

License Application for Special Event Food Stand

Use for food stands operating up to ten days

General information

You need a food stand license if you prepare, offer or serve food to the public with or without charge except as exempted by Minnesota Statutes [157.22](#) and [28A.15](#). There are two types of food stand licenses.

- A **special event food stand** can operate up to ten days annually.

Ramsey County licenses food stands in all Ramsey County cities except Saint Paul and Maplewood.

- For food stands in Saint Paul, contact the [Minnesota Department of Health](#).
- For food stands in Maplewood, contact the [City of Maplewood](#).

Special event food stand

Definition: A special event food stand is a food and beverage service establishment used in conjunction with celebrations and special events. It can operate up to ten days annually.

Requirements:

- Can operate up to ten days annually.
- Licensee can have only one special event license per calendar year per stand.
- A three-bucket sink system to wash, rinse and sanitize equipment and utensils is allowed.
- Non-ANSI (American National Standards Institute) certified equipment is acceptable.
- See additional requirements in Step 2 below.

Ramsey County-licensed food service establishments

If you already have a food license with Ramsey County, you may not need a food stand license if you meet all requirements below.

- Event food service occurs on the establishment premises, including parking lot and sidewalk.
- Event food service operates no more than ten days annually.
- All food is prepared in the licensed food service establishment by employees of the establishment.
- The establishment notifies Ramsey County by submitting the below application (no fee required) at least two business days before the event.

Follow the steps below to apply for a license.

Step 1: Fill out all information below.

Business information

Business name (name posted on your stand):	
Licensee (person or organization taking responsibility for food operation):	
Licensee contact person:	
Address (city and ZIP code):	
Phone:	Email:
Name of person in charge onsite at event:	
Phone:	Email:

Operation days and locations

Provide information for each day you will operate. If needed, contact RamseyCEH@ramseycounty.us or 651-266-1199 with updated information prior to operating.

Day	Name of site or event	Address and city	Date	What time will:		
				setup begin?	food service begin?	food service end?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Will the same food be served at all operation days listed above?

- ☐ Yes
☐ No

If no, describe how the foods will differ for various operation days.

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Food and beverage menu items

List all menu items. Provide the source (name of grocery store or supplier).

Food/Beverage Item	Source

Equipment used

List all equipment used for food. Indicate if each piece is used for food preparation, cooking, or hot/cold holding.

Equipment	Type of use (select all that apply)		
	Prep	Cooking	Holding

Food preparation and storage

Describe how, when and where food will be prepared and stored before and during the event.

Describe how, when and where utensils and hands will be cleaned.

Describe the source and storage of water for the food stand and how wastewater will be disposed.

Application continued next page.

Certificate of Compliance

Minnesota Department of Revenue Information

Minnesota law (MS §270C.72 s 4 Licensing Authority: duties) states *"All licensing authorities must require the applicant to provide the applicant's Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable, on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, and Social Security number or individual taxpayer identification number and business identification number, as applicable, of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year."*

Enter Minnesota Business ID Number (also called Minnesota Tax ID Number) OR enter tax-exempt number:

_____ - _____

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance or renewal of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
- The licensing agency (Ramsey County) will supply this information only to the Minnesota Department of Revenue (Commissioner). However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.

Federal Employer Identification Number

A federal employer ID number is required for the Ramsey County Finance Department's records. Alternatively, you can provide the business owner's social security number. Call 651-266-1199 to provide SSN securely by phone.

Enter federal employer ID number: _____ - _____

Workers' Compensation Insurance Coverage Law

Minnesota Statute 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 Section 176.181 s 2. The information required is: name of insurance company, policy number, and dates of coverage; OR the permit to self-insure. This information will be furnished upon request to the Department of Labor and Industry to check for compliance with MS 176.181 s 2. If this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry payable to the Special Compensation Fund.

Workers' Compensation Insurance Company Name	Policy Number	Coverage Dates From: To:
OR, I certify that I am not required to carry workers' compensation insurance because (check one): ☐ I am the sole proprietor and have no employees. ☐ I am self-insured (you must include a copy of the permit to self-insure). ☐ I have no employees who are covered by workers' compensation law. (Exempt employees include: spouse, parents, and children—all other employees must be covered).		

Certification

I certify under penalty of the law I have personally examined and am familiar with the information submitted in this and all attached documents. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I hereby apply for a Ramsey County License subject to all relevant conditions and provisions of the Ramsey County Administrative Ordinance and the Ramsey County Food Protection, Lodging, Manufactured Home Parks & Recreational Camping Areas, Public Swimming Pool, Youth Camp, Hazardous Waste Management or Solid Waste Ordinance as applicable.

