



# Plan Review Requirements

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

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Welcome to Brooklyn Park. Thank you for your interest in opening or remodeling your food establishment in our city. The enclosed packet includes information you will need to get started. A meeting with our division is recommended before you submit final plans.

## 1. Plans and Equipment Specifications Submittal

A complete set of plans, to-scale, must be submitted to the Environmental Health Division for review. Plan submittals should include:

- Site
- Building
- Floor (equipment layout)
- Elevation drawings
- Finish schedules
- Plumbing
- Mechanical (including kitchen ventilation and makeup air)
- Electrical
- Fire protection

## 2. Equipment Specifications

Specification sheets of all equipment (including water heaters) must be provided. Shop drawings must be submitted for all custom equipment. All custom equipment must be approved by a food equipment testing agencies to NSF, ETL, UL standards.

## 3. Menu and Flow Diagram

A menu and food flow diagram must be provided. Equipment must support all types of food activities (storage, preparation, cooking, cooling, serving, etc.)

## 4. Application and Fee Submittal

The application included in this packet must be completely filled out and submitted with the appropriate fee for the health portion of the plan review. The plan review cannot be completed until all required items are submitted. The specific requirements are listed on the following page.

## 5. Food Service Construction Guide

The construction guide includes general requirements for a commercial food establishment and will answer many of your construction and design questions.

## 6. Food Establishment License

The license application and fee is not due until two weeks before opening your establishment. Please contact the licensing division at (763) 493-8182 if you have licensing questions or to request additional licenses for selling beer, wine, and/or liquor.

### **7. Other Permits- Building, Mechanical, Plumbing, Electrical, and Fire**

A building permit is required to build or demolish any wall or structure. Installation of HVAC, electrical or plumbing fixtures also requires a permit. Please contact a representative from building inspections at (763) 488-6379 to determine which "construction trades permits" are required.

### **8. Food Manager Certification when required**

Proof of manager certification and state license, or registration in an approved course is required.

***Note: Before beginning the plan review process, please check with the Planning Division at (763) 493-8057 to make sure the property is properly zoned for the type of establishment you are proposing.***

Please allow at least ten (10) working days to complete the plan review process. Failure to provide any of the required submittals at the onset of the plan review submittal may delay the plan review process. If changes are proposed after plans have been approved by this Division, additional plans indicating changes must be submitted in writing and approval must be received from the health authority.

Please contact the Environmental Health at (763) 493-8070 if you have questions or to schedule a pre-plan meeting. We look forward to working with you.



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**ESTBALISHMENT INFORMATION**

Name of Establishment \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name of Business \_\_\_\_\_ Address \_\_\_\_\_  
Type of Establishment: Sit Down \_\_\_\_\_ Take-Out \_\_\_\_\_ Catering \_\_\_\_\_ Delivery \_\_\_\_\_ Grocery \_\_\_\_\_  
Wholesale \_\_\_\_\_ Liquor Service \_\_\_\_\_ Mobile Food Vehicle \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Owner's Phone Number \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
Owner's email \_\_\_\_\_

**PLAN INFORMATION**

Blue Prints Submitted By: Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Architect \_\_\_\_\_ Supplier \_\_\_\_\_  
Application's name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

**ARCHITECT INFORMATION**

Firm Name \_\_\_\_\_ Architect's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

**FEES**

New Establishment – 150% of License Fee      Remodel (Same establishment & same owner) – 100% of License Fee

**PROJECT INFORMATION**

Type of Work: New Construction \_\_\_\_\_ Remodel \_\_\_\_\_  
Valuation of Work (Related to food services, not including land) \$ \_\_\_\_\_  
Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**OPERATIONS INFORMATION**

Hours of Operation: Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Weds \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_  
Seating Capacity \_\_\_\_\_ Number of Staff \_\_\_\_\_ Total square feet of facility \_\_\_\_\_  
Number of food deliveries per week: Frozen \_\_\_\_\_ Refrigerated \_\_\_\_\_ Dry \_\_\_\_\_ Liquor \_\_\_\_\_

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

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**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Plan Reviewer Sign \_\_\_\_\_



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.
- Late Fees on license renewals:
  - 1-15 days late = 50% of license fee
  - 16+ days late = 100% of license fee
- License fees are non-refundable.
- 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 – TENNESON 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.

