

**2020 TRANSIENT FOOD SERVICE PLAN REVIEW APPLICATION**

Minnesota Law requires plans to be reviewed prior to beginning construction. Submit all proposed changes to OCPHS for review.

Plan review will begin when the following have been submitted for review:

- Completed Plan Review Application
- Plan Review Documents—see list below
- Deposit of \$500 (unless an existing licensed business)  
Plan review fees are \$80/hr and are due prior to opening for business.  
Any unused balance will be applied toward the license fee.

**FOR OFFICE USE ONLY**

Sanitarian: \_\_\_\_\_  
Date rec'd: \_\_\_\_\_  
Revenue Code: 5217  
Reporting Category: 3172  
License number: \_\_\_\_\_

**BUSINESS IDENTIFICATION** (Please print or type)

Business name \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Business location address \_\_\_\_\_ Zip \_\_\_\_\_  
Business mailing address \_\_\_\_\_ Zip \_\_\_\_\_  
Business owner \_\_\_\_\_ Phone \_\_\_\_\_  
Owner's address \_\_\_\_\_ Zip \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

Proposed construction:                      **NEW**                      **REMODEL**                      **EXISTING**

**TRANSIENT FOOD SERVICE DEFINITIONS – CHECK APPROPRIATE BOX:**

- Mobile Food Unit** - a food and beverage service which is a vehicle mounted unit, either motorized or trailered, operating no more than 21 days annually at any one place or is operated in conjunction with a permanent business at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location. Equipment used in the unit must be certified to NSF standards.
- Seasonal Permanent Food Stand** - a food and beverage service which is a permanent stand or building, but which operates no more than 21 days annually.
- Seasonal Temporary Food Stand** - a food and beverage service stand which is disassembled and moved from location to location, can only operate up to 21 days annually at any one location.
- Food Cart** - a food and beverage service that is a non-motorized vehicle propelled by the operator. Food carts licensed under this category must be certified to NSF Standard No. 59. A commissary is required for food storage, water supply, waste disposal, and cleaning.

**ATTACH THE FOLLOWING PLAN REVIEW DOCUMENTS:**

- Intended menu;
- Anticipated volume of food to be stored, prepared, and sold or served;
- Proposed layout, mechanical schematics, construction materials and equipment;
- Identify handwashing sink locations; utensil/dishwashing areas; food prep sink location;
- Floor, wall and ceiling finish schedules;
- Proposed equipment schedule specifying equipment type, manufacturer's name, model numbers, proposed location(s), dimensions, performance capacities, and installation specifications;
- Complete set of elevations and drawings for all custom fabricated equipment (including cabinetry);
- Functional flow plan indicating how food will be handled;
- Proposed operating locations (**Note:** If your business plan calls for operating on private property, approval from the local zoning authority may be required).

## **FOOD SAFETY PROCEDURES / INFORMATION:**

Food safety does not happen by accident - YOU build it into the way you want things done. This goes beyond general food safety knowledge – plan to develop standard **Procedures** for eliminating or minimizing food safety risks, develop formalized staff **Training** to the standard procedures you've developed, then make sure that staff are following the standard procedures by management using a **Verification** step or a food safety systems self-inspection. These 3 principles are based on the duties of the Certified Food Manager in the Food Code (MR 4626.2010 Subp. 5) and may be referred to by the initials *PTV* and are defined as follows.

Procedures: Defined set of actions for accomplishing a task in a way that minimizes food safety risks.

Training: Teaching employees about the procedures and the expectation they will be used by all.

Verification: Making sure that staff is following the procedures, mostly through observation.

Plan to be able to demonstrate **Procedures, Training** and **Verification** protocols for the following critical food safety risk factors (where applicable):

- Employee health/ customer illness reporting
- Handwashing
- Food source/deliveries
- Cross-contamination prevention/ Cleaning/sanitizing/ Glove use
- Minimum cooking temperatures
- Hot holding/reheating temperatures
- Cooling procedures
- Cold holding temperatures

## **FOOD SAFETY SYSTEMS REVIEW:**

Olmsted County Public Health services will conduct a "Food Safety Systems Review" with the owner or manager prior to issuing the food service license. This review is done to confirm that critical food safety systems are thoroughly understood (**PTV**) and will be in place and functioning at the time the business opens. Please have the Certified Food Manager arrange a time to meet with OCPHS staff as the facility nears completion and is preparing to open.

## **DECLARATION:**

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

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_

Please complete both sides of this application and return with plans and deposit to:

**Olmsted County Public Health Services  
Environmental Health Services  
2100 Campus Drive SE  
Rochester MN 55904-4718**