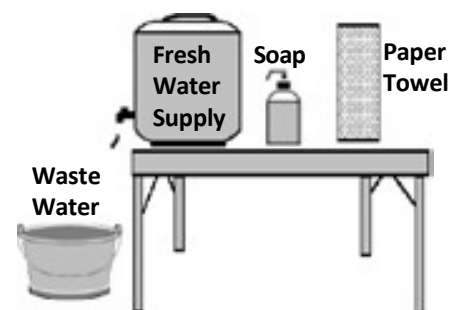
Name:	Title:
Signature:	Date:

Step 2: Review special event food stand requirements and guidelines.

1. **The person in charge must complete the pre-operation checklist before opening for each operation day.** See checklist below.
2. **Prepare all food in a licensed commercial kitchen or onsite.** Home prepared foods are allowed only for vendors listed in MN Statute [28A.15](#).
3. **Use proper equipment and utensils.** Non-ANSI (American National Standards Institute) certified equipment is acceptable.
4. **Use mechanical refrigeration to keep TCS foods cold.** Insulated coolers with ice may be substituted only when food is served (including setup) for four hours or less.
5. **Always keep TCS foods, such as meat, fish, poultry, cooked grains and salads, at 41°F or colder or 135°F or hotter.** Use a metal-stem thermometer to check internal food temperatures.
6. **Reheat food quickly to 165°F and hold at 135°F or higher.** You cannot use Sterno™ or chafing dishes to reheat food.
7. **All food stands with open food or beverages must have a tent or canopy.** If you are at an event where the tent or canopy is on grass or dirt, you must provide flooring (mats, plywood, etc.) for the stand. Flooring is not needed if all foods and beverages are packaged and remain unopened when served.
8. **Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor.** Label and store soap, sanitizer, insect sprays and chemicals away from food and food-related items.
9. **Prepare and serve all foods out of reach of customers.** Self-service is not allowed unless proper utensils are provided, such as individual souffle cups for dips, toothpicks for individual samples, tongs for serving chips, etc.
10. **A fire extinguisher must be available if cooking with an open flame.**
11. **Practice good personal hygiene.** Do not work within 24 hours of being sick with vomiting or diarrhea. Do not eat in the food service area. Wash hands frequently.
12. **Provide hand washing if you prepare or serve open food or beverages, including samples.** Handwashing must be set up within ten feet of the food stand. Restroom hand sinks do not satisfy this requirement. A hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed setup.

Gravity-fed hand washing:

- Insulated five-gallon container of warm, potable water.
- Refill water before the level reaches two inches from the spigot.
- Container must have hands-free spigot that can be turned on and off.
- Liquid hand soap.
- Paper towels.
- Catch bucket of at least five gallons.



13. Wash equipment and utensils.

A three-bucket sink system to wash, rinse and sanitize equipment and utensils is allowed.

Bring enough utensils and equipment used with TCS food to replace at least every four hours. Or, if you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a three-compartment sink or three-bucket setup. The sinks or buckets must be large enough for your largest utensil to fit.

- Wash in warm, soapy water.
- Rinse in clean water.
- Sanitize in bleach or quaternary ammonium solution.
- Bring test strips to check sanitizer (50 – 200 ppm for chlorine, 200 – 400 ppm for quaternary ammonium).



14. Consider renting recycling and food scraps containers from Ramsey County for free. [Learn more](#)

15. Consider donating safely handled food leftover from your event. [Learn more](#)

Step 3: Certify and sign.

I am applying to operate a food stand. I will comply with the Ramsey County Food Protection Ordinance and Minnesota Food Code. I will complete the pre-operation checklist provided below before each operation day. I will ensure no persons experiencing vomiting or diarrhea handle food for these events. I will make sure all food workers are informed of and follow these requirements.

Name	Title
Signature	Date

Step 4: Determine license fee.

Licenses are not transferable to another person or entity. The license fee is determined by the number of operation days and types of food served.

	1 Day	2-10 Days
Special event license Food examples: Cheese curds, meat (chicken, corn dogs, hamburgers, pork, steak), eggs, rice (regular or fried), fish, pizza, sandwiches/subs, stir fry, tacos, egg rolls, spring rolls, cut fruit, milkshakes.	\$88	\$136 (flat fee)
Limited special event license Food examples: Cookies, pies, chips, pretzels, French fries, donuts, ice cream, popcorn, lemonade, shaved ice or snow cones, pre-packaged items (candy, chips, juice).	\$56	\$76 (flat fee)
Expedited review (applications received within 48 hours of event): Add 25% of the license fee with a minimum of \$25.		

Step 5: Email, mail or deliver application and payment.

Email application to RamseyCEH@ramseycounty.us or mail/deliver application and payment to:

Ramsey County Environmental Health
 2785 White Bear Ave N, Suite 350
 Maplewood, MN 55109

Office hours: 8 a.m. to 4:30 p.m., Monday - Friday.

