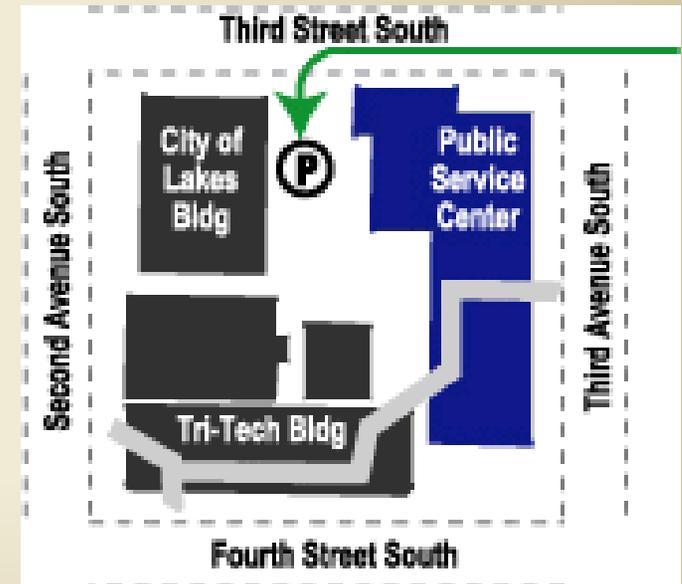


# Starting and Expanding a Food Business in Minneapolis



# Minneapolis Development Review

- Location: Public Service Center  
250 South 4<sup>th</sup> Street –  
Room 300
- Development Coordinator Assistance
- Free Parking!
- Hours: 8 am to 4 pm Mon-Fri, except Thurs open at 9 am



# Why the City regulates food establishments

## Mission

Working to ensure the safety, health, and livability of our community through regulation, enforcement, information, and education of applicable laws and regulations.

## Core Values

- **Safety** – addressing an issue that can cause fatal harm to an individual.
- **Health** – addressing an issue that could cause sickness or other non-fatal harm to an individual.
- **Livability** – addressing an issue that affects quality of life.
- **Accountability**

# Departments involved

These City reviews will be required:

- ✓ Zoning – reviews use for the location and parking requirements
- ✓ Environmental Health – reviews plans for food establishments and conducts inspections for compliance with the health code
- ✓ Business Licensing – Business licenses are required for all food establishments

# Departments involved

Additional reviews may be required

- ✓ Food Plan Review
- ✓ Fire Department
- ✓ Public Works
- ✓ Construction Plan Review
- ✓ Plumbing Plan Review
- ✓ Mechanical Plan Review
- ✓ Permit Issuance
- ✓ Construction Inspections



# Starting or Expanding a Food Business

## 4. Occupancy & Operations

- Licensing Inspection
- Risk Inspections

## 1. Getting Started

- Can I run my food business at this location?
- What do I need to do to open my business?
- Plans Required