*The undersigned hereby makes application to the City of Brooklyn Park, Hennepin County, Minnesota, for license subject to the laws of the State of Minnesota and of the City of Brooklyn Park.*

**Food Truck License Type:**  Full  Limited  Pre-Packaged  Fee-Exempt

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

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

**Owner's Address:** \_\_\_\_\_

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

**Emergency Contact Name:** \_\_\_\_\_

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

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:** \_\_\_\_\_

*Office Use Only:*

Approved by \_\_\_\_\_ 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: <ul style="list-style-type: none"><li><input type="checkbox"/> I have no employees.</li><li><input type="checkbox"/> I am self-insured (include permit to self-insure).</li><li><input type="checkbox"/> I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees).</li></ul>
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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

(<http://www.health.state.mn.us/index.html>).



# Minnesota Certified Food Protection Manager (CFPM)

The Minnesota certified food protection manager (CFPM) is a leader for the food establishment's food safety team. The CFPM is recognized by the Minnesota Department of Health (MDH) and Minnesota Department of Agriculture (MDA) as meeting specific training requirements, and helps reduce the risk of foodborne illness by demonstrating safe food handling practices and sharing food safety knowledge with the food establishment's employees. MDH administers the Minnesota CFPM program for MDH, MDA and delegated agencies.

## Minnesota Food Code

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CFPM requirements for food establishments, exemptions, initial and renewal training requirements, and certification process

[Minnesota Food Code](http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html)

(<http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html>)

## CFPM Fact Sheet

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Information about CFPM duties in Minnesota, required training, initial and renewal certification, approved exams, application forms and frequently asked questions

[Minnesota Certified Food Protection Manager \(CFPM\). \(PDF\)](http://www.health.state.mn.us/communities/environment/food/docs/cfpm/mnccfpmfs.pdf)

(<http://www.health.state.mn.us/communities/environment/food/docs/cfpm/mnccfpmfs.pdf>)

## Initial and Renewal Process

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A description of required training, approved exams for initial certification, downloadable applications, and other useful tips

[Initial and Renewal Process](http://www.health.state.mn.us/communities/environment/food/cfpm/howto.html)

(<http://www.health.state.mn.us/communities/environment/food/cfpm/howto.html>)

## Instructors

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Instructor qualifications, continuing education course requirements, and application for instructors and courses

Instructors

(<http://www.health.state.mn.us/communities/environment/food/cfpm/inshow.html>)

## Tools and Resources

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CFPM look-up (search by name or FM number), initial course, exam and continuing education search tool, downloadable CFPM applications, and other helpful resources for CFPMs, CFPM instructors and environmental health professionals

Tools and Resources

(<http://www.health.state.mn.us/communities/environment/food/cfpm/cfertools.html>)

## CFPM Requirements

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All food establishments are required to employ a Certified Food Protection Manager (CFPM), except for those listed under the exemptions.

CFPM Requirements

(<http://www.health.state.mn.us/communities/environment/food/cfpm/require.html>)

Updated Saturday, 09-Mar-2019 10:48:17 CST

**For Office Use Only:**

Date Received: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

## CFPM Initial Application

CERTIFIED FOOD PROTECTION MANAGER (CFPM)

### Applicant information

Name \_\_\_\_\_  
Last First Full middle nameMailing address \_\_\_\_\_  
Street Apt. (if applicable)

