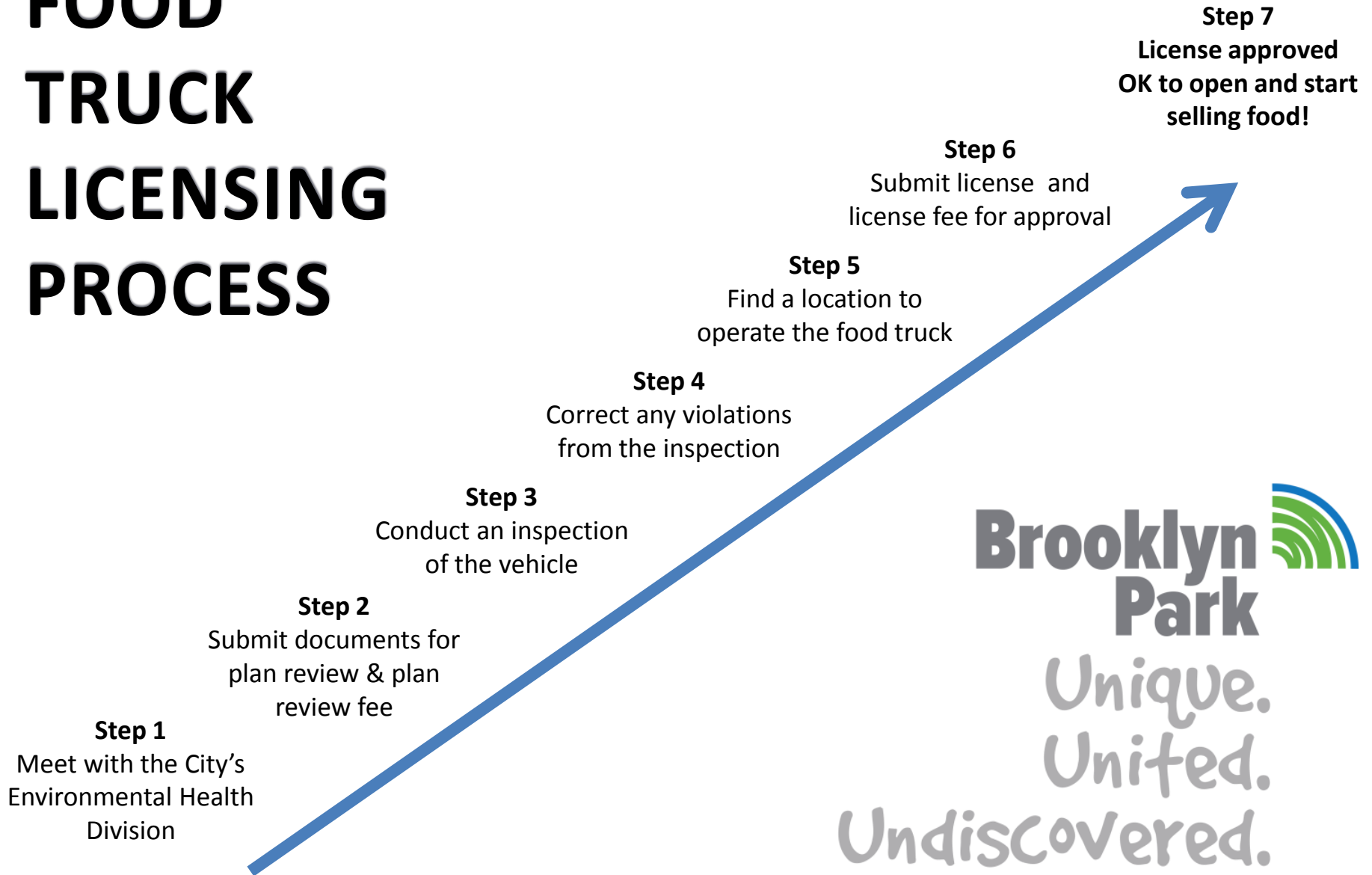


# FOOD TRUCK LICENSING PROCESS



**Brooklyn  
Park**   
Unique.  
United.  
Undiscovered.



## Food Truck Plan Review Application

Community Development Department  
Code Enforcement & Public Health Division  
5200 85<sup>th</sup> Avenue North / Brooklyn Park, MN 55443  
Phone: (763) 493-8070

Thank you for your interest in operating your Food Truck in Brooklyn Park. This packet includes information you will need to get started. Before you submit your final plans, you are required to meet with the City's Public Health Division. Please fill out this form and the enclosed Food Truck License Application and then call 763-493-8070 to schedule an appointment.

