



City of Wayzata

600 Rice Street
Wayzata, MN 55391-1734
Licensing: 952-404-5303
Environmental Health: 952-939-8279

**INFORMATION REGARDING THE APPLICATION PROCESS FOR A
NEW FOOD ESTABLISHMENT**

- You must call the City of Wayzata at 952-404-5303 any time a new food facility is planned.
- You are required to call the City of Wayzata's Planning Department at 952-404-5312 any time a new food facility is planned.
- You are required to call Environmental Health at 952-939-8279 any time a new food facility is planned.
- Review the attached "Items Required for New and Remodeled Food Establishments" and the "Application for Food Establishment Plan Review" forms. Do not submit the application form and appropriate license fees until the City's Planning Department and the Environmental Health Division have approved the preliminary construction/layout of the establishment.
- Complete and return the enclosed Tennessee Warning form.
- Complete and return attached "Application for Food Establishment Plan Review" form.
- Return the appropriate plan review fees with your application. A "Food License Fee Schedule Summary" form which illustrates how food license classifications are determined and the license fees for each is attached. The classification must be confirmed by Environmental Health staff.

**ONCE THE CONSTRUCTION/LAYOUT OF THE ESTABLISHMENT HAS BEEN APPROVED,
YOU MUST:**

- Complete and return the attached "Application for Food License" form.
- Complete and return the attached state-required "Minnesota Business Tax Identification Law" form combined with "Workers' Compensation Insurance Coverage Law" form. Please fill out the form completely. Incomplete forms cannot be processed and will be returned.
- Return the appropriate food license fees with your application. A "Food License Fee Schedule Summary" form which illustrates how food license classifications are determined and the license fees for each is attached. The classification must be confirmed by Environmental Health staff.

All forms and fees must be returned to the: City of Wayzata • 600 Rice Street E. • Wayzata, MN 55391. Your application will be reviewed by Wayzata City staff and then will be subject to approval by the Wayzata City Council. After your application has been approved, we will issue a license that must be displayed on the business premises.



600 Rice Street E
 Wayzata, MN 55391
 Licensing: 952-404-5300

FOR OFFICE USE:
Date Pd: _____
Amount Pd: _____
Receipt # _____

Application for a Food License

Licenses are valid for one calendar year and shall expire each year on December 31st. Please verify the information on the form and make any necessary changes.

BUSINESS TRADE NAME & INFORMATION (DOING BUSINESS AS)	
Business Trade Name	
Business Address, City State and Zip	
Business Phone Number	
Certified Food Manager	
Manager Phone & Email Address	
Email Address	
LICENSEE'S LEGAL NAME AND INFORMATION	
Licensee Legal Name	
Licensee Address City, State and Zip	
Telephone Number	
MN Tax ID	
Federal Tax ID	
SSN, if MN or Federal Tax ID not available	
BILLING INFORMATION – LICENSES, NOTICES & RENEWALS SHOULD BE SENT TO	
Company Name	
Attention	
Address, City State and Zip	
Telephone Number	
Email Address	
CLASS & FEE INFORMATION	
Type of Business: Class	
Class	\$

Note: Proper signature required: if a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, one of the partners; if an individual, the owner.

I, (WE) THE UNDERSIGNED, HAVE COMPLIED WITH ALL REQUIREMENTS OF THE CITY CODE OF THE CITY OF WAYZATA NECESSARY FOR OBTAINING THIS LICENSE. NOW, THEREFORE, I (WE) HEREBY MAKE APPLICATION TO OPERATE THE ABOVE NAMED ESTABLISHMENT SUBJECT TO ALL CONDITIONS AND PROVISIONS OF THESE ORDINANCES.

Notice Regarding Proposed City Ordinances:

The City of Wayzata distributes general city information and notices electronically through an electronic notification system. As an applicant for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system at the city's website at www.wayzata.org, and click on the Notify Me link. This would include getting notifications of any proposed ordinances at least ten days before the city council of Wayzata conducts a final vote on the proposed ordinance.

Signature

Date

Print Name and Title

**DATA PRACTICES ADVISORY
TENNESSEN WARNING – PERMITS AND LICENSES**

You are being asked to answer questions and provide information pursuant to the license and application process that is required by Minnesota state law and/or the Wayzata City Code. The purpose and intended use of the requested data is to verify that applicants meet the requirements of the state statutes and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

Some of the information you provide on this application is considered private data under the Minnesota Government Data Practices Act (the "Act"). This information will be used by the City and its agents involved in the review of this application. You are not required by state law or City Code to answer questions or provide the information requested. However, a refusal to answer questions or provide the information requested will prevent the City from processing the permit or license for which you are applying.