City State ZIP County

Social security number \* \_\_\_\_\_

\* Required under Minnesota Statutes, section 270C.72, subdivision 4

Contact phone \_\_\_\_\_

Applicant email \_\_\_\_\_

#### Preferred method to receive renewal notifications

 Mailing address  Applicant email

### Employment information

Fill this in only if you work at a licensed establishment

Establishment name \_\_\_\_\_ License number (if known) \_\_\_\_\_

Establishment address \_\_\_\_\_  
Street City State ZIP County

Work phone number \_\_\_\_\_

#### Type of establishment

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Bakery   | <input type="checkbox"/> Grocery store         | <input type="checkbox"/> Convenience store |
| <input type="checkbox"/> Bar      | <input type="checkbox"/> Restaurant/fast food  | <input type="checkbox"/> Camps             |
| <input type="checkbox"/> Catering | <input type="checkbox"/> School                | <input type="checkbox"/> Hotel/motel       |
| <input type="checkbox"/> Day care | <input type="checkbox"/> Specialty food market | <input type="checkbox"/> Other _____       |

### Approved exams

The applicant for initial certification as a CFPM shall complete a training course and pass an approved examination. The examination cannot be older than 6 months at the time of application. If the exam certificate is older than 6 months old, the applicant shall retake the initial course and pass the exam again before certification can be granted.

If you no longer have the exam certificate, first try to get a copy of the certificate or other proof of having passed the exam from the organization, company or school that conducted the course of the exam you took. If that does not work, contact the organization that provided the exam.

Applicants for initial certification must provide proof they have passed an exam from an organization accredited by the [ANSI-CFP Accreditation Program](#).

## Individuals applying for CFPM in the State of Minnesota

The commissioner of health will use information provided in this application to determine if you meet the requirements for certification. Submitting false information is grounds for denying your application or suspending, revoking or taking other disciplinary action against your certificate, if issued. Failure to provide required information may delay the processing of your application and may be grounds for denying your application.

For information on licensing data see Minnesota Statutes, section 13.41.

### Submit application

#### Before mailing, be sure to include the following

1. Completed and signed application form
2. Copy of your exam certificate
3. Check or money order (do not send cash) made payable to MDH for \$35

#### Mail to

Minnesota Department of Health  
Certified Food Protection Manager  
Food, Pools, and Lodging Services Section  
PO Box 64495  
St. Paul, MN 55164-0495

**Incomplete applications will be returned to the applicant.**

**Notice:** The issuance of a dishonored check to this department will require a service charge of \$30 per check as in Minnesota Statutes, section 604.113, subd.2 (a). Additional civil penalties may be imposed for non-payment.

I certify that the information provided and submitted on this application is accurate and complete.

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

### Resources

#### [Initial Minnesota CFPM](https://www.health.state.mn.us/communities/environment/food/cfpm/howto.html)

(<https://www.health.state.mn.us/communities/environment/food/cfpm/howto.html>)

#### [ANSI-CFP Accreditation Program](https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4)

(<https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>)

Minnesota Department of Health  
Food, Pools, and Lodging Services Section  
651-201-4500  
health.foodlodging@state.mn.us  
www.health.state.mn.us

November 2019

*To obtain this information in a different format,  
call: 651-201-4500.*



# **Mobile Food Unit, Seasonal Temporary Food Stand, and Seasonal Permanent Food Stand Construction Guide**

FOOD, POOLS, AND LODGING SERVICES

JANUARY 2019

MOBILE FOOD UNIT, SEASONAL TEMPORARY FOOD STAND, AND SEASONAL  
PERMANENT FOOD STAND CONSTRUCTION GUIDE

**Mobile Food Unit, Seasonal Temporary Food Stand, and  
Seasonal Permanent Food Stand Construction Guide**

JANUARY 2019

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500  
[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

*To obtain this information in a different format, call: 651-201-4500. Printed on recycled paper.*

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## Purpose

This guide will help individuals or groups submit mobile food unit (MFU), seasonal temporary food (STF) stand, and seasonal permanent food (SPF) stand plans to the Minnesota Department of Health (MDH). Construction, equipment, and physical facility standards outlined in this guide are [Minnesota Food Code \(www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html\)](http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html) minimum requirements.