**Name of Vehicle:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact email:** \_\_\_\_\_

\_\_\_\_\_ **Finish Materials (*vinyl, stainless steel, poured epoxy, etc.*)** \_\_\_\_\_

List the materials on the floor, walls and ceiling.

Floor: \_\_\_\_\_

Walls: \_\_\_\_\_

Ceiling: \_\_\_\_\_

\_\_\_\_\_ **Menu**

List the food you plan to sell.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Water Source**

List the size of the water heater and tanks **(or, attach the manufacturers spec sheet.)** and where you will get the water and where you will dump the used water.

Size of Water Heater: \_\_\_\_\_

Size of Fresh Water Tank: \_\_\_\_\_

Size of the Grey Water (*used water*) Tank: \_\_\_\_\_

Where will you fill the fresh water tank? \_\_\_\_\_

Where will you dump the used water? \_\_\_\_\_

\_\_\_\_\_ **Mechanical Ventilation System (*Cooking Hood*)**

A cooking hood must be installed by a professional contractor over all cooking surfaces. Cooking hoods must be professionally cleaned two times a year.

**Attach proof of professional hood system install and proof of last professional cleaning.**

\_\_\_\_\_ **Required Sinks**

List what sinks are in the food truck and how they will be used.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Certified Food Manager**

**Attach a copy of your manager certification and state license, or your registration in an approved course.**

\_\_\_\_\_ **Commissary Kitchen Used (*support kitchen*)**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If any food is prepared outside of the food truck, it must be done in a licensed commissary kitchen. **If you are using a commissary kitchen, attach a copy of their license.**

\_\_\_\_\_ **Food Truck Business Location (*Food Truck Location Permission Form attached*)**

Where will you be doing business in Brooklyn Park? (*Must be located in a business district, on private property and must have permission from the property owner.*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Vehicle Storage Location**

Where will your truck be stored when you are not operating?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Is the Food Truck Licensed by Other Agency**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Food trucks that have already been reviewed and approved by the Minnesota Department of Health or Agriculture may not require a plan review from the City.

\_\_\_\_\_ **Plan Review Fees (*Food License Fee Collected Separately*)**

\$150 for a full truck (*cooking and preparing with raw meats*)

\$110 for a limited truck (*same day service of pre-cooked foods*)

