the first day and \$31.00 for each additional day.</b>		Initial (First Day) License Fee:	<b>\$49.00</b>
	not more than <b>9 days</b>	Each <b>Add'l Day \$11 x _____</b> :	\$
	received <b>10 or less days before event</b>	<b>\$49 Late Fee:</b>	\$
	maximum \$148 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> (address below)	✓	✓	✓
<b>By mail:</b> Hennepin County Environmental Health 479 Prairie Center Drive Eden Prairie, MN 55344		✓	✓

<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-PERISHABLE 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(tap) - Wine(poured)	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)