The following data collected, created, or maintained is classified under the Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action.
3. Entire record concerning any disciplinary proceeding.
4. License numbers and status.

The following data collected, created, or maintained is classified under the Act as private and/or confidential data (Minn. Stat. § 13.41, subd. 2; Minn. Stat. § 13.37, subd. 1):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes or rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

The City of Wayzata may make any private or confidential data accessible to an appropriate person or agency if the City determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

Certification: I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any and all licenses and/or permits issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Wayzata.

Note: Proper signature is required. If a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

Signature

Date

Print Name

Print Title

Establishment Name (DBA) or Trade Name

City of Wayzata
2020 - FOOD LICENSE FEE SCHEDULE SUMMARY

TYPE OF LICENSE	LICENSE FEE
FOOD ESTABLISHMENT	
Class A: supper clubs; sit-down, drive-in, delivery, take-out restaurant; or similar facility	\$885.00
Class C: grocery, meat market, bakery, deli, rental kitchen, limited food service, or similar facility	\$695.00
FOOD CART	\$560.00
Class E: limited grocery, retail:	
Potentially hazardous foods, or bulk foods	\$355.00
Non-potentially hazardous foods	\$309.00
Class G: prepackaged, non-perishable, candy, or coffee (no refrigeration needed)	\$187.00
ADDITIONAL FACILITIES: More than one of any type or types of any operation listed within the classes. This fee is applicable after one of the above is at full fee.	\$244.00 each
FOOD VEHICLE -- Delivery only/no food preparation: (both potentially hazardous and non-potentially hazardous, each vehicle)	\$170.00
SCHOOL KITCHEN INSPECTION FEE	\$726.00
CHURCH KITCHEN INSPECTION FEE	\$193.00
PRE-SCHOOL / DAYCARES: FULL SERVICE	\$726.00
PRE-SCHOOL / DAYCARES: LTD SERVICE (non-potentially hazardous)	\$355.00
SEASONAL TEMPORARY FOOD STAND (can be disassembled & moved)	\$450.00
SEASONAL PERMANENT FOOD STAND (permanent stand or building)	\$450.00
PLAN REVIEWS:	
New Establishment	Fee: 100% of license fee
Remodel	Fee: 50% of license fee
RE-INSPECTIONS:	
Second re-inspection	Fee: 25% of license fee
Third or more re-inspection	Fee: 50% of license fee
SPECIAL EVENT/ITINERANT FOOD STAND	
First day	\$91.00
Each additional day	\$40.00
Each day - existing license holder	\$40.00
<i>Maximum - each license</i>	\$209.00
SPECIAL EVENT/ITINERANT FOOD STAND (PREPACKAGED NON-POTENTIALLY HAZARDOUS FOOD)	
First day	\$35.00
Each additional day	\$35.00
Each day - existing license holder	\$35.00
<i>Maximum-each license</i>	\$209.00

ITEMS REQUIRED FOR NEW AND REMODELED FOOD ESTABLISHMENTS

City of Wayzata
600 Rice Street E.
Wayzata, MN 55391
Licensing: (952) 404-5303
Environmental Health: 952-939-8279

These are the general requirements to be followed when constructing or remodeling a food establishment. ***Allow at least 10 working days from the time the plans and supportive documentation are submitted for the plan review process. Structural work should not be initiated before the plans are approved and permits are obtained.*** For more specific information, contact the local health authority.

PLAN REVIEW

1. Submit a plan to-scale indicating facility layout, location of equipment, surfaces (work tables, counters, floors, walls, ceiling, etc.), lighting and other physical facilities.
2. Submit a copy of the menu. State future menu intentions, if any.
3. Submit the completed plan review application form with the appropriate plan review fee. Provide name of person responsible for coordination of construction.

Construction may not begin until all plans are approved (health, building, planning, etc.). Any changes must be approved by the health authority or the plans may be invalidated. Ensure the contractors receive the approved plans and any changes.

If any problems or questions arise during construction, call the health authority to discuss possible remedies.

