

# Special Event Food Stand



The information contained in this document is current as of the date of publication. Because laws can change, it is important to check to see if there have been any changes or updates to applicable laws and regulations. This document is intended to be a guide only, and may not contain everything that you are required to do. The Minnesota Department of Agriculture (MDA) will determine exact licensing requirements for you after all details about your new food business are reviewed.

## 1

### Initial things to discuss with state, or local city\county offices

- Water source
- Waste water system (sewer or septic)
- Food business zoning requirements
- Workers Compensation Insurance if you plan on having paid or compensated employees
- Building Inspection
- Fire Inspection
- Plumbing Inspection
- Electrical Inspection
- HVAC Inspection (Heating Ventilation and Air Conditioning)
- Certificate of Occupancy
- Retail Plan Review
- Other permits that you may need

## 2

### Additional things to consider

- Finding space for your business
- Making a list of foods you make, sell, or offer to the public
- Identifying your customers
- Finalizing your food production process
- Where you are getting your ingredients from
- Finding storage space
- Product packaging and labelling
- The Minnesota Food Code (MN Rule 4626)
- The Certified Food Manager requirement
- Retail HACCP and Food Code variances

## 3

### Items needed for your licensing appointment with an inspector

**Note: Your inspector will verify steps 1 and 2 during an onsite inspection.**

- MN Tax ID number** OR a **Social Security number**
- Workers Compensation Insurance** if you plan on having paid or compensated employees
- Check or Money Order** for your license fees