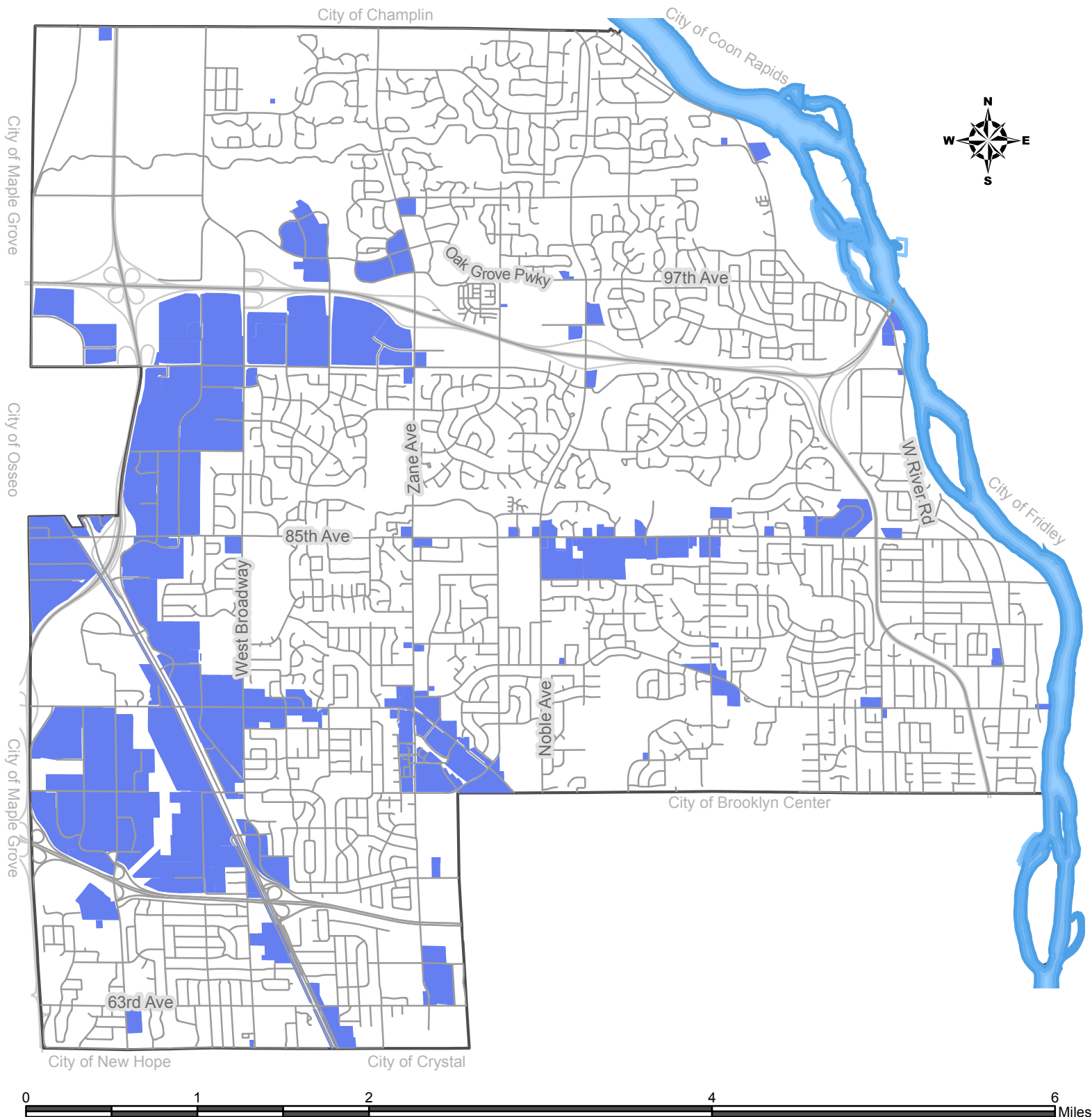
\$90 for a pre-packaged truck

Fee Exempt – Currently licensed by the MN Dept of Agriculture **Attach a copy of the license.**

**ADDITIONAL INFORMATION**

- An inspection of the food truck must be completed prior to operation. The license decal must be posted on the front left side of the outer portion of the vehicle.
- Food truck locations are limited to private property in the business districts (*see attached map.*)
- The owner/operator must have written permission from the current property owner to locate on their property (*permission sheet attached*).
- Food trucks cannot be located within 100 feet of the main entrance of an eating establishment or any outdoor dining area.
- Food trucks must be located on an asphalt or concrete surface.
- The area designated for the food truck and outdoor seating may not block sidewalks, impede pedestrians or vehicle traffic or interfere with public safety.
- No food truck or outdoor seating area may take up parking spaces which may be leased to other businesses, used to fulfill its minimum parking requirements, or any handicap accessible parking space.
- The owner/operator must provide trash receptacles for customers use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.
- Temporary "Pedestrian" signs are permitted. The sign cannot exceed 10 square feet on each side and can only be displayed when the food truck is operating. The sign cannot block pedestrian walkways or be in the right-of-way.

# Eligible Food Truck Areas





## Food Truck License

Community Development Department  
Code Enforcement & Public Health Division  
5200 85<sup>th</sup> Avenue North / Brooklyn Park, MN 55443  
Phone: (763) 493-8070 / Fax: (763) 493-8391

A food truck (mobile food unit) is a self-contained movable vehicle – either motorized or towed, used to store, prepare and serve food to individuals. The unit can operate no more than 21 days annually at any one place without the approval of the City. Food Trucks are required to go through a plan review with the City's Public Health Division and must obtain approval before operating.

- Food Truck Licenses run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Food Truck license applications are subject to a 10-day approval period.
- License fees are not pro-rated.
- License fees are non-refundable.
- Late Fees on license renewals:
  - 1-15 days late = 50% of license fee
  - 16+ days late = 100% of license fee
- Food Truck Licenses are not transferrable.