STRUCTURAL SURFACES

1. Smooth, non-absorbent, durable materials for floors, walls, and ceilings in areas where food/drink is prepared or stored, where utensils/equipment are washed or stored, in walk-in freezers and refrigerators, in toilet rooms, janitor's areas, in opened food storage, food service areas, where garbage or refuse is stored, or similar areas.

Approved Floor Materials: Quarry tile, ceramic tile or terrazzo or similar. A coved base of similar material must be provided at the floor/wall junction, not placed on top of the floor. In dry storage areas, where absolutely no food/beverage is opened (original packaging), a commercial vinyl composition tile with a rubber coved-base or similar material may be used.

Approved Wall Finishes: Ceramic tile, fiberglass reinforced panels, or stainless steel. Doors must be approved laminate or metal doors. No painted walls or fiber or peg board materials are permitted. Washable paint walls may be acceptable in dry storage areas where products are in original packaging and not opened.

Approved Ceiling Surfaces: Light colored, non-fissured, washable surface required. Acceptable surfaces include solid vinyl lay-in tile or washable painted gypsum ceiling.

EQUIPMENT

1. State name of food equipment suppliers.
2. State name of contractor and installers. Provide name of contact person who will be responsible for corrections and compliance with requirements.
3. All equipment must meet applicable NSF standards and have an appropriate agency listing stamp on each unit. Equipment consisting of separate pieces must have a stamp on each section. Submit a list of equipment indicating make and model numbers and provide specification sheets.
4. Custom fabrication must be completed by NSF approved fabricators.
5. Lay-out of facilities must minimize traffic and chances of cross-contamination. No improper flow patterns.
 - a) Provide at least 18 inches' clearance between sinks and adjacent equipment, or stainless steel splash guards at least 8 inches on the sinks if approved.
 - b) Separation of activities (Example - soiled areas, clean areas).
6. Manufacturer installation requirements followed as designated.
7. All counter equipment must be installed so it is easily cleanable, easily movable, sealed in place, or sufficient space surrounding the unit in place. Legs or mounting devices required where available.
8. All equipment must be installed on sanitary legs with at least 6" clearance to floor, or castors with quick disconnects. **No enclosed bases** – solid masonry bases are permitted with approved coving. This includes dish machines, millwork, bakery cases, refrigerated display cases, hot water heaters, etc.
9. Where millwork is allowed, a high pressure plastic laminate meeting NSF Standard #35 is required on all surfaces- undersides, insides, etc. Any penetrations in the millwork must be sealed with a grommet or other approved device.
10. Surfaces for food processing, preparation, subject to heat or high moisture, or similar abuses must meet NSF Standard #2 for food equipment. Stainless steel and polyacrylic filled sheets (Corian, Gibraltar, etc.) are approved for these uses. Plastic laminate is not acceptable in these applications.
11. Adequate utensil storage facilities provided. Open storage or hanging of pots, pans, utensils, etc. is not allowed. Doors should be provided if open storage is within 18 inches of the floor.
12. If scoop-type ice cream (frozen products) or similarly dispensed foods are served, a running water dipper well is required to store dispensing utensils. Buckets are not allowed for storage of dispensing utensils.

REFRIGERATION

1. Adequate refrigeration - size and location applicable to food-handling. Do not undersize walk-in coolers and freezers. Foods may not be stored on the floor. Shelving for refrigerated storage must be NSF approved and designed for high moisture areas.
2. State location, installation and size of refrigeration compressors.

3. All refrigeration units must hold food at 40° F. or less. Freezers must hold foods at 0° F. or less. Thermometers must be provided for all refrigeration/freezer units.
4. All salad bars, food bars, pizza prep coolers and/or similar top service coolers constructed with wrap around cooling coils in all side walls of service area. Forced-air type construction not approved for potentially hazardous food storage.
5. Refrigeration must be approved for the intended use. Ex. Some units listed for prepackaged or bottled products only.

HAND WASHING

1. An adequate number and conveniently located HAND WASHING facilities must be located in serving, cooking, food preparation, utensil cleansing, and toilet rooms.
2. HAND WASHING facilities must include mounted dispensable soap, single-service paper towels or other approved drying device, and fingernail brushes. Continually maintained with hot and cold running water tempered by means of a mixing valve or combination faucet. Hot water must be maintained between 110 - 130° F.