In Minnesota, different agencies license MFU, STF, and SPFs. The menu and location of operation determine which agency is responsible for plan review, licensing and inspection. To find out which agency is responsible, visit the MDH [Licensing \(www.health.state.mn.us/communities/environment/food/license/index\)](http://www.health.state.mn.us/communities/environment/food/license/index) website or call MDH at 651-201-4500.

**MDH does not review plans or license mobile food units and seasonal temporary food stands that do not have scheduled events or areas of operation in MDH jurisdictions.**

## Definitions

### Mobile food unit

*"Mobile food unit" means a food and beverage service establishment that is a vehicle mounted unit, either:*

*(1) motorized or trailered, operating no more than 21 days annually at any one place, or operating more than 21 days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; or*

*(2) operated in conjunction with a permanent business licensed under chapter 157 or chapter 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location. – Minnesota Statutes, section 157.15, subdivision 9*

### Seasonal temporary food stand

*"Seasonal temporary food stand" means a food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates for no more than 21 days annually at any one location, except as provided in paragraph (b).*

*(b) A seasonal temporary food stand may operate for more than 21 days annually at any one place with the approval of the regulatory authority, as defined in Minnesota Rules, part 4626.0020, subpart 70, that has jurisdiction over the seasonal temporary food stand. – Minnesota Statutes, section 157.15, subdivision 13*

## Seasonal permanent food stand

*“Seasonal permanent food stand” means a food and beverage service establishment which is a permanent food service stand or building, but which operates no more than 21 days annually.* – Minnesota Statutes, section 157.15, subdivision 12a.

## Restrictions

### Approved Source

MFU, STF, and SPF must not use or serve food that was stored or prepared in a private home. All food storage and preparation must occur in the MFU, STF, SPF, or in a licensed food establishment. All food must come from Approved Sources for Food Products ([www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf](http://www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf)).

### Catering

Preparing, storing, transporting, and serving large volumes of food at catered events presents increased food safety risks. Catering operations cannot be conducted from MFU, STF or SPF unless approved by the regulatory authority and adequate provision is made for safe storage and handling of the large volume of foods associated with catered events.

## Plan Submittal and Review

Plans must be submitted to MDH at least 30 days before beginning construction, remodeling, or conversion of an existing structure to a MFU, STF or SPF. If you begin work before plans are approved, MDH may order work to stop when it determines work may lead to noncompliance.

Please contact MDH at 651-201-4500 if you have questions about whether a plan review is needed for your MFU, STF or SPF.

### Plan review process

Submit your Plan Review Application ([www.health.state.mn.us/communities/environment/food/docs/license/seasonalplanapp.pdf](http://www.health.state.mn.us/communities/environment/food/docs/license/seasonalplanapp.pdf)), all required information and appropriate fee to:

Mailing Address	Street Address
Minnesota Department of Health Food, Pools, and Lodging Services – Plan Review P.O. Box 64975 St. Paul, MN 55164-0975	Minnesota Department of Health Orville L. Freeman Building 625 Robert Street North St. Paul, MN 55155

## New construction or remodeling

1. Plan review applications are reviewed in the order they are received. Submit all required information listed in the Required Plan Contents section of this guide. If your application is incomplete, the review process may take longer.
2. Your plan reviewer will notify you when review starts, and will contact you to request any missing or additional information.
3. When review is complete, you will receive a letter approving your plans.
4. Wait to begin your project until after plans are approved.

In some circumstances, MDH can issue a license without a plan submittal and review for MFU, STF or SPF if the establishment has previously been licensed by MDA or MDH- or MDA-delegated agency. However, an inspection is required to determine if the MFU, STF or SPF is in compliance with Minnesota statutes and rules, and other applicable regulations.

Please contact MDH at 651-201-4500 if you have questions about whether a plan review is needed for your MFU, STF or SPF.

## Required plan contents

Make sure to include all the following when you submit your completed plan review application and the required fees.