The following information is required:

- Food Truck Application Form
- Minnesota Tax Identification Form
- Certificate of Compliance – Minnesota Workers' Compensation Form
- Food Truck Location Permission Form

Food Truck License Types		Fee
<b>Full Truck</b>	Full service, cooking and handling of raw items	\$160
<b>Limited Truck</b>	Same day food service. No preparation of raw food items. Food in ready-to-eat form or reheated	\$115
<b>Pre-Packaged Truck</b>	All food and beverage items are pre-packaged from an approved source	\$95
<b>Fee-Exempt</b>	Currently licensed by the Minnesota Department of Agriculture <b><u>Attach a copy of the license.</u></b>	\$0



**Food Truck License  
Application Form**  
Community Development Department  
Code Enforcement & Public Health Division  
5200 85<sup>th</sup> Avenue North / Brooklyn Park, MN 55443  
Phone: (763) 493-8070

**GOVERNMENT DATA PRACTICES ACT – TENNESSON WARNING:**

The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

**Business/Owner Name:** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_

**Business Address, City, State, Zip:** \_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_

**Emergency Contact Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Food Truck Type:**   ☐ Full   ☐ Limited   ☐ Pre-Packaged   ☐ Exempt

**Is this a corporation?**   ☐ YES   ☐ NO      **Is this a partnership?**   ☐ YES   ☐ NO

**Is this an LLC?**   ☐ YES   ☐ NO

\*If yes, attach a list of names, addresses, and percent of interest of each.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address, City, State, Zip:** \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Applicant agrees to comply with all laws, ordinances or regulations applicable whether they are federal, state, county or municipal. The undersigned declares that the information provided in this license application is truthful and authorizes the City of Brooklyn Park to investigate the information provided.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Make checks payable to City of Brooklyn Park or for credit card payments, complete the information below:

Payment:   ☐ Visa   ☐ MasterCard   ☐ Discover   ☐ Check   ☐ Cash

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

Security Code (three digit number on back of card) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**City Use Only:**

Date Approved: \_\_\_\_\_ Fee \$: \_\_\_\_\_ License #: \_\_\_\_\_

## MINNESOTA BUSINESS TAX IDENTIFICATION/ SOCIAL SECURITY NUMBER

Pursuant to 2011 Minnesota Statute, Chapter 270C DEPARTMENT OF REVENUE, (section 270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving the information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- **FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.**

Please supply the following information and return along with your application to the licensing authority.

Applicant's Full Name	
Applicant's Address	
City, State & Zip	
Applicant's Social Security Number	
Position (Officer, Partner, Etc.)	
Business Name	
Business Address	
City, State & Zip	
Minnesota Tax Identification Number	
Signature	Date

**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKERS' COMPENSATION LAW COVERAGE**

**(FORM MUST ACCOMPANY LICENSE OR PERMIT APPLICATION)**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Full Name (Last, First, Middle)	
Doing Business As: (Business name if different than your name)	
Business Address	
City, State, Zip	Phone (    )

I am not required to have workers' compensation liability coverage because: <div style="margin-left: 40px;"><input type="checkbox"/> I have no employees. <input type="checkbox"/> I am self-insured (include permit to self-insure). <input type="checkbox"/> I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees).</div>	
I certify that the information provided above is accurate and complete.	
Signature	Date

**OR**

Insurance Company Name ( <b>NOT</b> the insurance agent)	
Policy Number	
Dates of Coverage	
I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.	
Signature	Date





## Food Truck Location Permission Form

Community Development Department  
Code Enforcement & Public Health Division

Food trucks can operate on private property in any business district within the City of Brooklyn Park with written permission of the property owner.

**Requirements:**

- The business owner/operator must provide the food truck written permission to operate on their property.
- The food truck can only operate during the hours of operation that the primary business operates.
- No overnight storage of the food truck is allowed at the primary business property.
- The food truck cannot use the electric or water hook-up from the permanent building.
- The food truck must park in an approved parking location and cannot block sidewalks, impede pedestrians or vehicle traffic, or interfere with public safety.
- Food trucks cannot locate within 100 feet of the main entrance or outdoor patio of a brick and mortar restaurant.