FOOD PREPARATION

1. A food preparation sink with drain board provided for rinsing food or obtaining water used as an ingredient. (Three-compartment sinks and hand sinks may **not** be used for food preparation).
2. Produce and/or preparation area provided, separate and adequately sized. Approved surfaces such as stainless steel required.

EQUIPMENT/UTENSIL WASHING

1. A 3-compartment sink with integral drain boards provided for washing equipment too large for dishmachine or in limited food operations if **any** utensils/equipment are used. Cutting boards must be no greater than 3 feet in length and able to be washed in the dishmachine or at least ½ submersible in the 3-compartment sink.
2. Low temperature dishmachines provided with a visual or audible warning device to warn the operator when the sanitizing agent is depleted.
3. All dishmachines provided with mechanical hood ventilation. Under counter dishmachines may be exempted with prior approval.
4. Under counter dishmachines installed with 6-inch legs or casters to enable cleaning.
5. Adequate soiled and clean dish receiving areas. Cross-contamination sources eliminated. Minimum of 3 dish racks soiled drain board space. Minimum of 5 dish racks clean drain board space when chemical sanitizing, and 3 dish racks clean drain board space when heat sanitizing.
6. All automatic detergent, sanitizer, or other chemical faucet dispensers protected from backflow/siphonage. The protection may be an internal backflow/siphonage device as in the DEMA Model 153 or 154 dispensers or an external device on the faucet between the dispenser and faucet as with DEMA Model 151, 152 or 167 dispensers. Chemical stations must have appropriate backflow devices.
7. Chemical test kit or thermometer provided to determine the strength of the sanitizing agent or temperature of hot water in the final rinse water of the 3-compartment sink or dish machine.

VENTILATION

1. Ventilation system in kitchen areas - provide size, design, make-up air, exhaust air, and calculations. Canopy and hood construction must meet the applicable standards of the National Sanitation Foundation (NSF); effectively remove heat, smoke, grease, fumes, etc.; and use NFPA's stainless steel baffle-type filters.
2. Fans, including ceiling fans, not allowed in certain areas due to cleaning issues, part and pieces on fans, and interference with the establishment ventilation systems.

STORAGE FACILITIES

1. Sufficient storage facilities provided.
2. Locations of storage rooms and their floors, walls and ceiling finishes indicated and approved.
3. NSF type of shelving provided to store foods at least 6" off the floor. Plastic laminate shelving is not approved in open food areas or high moisture areas.
4. Possible overhead contamination eliminated. Minimize waste lines in cupboards or storage areas (false backs, below cabinet, and similar) to enable food and supply storage.

LIGHTING

1. Light fixtures in food and equipment areas shielded, including neon lights. Lighting above or in food displays, or warming lights must be covered and explosion proof. Recessed lights must be shatter-resistant, shielded, or have tempered faced bulbs.
2. Sufficient lighting in walk-in refrigeration to eliminate shadows or dark areas. A single, over-the-door light may not be adequate.
3. Sufficient light levels in work and storage areas.

WATER, PLUMBING, ELECTRICAL

1. Equipment which has drains must be properly plumbed to the sanitary sewer. This includes walk-in refrigeration.
2. Hot water generating system and booster heater must be NSF approved and properly sized.
3. Plumbing, electrical, and other utility installations must be installed in walls, ceiling, or floors as appropriate. Where exposed utility lines are approved, they must be installed on brackets 2" off walls and 6" above floors. Penetrations must be sealed.
4. Floor drains are required in locations where liquid waste producing equipment exists or water flush washing occurs. Floors must be properly sloped to ensure proper drainage. Floor drains must have covers which are flush or moderately recessed.
5. The water supply line to the post-mix carbonated beverage system protected from backflow/siphonage. The three approved stainless steel backflow preventers for use on the inlet to carbonators are:

Watts Regulator	-	Model No. 9BD
Carmun Industries	-	Model No. 77-6050-00
Chudnow	-	Model No. 5470 D-VV

Preferred location is between the pump and the carbonator. However, in units which have the pump and carbonator within an enclosure, the backflow preventer should be located in an accessible and visible location outside the enclosure. No copper tubing after the backflow preventer.

MAINTENANCE

1. Janitorial sink provided in readily accessible area. Janitors sink equipped with vacuum breaker/anti-siphonage device. Maintenance and supply racks provided.
2. Separate storage for detergents, degreasers, and all other types of chemical/toxic products. This area must be segregated away from food preparation, and food equipment storage areas.
3. Linen stored on NSF approved shelves at least 6" above the floor and separate from soiled linen areas and chemicals.

