

# STEARNS COUNTY SPECIAL EVENT FOOD LICENSE APPLICATION

In order to receive a Special Event Food license from Stearns County, the “Person In Charge” of the food stand must complete the Stearns County online Special Event Food Safety Training. We also encourage additional volunteers to complete the training.



The Food Safety Training can be accessed at  
[https://stearns.inspirelcm.com/index.cfm?fuseaction=new\\_user\\_special](https://stearns.inspirelcm.com/index.cfm?fuseaction=new_user_special)

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To follow is the Special Event Food License Application Form. *Please verify that it is complete and accurate prior to submission.*

**Submit the signed application along with a \$75.00 license fee to:**

Stearns County Environmental Services  
Stearns County Service Center - 3301 County Road 138  
Waite Park - MN – 56387

**\*\*Government agencies and religious organizations operating on their own property are exempt from the license fee.**

The application must be submitted at least two weeks prior to the event to assure time for issuance of approved licenses.

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**A license will not be issued for incomplete applications, which includes incomplete Food Safety Training by the person in charge listed on the application.**

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## Food Safety

**Whenever the food stand is operating there must be a person on duty who is familiar with and responsible for food safety. This is the Person In Charge (PIC).**

1) Name of the person who took the online food safety training: \_\_\_\_\_

[https://stearns.inspirelcms.com/index.cfm?fuseaction=new\\_user\\_special](https://stearns.inspirelcms.com/index.cfm?fuseaction=new_user_special)

2) A digital thermometer must be used to check food temperatures during the event.

Do you have a thermometer? YES ☐ NO ☐

3) MN Food Code prohibits bare hand contact with Ready to Eat foods such as buns, wraps, chips, cookies, ice, lettuce, tomatoes, etc.

How will you prevent bare hand contact with ready-to-eat foods? (check all that apply)

☐ Gloves – WASH HANDS FIRST ☐ Utensils with handles – spoons, ladles ☐ Tongs

4) What type of handwashing station will you have? ☐ Fully plumbed hand sink

☐ Rented: Portable handwashing station OR ☐ Homemade station with – Water Container with a self-locking spigot for dispensing water onto both hands, waste bucket to catch water, soap, paper towels, and garbage container

5) What type of dishwashing station will you have? ☐ Three compartment sink or

☐ Three containers large enough for washing, rinsing and sanitizing

## Sanitation

6) What kind of sanitizer will be used?

☐ Chlorine 5.25% unscented bleach ☐ Quaternary Ammonia

7) Do you have test strips? ☐ Yes ☐ No ☐ Will Purchase

**\*\*Ensure test strips are onsite to test sanitizer strength, follow manufacturer's instructions for food contact sanitizing concentrations**

## Water/ Waste

Water used for washing hands, cooking, and cleaning dishes must come from a public well or municipal source. (Private well water cannot be used).

8) Where will you obtain your water? \_\_\_\_\_

9) Where will wastewater be disposed of? \_\_\_\_\_

10) Where will garbage be disposed of? \_\_\_\_\_

11) How is your Food Stand protected from the weather? (check all that apply)

☐ Canopy ☐ Sidewalls ☐ Enclosed Trailer ☐ Indoors

Menu And Food Preparation

(Foods Cannot Be Prepared In-home)

Events lasting 4 hours or more including travel time require mechanical refrigeration. Provide the information requested below. Including (meats, buns, chips, cookies, and condiments)

Cooked/Hot Foods

Purchased From

Preparation Location

Date Prepared

Cooking/Hot Holding Equipment Used

Storage Locations

Cold Foods

Purchased From

Preparation Location

Date Prepared

Cold Holding Equipment Used

Storage Locations

Dry Goods

Purchased From

Storage Locations

## Documents required

- ☐ All pages of this application
- ☐ Payment for all license fees made payable to **Stearns County Environmental Services**
- ☐ Menu
- ☐ Stearns County food safety certificates
- ☐ Completed Commissary Agreement Form, if conducting food prep at a license food facility
- ☐ Completed Minnesota Department of Revenue ID form - **attached**

## License fee due \$75.00

## Submitters signature

I declare that this information is correct. I agree to comply with the laws and rules of the State of Minnesota and Stearns County. I understand that failure to comply with the laws and rules may result in delays in issuing my license to operate.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**OPERATING WITHOUT A LICENSE IS PROHIBITED AND MAY RESULT IN A FEE 2X LICENSE FEE**

## Submit application/fee to

Stearns County Service Center  
Environmental Services Department  
3301 County Road 138  
Waite Park, MN 56387

Documents can also be emailed to: [foodbeverage@stearnscountymn.gov](mailto:foodbeverage@stearnscountymn.gov) and payment can be made by credit card by calling 320-656-3613 .

## For Office Use Only

### Payment

Receipt # \_\_\_\_\_ Amount Rec. \$ \_\_\_\_\_ Rec. Date: \_\_\_\_\_ ☐ CC ☐ Check # \_\_\_\_\_

### Assignment

Sanitarian \_\_\_\_\_ Inspection route \_\_\_\_\_ License # \_\_\_\_\_ License issued date \_\_\_\_\_

### Provided (as applicable)

☐ Stearns County Food Safety ☐ CFPM Certificate

12/19/23

**Every Licensee or Applicant is required to provide a Minnesota tax ID number and Federal tax ID number or a social security number. It is considered private data and will be treated as such as required by law.**

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

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MN Tax ID Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**The Minnesota Data Practices Act at Minn. Stat. 13.04, Subd. 2, Tennessen warning, states:**

“An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.”

**Minnesota Statute 270.C.72, Subd. 4**, stated that licensing authorities must require applicants to provide their Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable, on all license applications. That information, as well as the name, address, business name and address of applicants, is made available to the Minnesota Commissioner of Revenue.

**YOUR APPLICATION IS INCOMPLETE IF YOU FAIL TO SUPPLY 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. The Minnesota Department of Revenue, in accordance with the Federal Exchange of Information Act, may supply the information to the Internal Revenue Service.