Any violation of the City's zoning code is the responsibility of the property owner, not the food truck. Any violation that pertains to the operation of the food truck will be the responsibility of the food truck license holder.

### PERMISSION FORM

**Property owner grants permission for \_\_\_\_\_ to locate their food truck at:**

**Property Address:** \_\_\_\_\_

**Name of Existing Business on Property:** \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

**Property Owner's Phone Number:** \_\_\_\_\_ **email address:** \_\_\_\_\_

***They are authorized to locate on the property the following days and times:***

DAY:	MON	TUE	WED	THUR	FRI	SAT	SUN
TIMES:							

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For any questions regarding the requirements of allowing a food truck at your business, contact the City of Brooklyn Park's Environmental Health Division at 763-493-8070.

Below are the requirements for construction of a mobile food unit (MFU), also commonly known as food trucks, in The City of Brooklyn Park. Please refer to these specific sections when building or remodeling your MFU.

## Sinks

### Handwashing Sinks

**A sink used to clean an employee's hands with soap and warm water.**

Provide at least one handwashing sink, either free standing or installed into an approved counter. Locate handwashing sinks to provide easy access for all employees who are preparing food, dispensing food and beverages, conducting warewashing, and using the restroom. Each handwashing sink must be provided with hot and cold water under pressure through a mixing valve or combination faucet. Splash guards at handwashing sinks to limit contamination of food, beverages, clean equipment or single-use items. Handwashing sinks in MFU must be permanently installed.

### Manual Warewashing Sink

**A 3-compartment sink used to wash, rinse, and sanitize dishes and utensils.**

Provide a sink with at least three compartments either free standing or installed into an approved counter. Each compartment must be large enough to fit the largest utensil or piece of equipment used. All compartments must be part of the same piece of equipment. The warewashing sink must be supplied with water under pressure. Warewashing sinks in MFU must be permanently installed.

### Food Preparation Sink

**A sink used to wash or thaw any food.**

If the proposed menu calls for a food preparation process requiring washing or thawing of food in a sink, include a food preparation sink in submitted plans. The sink must be designed for use as a food preparation sink.

## Ventilation Systems

**A ventilation system is a hood that is installed above any cooking equipment to help remove the grease and heat from the truck.**

Include specifications and proposed locations for ventilation hoods in submitted plans. Design and install ventilation systems according to Minnesota mechanical and fuel gas codes.

Adequate ventilation is required for cooking equipment that produces excessive steam, condensation, vapors, obnoxious or disagreeable odors, smoke and fumes.

Design ventilation systems to prevent grease or condensation from draining or dripping onto food, equipment, utensils, walls, ceiling, linens and single-service articles. Grease filters used in an exhaust ventilation hood or other grease extracting equipment must be designed to be readily removable for cleaning and/or replacing if not designed to be cleaned in place.

(Minnesota Rules, parts 4626.0495, 4626.0505, 4626.0550, 4626.0690, 4626.1380, 4626.1475, 4626.1860)

# Tables, Counters and Cabinetry

Include specifications, proposed locations and intended uses for all tables, counters, cabinetry, and customer self-service areas in submitted plans.

## Food-contact Surfaces

**Any table or cabinet surface that is used to prepare food.**

Provide enough approved food-contact surfaces to meet the food preparation and warewashing needs of your establishment.

Plastic laminate surfaces or plastic tables are not acceptable as food preparation surfaces. All food preparation must take place on approved food-contact surfaces.

Examples of activities requiring approved food-contact surfaces include:

- Chopping, cutting or mixing raw foods

- Cooking foods using equipment such as grills, deep fryers, flat tops, or ovens

- Assembling foods such as sandwiches or salads

Place tabletop cooking equipment on approved tables. Examples include:

- Grill

- Deep fryer

- Flat top

- Oven

**Stainless steel top** surfaces are required for some types of equipment. Examples include:

- Hot plate

- Waffle iron

- Sauté station

## Non-food-contact Surfaces

**Any table or cabinet surface that is not used to prepare food.**

Provide enough approved non-food-contact surfaces to meet the needs of your establishment.

If non-food-contact surfaces will be exposed to splash or other food soiling, or will require frequent cleaning, they must be constructed of a corrosion-resistant, nonabsorbent, and smooth material. Non-food-contact counters and cabinets can be plastic laminate or other nonabsorbent material. Unfinished wood is not allowed.

