







## Self-Inspection Checklist for Short-Term Events

**PERSON IN CHARGE OF FOOD STAND IS RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS AND COMPLETING THE SELF-INSPECTION DURING SET UP ON DAY OF EVENT**

This form is available on our website: [www.hennepin.us/envhealth](http://www.hennepin.us/envhealth)

STAND REQUIREMENTS		YES	NO	COMMENTS
<b>1.</b>	<b>Administration</b>			
a.	Short-term License is posted			
b.	A knowledgeable person in charge is present			
c.	Self-inspection Checklist is complete and on-site			
d.	Short Term Guideline document has been reviewed and is on site			
<b>2.</b>	<b>Hand Washing Station Required</b> ( <i>Immediate closure if out of compliance</i> ) (Unless all items are packaged or in bottles or cans when served)			
a.	Container with hands-free spigot (approved for events ≤10 days)			
b.	Pump soap, nailbrush, and paper towels			
c.	Waste water container			
d.	Events taking place >10 days must have a pressurized handsink			
<b>3.</b>	<b>Floor, Walls, Ceiling</b>			
a.	Floors smooth & cleanable			
b.	Provide flooring if on grass, gravel, or dirt surfaces (tight wood, sheet vinyl, or similar material)			
c.	Entire booth has overhead protection, and 3 sides covered during adverse weather. If unable to provide overhead protection and 3 sides, stand must shut down in adverse weather			
<b>4.</b>	<b>Food Source/Menu</b> ( <i>Immediate closure if out of compliance</i> )			
a.	Food was not prepared at home or stored at home at any point			
b.	Meat has USDA or MN Equal stamp			
c.	Licensed Commercial Kitchen used for foods prepared offsite			
d.	Only foods approved on the application form are served			
<b>5.</b>	<b>Employee Hygiene</b>			
a.	Employees wash hands upon entering the booth			
b.	Employees keep hands clean and wash hands often			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - <b>no bare hand</b> contact with ready-to-eat food			
e.	Employees have hair restraints or hats. Clean clothing			
f.	No eating, drinking (from open containers) or smoking in the booth			
g.	Pets are not allowed in the booth			
<b>6.</b>	<b>Food Temperature Control</b>			
a.	Hot foods held at 140°F or above			
b.	Cold foods held at 41°F or below			
c.	Adequate equipment to maintain temperatures hot or cold			
d.	Mechanical refrigeration required for potentially hazardous foods held longer than 4 hours, including transport time to the event			
e.	Fire extinguisher provided if cooking			
f.	Calibrated thermometer with range 0 – 220°F provided and sanitized before each use			
g.	Thermometer in every refrigeration unit			

STAND REQUIREMENTS		YES	NO	COMMENTS
<b>7.</b>	<b>Storage/Transportation</b>			
a.	Food, single service items, utensils and equipment are stored at least 6 inches above the floor			
b.	Beverage ice chest is able to be drained. Sanitize before use			
c.	Transport all prepared foods in insulated, covered containers in clean vehicles- no Styrofoam, provide blue ice packs for transport of potentially hazardous food			
<b>8.</b>	<b>Ice/Water</b>			
a.	Ice needs to be stored at least 6 inches above the ground			
b.	Ice can be used for bottled/canned drinks only			
c.	Ice is not handled with bare hands			
d.	Dry ice or ice pack(blue ice) is only permitted for 4 hours or less (including transport time) if proper food temperature is maintained			
e.	Potable water is used (drinkable)			
<b>9.</b>	<b>Cooking</b>			
a.	Raw poultry is cooked to at least 165°F			
b.	Raw ground beef or pork is cooked to at least 155°F			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F			
d.	Items previously cooked & cooled must be reheated to 165°F			
e.	Cooling of foods on-site without prior approval is prohibited			
f.	Leftover hot food is discarded (shall not be cooled and re-served)			
<b>10.</b>	<b>Food Protection</b>			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, (3) in containers with lids, or (4) under a food shield			
b.	All open food is protected from customer contamination			
<b>11.</b>	<b>Food Equipment</b>			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
d.	No crockpots, wooden utensils, or drills			
e.	Seasonal Temporary vendors must have NSF refrigerator			
<b>12.</b>	<b>Sanitizer <i>(Immediate closure if out of compliance)</i></b>			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Appropriate sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm <b>or</b> Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
<b>13.</b>	<b>Dish Washing</b>			
a.	Three buckets or tubs available large enough to hold largest utensil:			
	(1) Wash in soapy warm water			
	(2) Rinse in clean warm water			
	(3) Sanitize in warm water with proper concentration			
	(4) Air Dry			
b.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event			
<b>14.</b>	<b>Garbage</b>			
a.	Garbage containers with plastic liners provided in booth			
<b>15.</b>	<b>Lighting</b>			
a.	Adequate lighting is available during night events			
b.	Light bulbs are shielded or shatterproof			



<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:	
	<ul style="list-style-type: none"> <li>▪ Applications received less than 2 business days prior to the event will not be accepted.</li> <li>▪ Vendor may obtain a sold on site permit the day of the event at double the cost or forgo the event.</li> <li>▪ Applications received less than 10 calendar days before an event will be charged a late fee.</li> </ul>			
Event		Date(s)	Start Time	End Time
Permit:	Name of Event:			
	Stand Location:			
	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 \$196.00 for the first day and \$31.00 for each additional day.</b>	<b>Initial (First Day) License Fee:</b>	<b>\$98.00</b>	
	not more than <u>9 days</u>	<b>Each <u>Add'l</u> Day \$11x_____:</b>	<b>\$</b>
	received 10 or less days before event	<b>\$45 Late Fee:</b>	<b>\$</b>
	maximum \$186 without late fee	<b>Total for this Application:</b>	<b>\$</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		✓	✓

**To be Exempt from Payment:** a school-sponsored event must use a licensed school kitchen with a school-employed Certified Food Manager present.  
**NAME of Certified Food Manager overseeing the school event:** \_\_\_\_\_

**Self inspection checklist for short-term events**

**Vendors and event sponsors are responsible for implementing food safety standards.**

All vendors must complete and post the **Self-inspection checklist for short term events** prior to opening on the first day of an event. Copies are available on our website: [www.Hennepin.us/EnvHealth](http://www.Hennepin.us/EnvHealth) in the Short-term food event licensing section.

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

Use separate page for menu and table below if necessary.

**\*\*\*Any items not listed will be grounds for closure of the food stand.**

Hot foods:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food hot:
Cold foods, beverages, & condiments:	Purchased from:	Preparation location:	Equipment used to prepare food:	Equipment used to keep food cold:

**Handwashing - (AT YOUR STAND, NOT IN A RESTROOM)**

**Check One: (Required)**

Handwash Sink

*Portable Station\**

**REQUIRED AT EACH HANDWASHING STATION:**

- Nail Brush
- Soap
- Paper Towels

\*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

\_\_\_\_\_  
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)