- The intended menu.
- A description of the proposed project including the anticipated volume of food to be stored, prepared, sold or served.
- Easily readable layout drawn to scale indicating the location of all equipment (e.g., cooking equipment, ventilation hood, refrigerators, food prep counters, handwashing sink(s), three-compartment sink, and food prep sink).
- Finish materials for floors, base coves, walls, and ceilings.
- Proposed equipment list that includes types, manufacturers and model numbers.
- Manufacturer's specification sheets for new equipment.
- Counters and cabinetry shop drawings, indicating cabinet construction, and countertop finish.
- Size of water heater, and fresh water and wastewater holding tanks.
- The source of water (private or public) for your MFU, STF or SPF. Include unique well number for private systems.
- The method of sewage disposal (public or private) for your MFU, STF or SPF. SPF include individual sewage treatment system certificate of compliance for individual sewage disposal systems.
- A copy of the zoning approval or building permit from the local unit of government for SPF.

Additional information may be requested during the plan review process to allow for a thorough review. For further information, please visit the MDH [Plan Review](#)

[www.health.state.mn.us/communities/environment/food/license/planreview.html](http://www.health.state.mn.us/communities/environment/food/license/planreview.html))  
website, or contact MDH at 651-201-4500.

## Licensing and preoperational inspections

Once your project is near completion, follow these steps:

### 1. Apply for license.

Contact MDH staff listed on your plan review approval letter to request a license application. Submit the completed license application and required license fee. **The license fee is separate from the plan review fee.**

### 2. Have your MFU, STF or SPF inspected.

Contact MDH 14 days before the first event to schedule a preoperational inspection. Bring the MFU or STF to an agreed MDH office or public location for the preoperational inspection. MDH staff cannot conduct inspections at a private residence. Have all equipment present, correctly installed and operational.

### 3. Post the license in the MFU, STF or SPF.

After a successful preoperational inspection, MDH will issue a license. Prominently post, the original license in the MFU, STF or SPF at all times. The license is valid for one year and must be renewed annually.

## General Equipment Information

Include specifications, proposed locations and intended use for all new and used equipment in submitted plan. Menu and food processes determine the type of equipment required. Complex food processes may require additional or specialized equipment.

## Equipment design and construction

Some equipment must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program for food service equipment and includes:

- Manual warewashing sinks
- Mechanical warewashing equipment
- Mechanical refrigeration units except for reach-in or chest freezers
- Walk-in freezers
- Food hot-holding equipment
- Cooking equipment, except for microwave ovens and toasters
- Ice machines
- Mechanical slicers
- Mechanical tenderizers and grinders
- Food preparation surfaces including sinks used for food preparation

MOBILE FOOD UNIT, SEASONAL TEMPORARY FOOD STAND, AND SEASONAL  
PERMANENT FOOD STAND CONSTRUCTION GUIDE

If there is no certification or classification for sanitation by an ANSI accredited certification program for a piece of equipment, the equipment must:

- Be designed for commercial use.
- Be durable, smooth, and easily cleanable.
- Be readily accessible for cleaning.
- Have food-contact surfaces that are not toxic.

**Most common ANSI accredited certification programs**

Certifying Group	Mark
NSF International (NSF)	
Intertek Marked "ETL Sanitation."	
Underwriters Laboratory (UL) Marked "Classified UL EPH."	
Canadian Standards Association (CSA) Marked "CSA Sanitation to NSF/ANSI."	
Baking Industry Sanitation Standards Committee (BISSC) Marked "Certified BISSC."	

## Equipment numbers and capacities

Provide mechanical equipment that meets the cooking, cooling, re-heating, ventilation, and hot and cold holding needs of the MFU, STF and SPF. Install and use equipment as intended by the manufacturer.

Some common circumstances with special equipment requirements include:

MOBILE FOOD UNIT, SEASONAL TEMPORARY FOOD STAND, AND SEASONAL  
PERMANENT FOOD STAND CONSTRUCTION GUIDE

- Picnic coolers may not be used for food storage except for bottled and canned beverages that are not time/temperature control for safety (TCS) food.
- Food guards, display cases or other effective means must be provided to protect unpackaged food from contamination while on display.