Make sure that counters and cabinets do not have unnecessary ledges, projections, and cracks. Hollow base cabinets are not allowed. Design and construction should allow easy cleaning and maintenance.

**Stainless steel, laminated top** or other equivalent nonabsorbent surfaces are allowed for some types of equipment. Examples include:

- Beverage dispensing such as espresso or coffee machines, pop or milk dispenser and blenders

- Display merchandiser such as popcorn machine, pizza display, hot dog roller

- Counter-top warmer such as soup warmer

- Handwashing, food preparation sink and warewashing sink

- Tabletop refrigerator or freezer

(Minnesota Rules, parts [4626.0450](#), [4626.0490](#), [4626.0495](#), [4626.0505](#), [4626.0515](#), [4626.0540](#), [4626.0545](#))

## Floors, Walls and Ceilings

Design, construct and install floors, walls and ceilings in MFU so that they are smooth and easily cleanable. Use durable, nonabsorbent, non-wood materials.

Prior to selecting floor, wall and ceiling surfaces for a MFU; owners, design professionals, and others involved in preparing the plans should consider the following factors:

- Type and amount of traffic
- Type of soil and cleaning methods
- Life span of the surface

## Floors

*Common flooring surfaces include: ceramic, porcelain or quarry tile; commercial grade vinyl or epoxy flooring.*

## Walls and Ceilings

*Common wall surfaces include: fiberglass-reinforced panel (FRP), ceramic tile, or stainless steel behind cooking equipment.*

Wall and ceiling surfaces must be smooth, durable, and easily cleanable.

Stainless steel is required behind cooking equipment.

All equipment must fit inside the unit.

MFU must provide protection during adverse weather. Food activities must cease if protection from adverse weather fails.

Protect food preparation and cooking areas by a shield or separation distance to ensure customer safety and to prevent food contamination by customers. Examples include ropes, equipment or other structures.

*Common ceiling surfaces include: painted drywall or smooth metal or vinyl tile*

*(Minnesota Rules, parts 4626.1325, 4626.1335, 4626.1355, 4626.1360, 4626.1860)*

## Utilities

Include specific information for water supply, water heaters, sewage disposal system, and other utilities in submitted plans. Provide utilities to meet the needs of your MFU.

## Water Supply

Identify the source of water for your establishment in submitted plans. Provide an adequate supply of water to meet the needs of your establishment.

Use only drinking water from an approved source.

The water must be protected from contamination and be designed to prevent attachment of a non-potable service connection. Hoses used to obtain water must be of food grade quality and be provided with an approved backflow preventer. Garden hoses are not allowed.

## Drinking Water and Wastewater Holding Tanks and Water Heaters

Drinking water tanks must be designed for holding potable water, be easily cleanable, of sufficient capacity to meet the needs of the operation and constructed of an approved food grade non-toxic material.

A wastewater, or grey water, tank must be provided which is sized 15 percent larger in capacity than the water supply tank. MFU must have wastewater and fresh water tanks permanently installed on the unit.

A water heater must be adequately sized to meet the demands of the food truck.

Recommended guidelines for MFU:

- 20 gallon fresh water tank
- 25 gallon grey water tank
- 6 gallon water heater

## **Sewage Disposal**

Identify the method of sewage disposal (public or private) for your establishment in submitted plans. Provide a sewage disposal system that meets the peak sewage needs of your establishment.

Wastewater must be removed in such a manner that a public health hazard or nuisance is not created. Wastewater must be discharged into a sanitary sewage system. Dumping any wastewater onto the ground or storm sewer is prohibited.

## **Utility Service Lines**

Exposed utility service lines and pipes must be installed so they do not obstruct or prevent cleaning of the floors, walls and ceilings. Electrical service must comply with Minnesota Rules, chapter 1315. Contact electrical inspections for information at [www.dli.mn.gov/CCLD/Electrical.asp](http://www.dli.mn.gov/CCLD/Electrical.asp) or 651-284-5026.

(Minnesota Rules, parts 4626.0980, 4626.0995, 4626.1015, 4626.1025, 4626.1060, 4626.1340, 4626.1845, 4626.1860)