

# MINNEAPOLIS ENVIRONMENTAL HEALTH – FOOD SAFETY PUBLIC SERVICE CENTER 250 SOUTH FOURTH STREET, ROOM 300 MINNEAPOLIS, MN 55415

# FOOD ESTABLISHMENT PLAN REVIEW GUIDE

This document outlines food handling and safety requirements to open a food establishment only. A business license, construction permits and other approvals will also be needed.

## A. CONTACT

If you plan to start a new food business or remodel, alter or expand an existing business in Minneapolis, you will need to contact Minneapolis Development Review by calling 311 or visiting the office located in the Public Service Center, 250 South 4<sup>th</sup> street, Room 300. For questions about food plan review, please contact Sonya Monzel at 612-673-3592 or Ryan Krick at 612-673-3597.

A variety of informational customer handouts can be accessed through the City of Minneapolis website. <a href="www.ci.minneapolis.mn.us">www.ci.minneapolis.mn.us</a>.

## **B. PROFESSIONAL ASSISTANCE**

If you are not familiar with opening a food establishment, we recommend that you consult a professional service for assistance.

#### C. REQUIREMENTS

# 1. Submit Completed Plan Review Application and Plan Review Fee

The plan review fee must be paid with a check or money order to the Minneapolis Finance Department when the plans and specifications are submitted. The fee schedule can be found at the following website:

http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert 261204.pdf

Refer to section IV, "Food Establishment Plan Review Fees."

Below are the risk category definitions for determining your fee:

Risk 1 = Serves potentially hazardous foods that require extensive processing (handling, cooling, reheating, holding for service, and/or prep in advance).

Risk 2 = Minimal holding time, less extensive processing, but extensive handling (meat market, fast food, bakery, pizza shop, or facility that serves a large volume of foods).

Risk 3 = Serves foods that do not meet Risk 1 or Risk 2 criteria such as prepackaged food items: pop, chips, candy, frozen treats, canned goods, bottled milk

### 2. Plans

In order to provide the best service, we will only review plans that are complete and legible. Along with the plan review application and fee, submit two sets of plans to the Minneapolis Development Review - Food Review, 250 South 4th Street, Room 300 in the Public Service Center. Food Review approval must be obtained prior to obtaining construction permits. We review plans in the order that they are received.

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# **Required content and format of plans:**

- a. Provide a site plan that clearly illustrates the building location, streets and surrounding area including location of any outside equipment (dumpsters, grease and recycling receptacles, etc.).
- b. Provide a floor plan accurately drawn to scale for all areas of the building that the food business will be using, including storage rooms, garbage rooms, toilet room, and/or basements used for storage or food preparation.
- c. Show location of all equipment on the floor plan, including walk-in coolers and freezers. Identify each piece of equipment on the plan with its common name. Portable bars and buffet equipment must be included. If requested, provide elevated drawings of all food equipment.
- d. Provide Manufacturer Specification sheets for each piece of equipment shown on the plan. Organize and label the sheets to correspond to the equipment schedule and submit one set. All equipment must meet current National Sanitation Foundation (NSF) standards or equivalent. Used equipment must be approved by Environmental Health prior to installation.
- e. Provide room finish schedules specifying the finishes for the floors, sanitary base cove, walls, ceiling, etc. Include refrigerator/freezer walk-in units, food preparation areas, storage areas, including chemical storages, restrooms, etc.
- f. Provide and identify dressing rooms, locker areas, employee rest areas, and/or coat rack as required.
- g. Identify the location of the mop sink or curbed cleaning facility on each floor. Hooks for hanging wet mops must be included.
- h. Include and provide specifications for:
  - Entrances, exits, loading/unloading areas and docks;
  - Location and specifications for hot water heater, including capacity and recovery rate:
  - Grease interceptor location and size. Describe what measures will be used to minimize grease disposal to the public sewer;
  - Lighting schedule with protection noted (lighting must be shielded or shatterproof).

# 3. Menu and/or List of Food Products Handling

Provide a complete menu of items served or sold. Include any seasonal, off-site, and banquet or catering menus. Include a written explanation of any details to be considered that may affect type of equipment that may or may not be needed.

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# 4. Food Manager Certification (if applicable)

Provide proof of MDH Food Manager Certification. This is State regulated code. Information can be found at http://www.health.state.mn.us/divs/eg/food/fmc/index.html. (If processing potentially hazardous food products, a certified food manager must be onsite before opening for business.)

#### 5. Plan Revisions

Any revisions after plans have been approved must be submitted for re-evaluation. Approved plans are valid for one year.

# 6. Plans at Construction Site

A set of stamped approved food review plans must be available at the construction site.

## 7. Final Food Review Inspection

Call at least 72 hours in advance for an appointment for a final inspection. Construction should be completed to the extent that the establishment is sanitary enough to begin bringing in food and start operations without concern for cross-contamination.

#### D. FOOD CODE

State of Minnesota food code can be found at http://www.revisor.leg.state.mn.us/arule/4626

## E. PERMISSION TO OPEN

Minneapolis Food Safety does **not** grant final permission to open. Permission is given by Minneapolis Licenses and Consumer Services. Please contact (612) 673-2080.

## F. LICENSE

Apply for proper type of food license from Licenses and Consumer Services at least 4 - 6 weeks prior to opening. The license application must be approved and final inspections must be conducted prior to opening for business.

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