## Equipment locations and installation

Locate or install equipment so that food and food-contact surfaces are not exposed to contamination and the areas around and beneath the equipment are accessible for cleaning.

If equipment is not easily moveable, seal it to the surface or mount it on legs. Four-inch legs are required for table-mounted equipment; six-inch legs are required for floor-mounted equipment.

## Unapproved equipment

Examples of equipment that are frequently submitted but **not approved** include:

- Unfinished wood
- Household roasters/crock pots
- Galvanized food storage containers
- Enamelware
- Paintbrushes
- Wooden spoons
- Plastic tables
- Drills
- Non-food grade plastic containers
- Tubing or beverage cold plates in contact with stored ice

## Sinks

Include specifications, proposed locations and intended use for all sinks.

### Handwashing sinks

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 or dispensing food and beverages
- Conducting warewashing
- Using the toilet room

Each handwashing sink must be equipped to provide water under pressure at a temperature to allow handwashing for at least 15 seconds through a mixing valve or combination faucet. A self-closing, slow-closing, or metering faucet must provide a flow of water for at least 15 seconds without the need to reactivate the faucet.

Handwashing sinks in MFU and SPF must be permanently installed. Handwashing sinks in STF may be portable with water delivered under pressure or by gravity with a faucet or spigot that provides hands-free flow of water.

MDH may require splashguards on handwashing sinks to limit contamination of food, clean equipment and utensils, and single-service and single-use articles.

### Manual warewashing sink

Provide a sink with at least three compartments. All compartments must be part of the same piece of equipment. Warewashing sinks in MFU may be either free standing or installed into an approved counter. Warewashing sinks in MFU and SPF must be permanently installed. Portable warewashing sinks are allowed in STF.

Warewashing sinks in SPF must include at least three compartments and drainboards on each end. All compartments and the drainboards must be part of the same piece of equipment. You cannot attach drainboards to meet this requirement. Utensil racks or tables may be required for storing all dirty and clean equipment and utensils.

Sink compartments must be large enough to allow immersion of the largest piece of equipment and utensils. If equipment or utensils are too large for the warewashing sink, alternative manual warewashing equipment must be used.

Manual warewashing sinks must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

### Food preparation sink

Provide a designated food preparation sink if the proposed menu includes a food product that requires washing or thawing in a sink.

Food preparation sinks must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

## Summary of sink requirements

The following table summarizes the sink requirements for MFU, STF, and SPFs. Handwashing and warewashing sinks are **always required**. Food preparation sinks may or may not be required.

Type of Sink	Mobile Food Unit <i>(Water must be under pressure)</i>	Seasonal Temporary Food Stand	Seasonal Permanent Food Stand <i>(Water must be under pressure)</i>
<b>Handwashing Sink(s)</b>	Permanently installed	May be portable (water under pressure or by gravity)	Permanently installed
<b>Warewashing Sink</b>	Permanently installed (free standing or installed in counter)	May be portable	Permanently installed (must include integrally attached drainboards at each end)
<b>Food Preparation Sink</b>	Permanently installed	May be portable	Permanently installed

## Ventilation Systems

Include specifications and proposed locations for ventilation hoods in submitted plans. Design and install ventilation systems according to Minnesota Rules, chapter 1346 ([www.revisor.mn.gov/rules/1346/](http://www.revisor.mn.gov/rules/1346/)), Minnesota mechanical and fuel gas code. Minnesota Rules, part 1346.0507 ([www.revisor.mn.gov/rules/1346.0507/](http://www.revisor.mn.gov/rules/1346.0507/)) provides commercial kitchen hood requirements for some equipment.

Ventilation hood systems and devices must be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings. Adequate ventilation and make-up air is required for 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.