Select payment option:

- ☐ Pay via check made out to Ramsey County.
- ☐ Pay via exact cash.
- ☐ Pay [online](#). Use code TEMP02 and send confirmation email to RamseyCEH@ramseycounty.us.

OFFICE USE ONLY

Date Received	License Category	License Fee \$
EHS Initials	Date	☐ Mail ☐ Email ☐ Hand Deliver
Receipt Number	Amount Paid	
DHD License #	DHD Inv #	
Notes	State Delegation: ☐ MDH ☐ MDA	Entered by (initials)

Pre-operation Checklist

Complete this checklist before serving food on each day of operation.

Time/temperature control for safety (TCS) foods include meat, seafood, poultry, eggs, dairy food, cooked grains, cooked vegetables, raw seed sprouts, garlic and oil mixtures, cut melons, cut tomatoes, cut leafy greens or food containing any of these items. If in doubt, treat it as TCS food.

Supervision
☐ There is a person in charge who is responsible for foodborne illness prevention and overseeing safe food handling. The name of the person in charge for this event is: _____ ☐ Ramsey County license is posted and visible to customers.
Hand wash station (Required for open food or beverage, including sampling)
☐ Minimum of five gallons of warm water. ☐ Container with hands-free spigot. ☐ Five-gallon wastewater container. ☐ Pump soap and paper towels.
Food stand protection (Required for open food or beverage, including sampling)
☐ Locate the food stand away from possible environmental sources of contamination (roads, drainage, gutters, etc.). ☐ Provide smooth, cleanable floors on dirt, gravel or grass surfaces. ☐ Onsite booth has overhead protection.
Food source/menu (Immediate closure if out of compliance)
☐ No foods have been prepared or stored at home. ☐ Packaged foods are obtained from a licensed facility and were transported directly to the event. ☐ Open food (food not in packages) is prepared onsite at the event or in a licensed kitchen. ☐ Open foods prepared off-site at a licensed kitchen received approval from Ramsey County before event.
Employee hygiene
☐ Food workers are not ill with vomiting or diarrhea and have not been ill in the last 24 hours. ☐ Food workers wash hands before beginning food service and often during service. ☐ Food workers will not eat within the booth/stand and will wash hands when finished eating. ☐ No touching of ready-to-eat food with bare hands. Use gloves or utensils. ☐ Food workers will wear hats, hairnets or other effective hair coverings while preparing food. ☐ No pets in the food service area.
Food temperature control
☐ Hot TCS foods are held at 135°F or above. ☐ Cold TCS foods are held at 41°F or below. ☐ Adequate equipment is used to maintain hot or cold temperatures. Events lasting more than four hours must use mechanical refrigeration. Events lasting four hours or less may use ice packs in insulated coolers to maintain 41°F. ☐ A thermometer to measure food temperature is available.
Cooking
☐ Raw chicken or poultry is cooked to at least 165°F. ☐ Raw ground beef or pork is cooked to at least 155°F. ☐ Raw steak, pork, fish or eggs are cooked to at least 145°F. ☐ Items previously cooked and cooled at a licensed kitchen must be reheated to 165°F for hot holding.

Storage
☐ Food is stored at least six inches above the floor or ground, or inside a closed ice chest or waterproof box. ☐ Ice being used to chill beverages can drain. ☐ All plates, cups, utensils and equipment are stored at least six inches above the floor or ground.
Ice
☐ Ice used for chilling is not used for serving. ☐ Ice bags are kept off the floor or ground. ☐ Ice is served with an ice scoop with a handle. ☐ Ice is not handled with bare hands or contaminated. Ice scoop handle must be kept out of ice.
Food protection
☐ Raw or undercooked meat/eggs are stored separately from all other food and utensils. ☐ Self-serve condiments are in squeeze bottles, individual packets or containers with lids and utensils. ☐ All open food is protected from customer contamination.
Sanitizer (If needed for wiping cloths or dishwashing)
☐ Unscented bleach or quaternary (quat) sanitizer is available. ☐ Sanitizer test strips are available. ☐ Bleach concentration is at 50 – 200 ppm or quat is at 200 – 400 ppm. ☐ Wiping cloths are stored in a bucket with sanitizer solution.
Dishwashing (Choose one)
☐ I will wash, rinse and sanitize equipment and utensils used for TCS food while onsite. ☐ I have enough extra equipment and utensils used for TCS food to switch out every four hours or if contaminated.
End of event clean-up
☐ Remaining hot food is discarded. Leftover hot food from food stands cannot be cooled and served again. ☐ Food and equipment are stored in a secure location overnight. ☐ Food stand operator has identified an approved location for disposal of liquid waste and oil/grease. ☐ Liquid waste and oil/grease is disposed of properly and not dumped on the ground.