EMPLOYEE AREAS

1. Dressing rooms and/or lockers provided. Lockers must accommodate maximum number of employees per shift. Location and facilities for dressing and locker rooms must be separate of food and equipment areas.

GARBAGE AREAS

1. Garbage and refuse containers, refuse bins and/or compactor systems located outside stored on/or above a smooth surface of nonabsorbent material such as sealed concrete. Wall surfaces must be sealed.
2. City zoning requirements concerning enclosure and screening must be met. Check with Planning Department for acceptable materials for the enclosure.
3. Refuse bins must have tight-fitting lids and be rodent and insect proof.
4. Provide recycling storage area.
5. Provide adequate space for garbage containers in kitchen.

INSECT/RODENT CONTROL

1. Doors to the restrooms and outside doors self-closing.
2. Rodent and insect control procedures installed [doors, door sweeps, air curtains and dock areas, wire mesh screens (no less than 16 mesh per inch)].
3. Insect lights and pest controls may not be located over or directly near food and equipment storage and handling areas.

BAR/LOUNGE AREAS

1. All food and beverage service equipment, including millwork, meets the applicable standards of the National Sanitation Foundation (NSF) or other approved certification agency. (See Equipment section.)
2. Bar equipment installed so as to facilitate cleaning (legs, casters, etc.). No liquor or pop guns or lines located in or over potable ice.
3. Bars provided with separate HAND WASHING facilities, a dump sink, warewashing facilities, splash and spray protection, and properly located speed rails, drip trays and waste lines.

4. Adequate lighting available for cleaning in bar and dining room areas.
5. Adequate lighting over bar sinks and work areas.
6. Overhead glass storage and counter glass storage areas provided with protective shields. Foods and beverages must be protected from contamination. Ice bins and condiments must be covered.

MCIAA / Hennepin County Ordinance 24

A sign must be posted at all public entrances to the establishment stating that “no smoking” (in letters a minimum of half an inch in height) or the uniform no smoking symbol may be posted (symbol must be a minimum of three inches in height).



Periodic inspections will be made during construction. ***A final on-site inspection must be conducted BEFORE bringing in any food and single service items.*** The license application and appropriate fees must be submitted. All inspections (building, plumbing, heating, electrical, fire, and health) must be completed and the Certificate of Occupancy obtained prior to opening. Changes which occur without health approval may result in construction being denied or stopped.

**APPLICATION FOR FOOD ESTABLISHMENT
PLAN REVIEW**

RETURN TO: City of Wayzata
600 Rice Street E.
Wayzata, MN 55391
Licensing: (952) 404-5303
Environmental Health: 952-939-8279

NAME OF FACILITY: _____
(Corporate and Outlet Name Where Appropriate)

ADDRESS OF FACILITY: _____

NAME OF OWNER: _____

ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____ **FAX:** _____

RESPONSIBLE AGENT IF OTHER THAN OWNER (*plan review correspondence will be sent to this person*):

NAME/TITLE: _____

CHECK MOST APPROPRIATE: Operator Contractor Designer/Architect
Supplier
Other (Specify) _____

MAILING ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____ **FAX:** _____

BASIC FACILITY INFORMATION: New Remodeled Conversion

PLAN REVIEW FEE: _____ (New 100% of license fee; Remodel 50% of license fee)

SERVICE TYPE: Provide description of the basic type of food and beverage service and nature of operation:

MENU INFORMATION (also attach a copy of the menu): Type of food/beverage products involved, basic delivery information (sources):

EMPLOYEE INVOLVEMENT: Provide information on the number and the category of workers anticipated, both total and per shift;

PROJECTED SERVICE CAPACITY:

Seating: _____ Services: _____
Other (Specify):

CONSTRUCTION: Anticipated Start Date: _____

Anticipated Completion Date: _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

NOTE: FINAL APPROVAL OF THE PLAN REVIEW WILL NOT BE ISSUED UNTIL APPROVAL IS OBTAINED FROM THE FOLLOWING DEPARTMENTS:

- | | |
|-------------------|-----------------|
| Planning & Zoning | Plumbing |
| Building | Fire |
| Electrical | Mechanical/HVAC |

Allow at least 10 working days from the time the complete plans and information are submitted for the plan review process. Structural work should not be initiated before the plans are approved.