## Counters, Cabinetry and Tables

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

### Food-contact surfaces

A food-contact surface is a surface of equipment or utensil that directly contacts food. Food-contact surface also includes a surface of equipment or utensil from which food may drain, drip or splash, such as an interior of a reach-in cooler.

Plastic laminate surfaces or plastic tables are not acceptable as food preparation surfaces.

Food-contact surfaces must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

Food-contact surfaces must be:

- Safe
- Durable, corrosion-resistant and nonabsorbent
- Sufficient in weight and thickness to withstand repeated warewashing
- Finished to have smooth, easily cleanable surface
- Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition

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

### Non-food-contact surfaces

A non-food contact surface is a surface of equipment that does not directly contact food, such as surfaces of millwork and cabinetry. Non-food-contact surfaces of equipment that are exposed to splash, spillage, other food soiling or that require frequent cleaning must be constructed of a corrosion-resistant, nonabsorbent, and smooth material.

Non-food-contact surfaces must be free of unnecessary ledges, projections, and crevices, and designed and constructed to allow easy cleaning and maintenance.

Non-food-contact counters and cabinets can be plastic laminate or other nonabsorbent material. Unfinished wood is not allowed. All cutouts must be sealed by the manufacturer or countertop installer because it prevents water damage to the interior of the counter or cabinet. Cabinets with enclosed hollow bases are prohibited.

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

Examples of areas with non-food contact surfaces include:

- Beverage service areas for beverage dispensers such as espresso or coffee machines, or pop dispensers
- Customer self-service areas such as condiment display stations
- Cashier or ordering areas at bar or wait stations

## Floors, Walls and Ceilings

Include proposed finish materials for all floor, wall and ceiling surfaces in submitted plans. Provide smooth, nonabsorbent, durable and easily cleanable floors, walls and ceilings.

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

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

### Floors

Select and install flooring surfaces that meet the needs of your MFU, STF or SPF. Follow all manufacturer's recommendations.

When operating STF and SPF on machine-laid asphalt or concrete that is sloped to drain an additional flooring surface is not required.

When operating STF and SPF on grass, dirt or gravel, provide a surface such as mats, removable platforms, duckboards or other suitable approved materials that control dust and mud. Mats and duckboards must be designed to be removable and easily cleanable.

### Walls and ceilings

Select and install wall and ceiling surfaces that meet the needs of your MFU, STF or SPF. Wall and ceiling surfaces must be smooth, durable, nonabsorbent, and easily cleanable.

Provide wall and ceiling surfaces for STF and SPF that protect the interior of the stand from the weather and windblown dust and debris.

## 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, STF and SPF.

### Water supply

Identify the source of the water for your MFU, STF and SPF in submitted plans.

A safe and adequate supply of water must be provided to meet the needs of your food establishment. Water for your establishment must be obtained from a municipal water supply or a water supply that meets the requirements of Minnesota Rules, [chapter 4720](http://www.revisor.mn.gov/rules/4720/) ([www.revisor.mn.gov/rules/4720/](http://www.revisor.mn.gov/rules/4720/)), Public Water Supplies; and [chapter 4725](http://www.revisor.mn.gov/rules/4725/) ([www.revisor.mn.gov/rules/4725/](http://www.revisor.mn.gov/rules/4725/)), Wells and Borings.

A representative from the Minnesota Department of Health may conduct an onsite evaluation of your water supply prior to licensing your establishment.

The water inlet 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, holding 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 foodservice facility.

### Sewage disposal

Identify the method of sewage disposal (public or private) for your MFU, STF or SPF in submitted plans. Provide a sewage disposal system that meets the peak sewage needs of your food 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 ([www.revisor.mn.gov/rules/1315/](http://www.revisor.mn.gov/rules/1315/)). Use the Minnesota Department of Labor and Industry Electrical Inspector Directories ([www.dli.mn.gov/business/electrical-contractors/electrical-inspector-directories](http://www.dli.mn.gov/business/electrical-contractors/electrical-inspector-directories)) for more information about electrical requirements or call 651-284-5026.