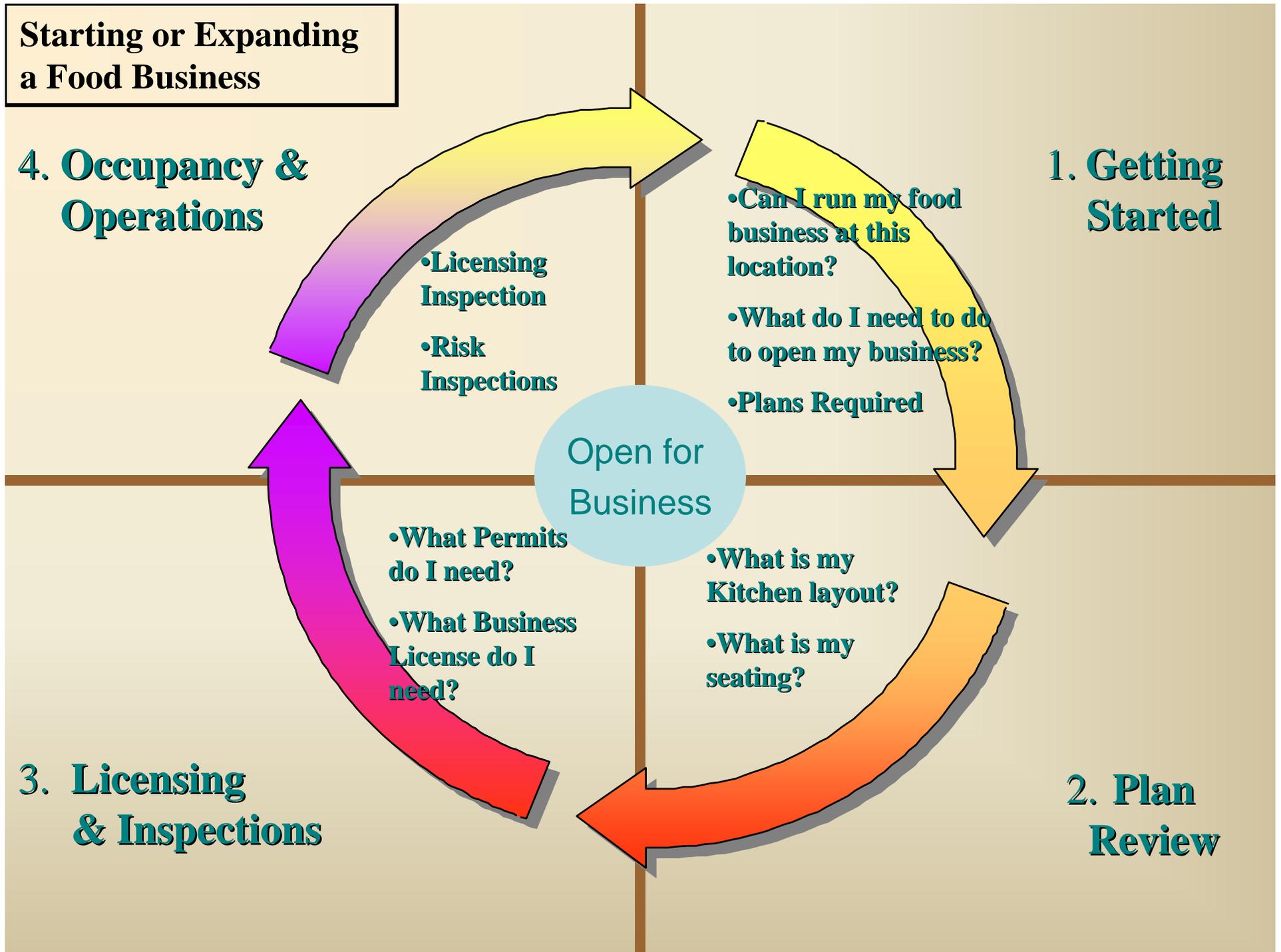
Open for Business

- What is my Kitchen layout?
- What is my seating?

## 3. Licensing & Inspections

- What Permits do I need?
- What Business License do I need?

## 2. Plan Review



# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

Plan Review

Licensing

Inspections

Occupancy

### Customer Activities

- Location of food establishment
- Food Concept –  
What are you planning on doing?  
What is your business plan?

### City Activities

- Explain the process
- Conduct Discovery process
- Distribute forms and information
- Help customer navigate through the system

# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

Plan Review

Licensing

Inspections

Occupancy

### Customer Activities

- Ensure use is allowed prior to lease or expansion of use
- Address of business
- Food Concept – Floor plans

### City Activities

- Type of business allowed in the location
- Parking requirements
- Grant or deny permissions for expanded business

# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

**Plan Review**

Licensing

Inspections

Occupancy

### Customer Activities

- Plans must meet review standards (architectural plans may be required)
- Permits must be obtained for all work requiring inspection
- Contact Met Council regarding Service Availability Charge (SAC)

### City Activities

- Food plan review
- Construction Plan review
- Plumbing Plan Review
- Mechanical Plan Review
- Fire plan review
- Public Works site plans
- Permits

# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

Plan Review

Licensing

Inspections

Occupancy

### Customer Activities

- Fully complete the required license application for the business before the business begins operation

### City Activities

- What types of business licenses will be required?
- Process license application
- Issue license when all requirements are met (including final inspections)
- On-going inspections after business is open

# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

Plan Review

Licensing

**Inspections**

Occupancy

### Customer Activities

- Owner/contractor must call for inspection
- Health and Licensing inspections will occur on regular cycles after the business opens

### City Activities

- Inspections are conducted after permits are obtained and work is completed
- Ongoing inspections are conducted after business is open

# LIFE CYCLE WORK FLOW

## Minneapolis Development Review (MDR)

Zoning

Plan Review

Inspections

Licensing

Occupancy

### Customer Activities

- Operate business within the guidelines of the license
- Expanding business may require additional licenses and/or permits
- Ongoing inspections

### City Activities

- Receive certificate of occupancy (if required)
- Inspections conducted on a regular basis
- Annual billing and issuing of licenses

# Process Improvements

- Co-location of different departments at Minneapolis Development Review (MDR)
- Reengineering and streamlining of the Food Establishment process
- Accountability
- Improved customer service
- Information available on the Web

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Send To Favorites

Address <http://www.ci.minneapolis.mn.us/mdr/BusinessMoreTopics.asp> Go Links SnagIt

Home **Minneapolis** City of Lakes Residents Business Government Visitors

311 Information Search  GO

**REGULATORY SERVICES & EMERGENCY PREPAREDNESS**

**Minneapolis Development Review**

- Permits Overview
- Exterior Remodeling and Alterations
- Interior Remodeling and Alterations
- Applications, Forms and Handouts

**In Person**

250 S. 4th St., Room 300  
 Minneapolis, MN 55415  
 Phone: (612) 673-3000  
 Fax: (612) 370-1416  
 TTY: (612) 673-3300

**Service Center Hours**

Mon - Wed, Fri  
 8:00 AM - 4:00 PM  
 Thursday  
 9:00 AM - 4:00 PM

\*Customers requiring Plan Review, Zoning, Preservation & Design (HPC) or Housing/Rental

**Minneapolis Development Review For Businesses**

Providing easy ways to work with the City when developing properties or businesses - in person and on the Web.

**Look Up Property Information by Address**

Enter an address below. Do not include city, state, or zip code.

[Address Search Tips](#)

**Starting a Business**

- [Business Licensing](#)
- [Business Responsibilities](#)
- [Home-Based businesses](#)
- [Small business resources](#)
- [Doing Business in Minneapolis](#)
- [Business Responsibilities](#)
- [Financing sources](#)
- [Drinking/Dining Establishments](#)

**Permits**

- [Property lookup](#)
- [Permit for a sign](#)
- [ePermits](#)
- [Permits overview](#)
- [Construction permits](#)

**Inspections**

- [Inspections Division](#)
- [Housing code information](#)
- [Inspections process](#)

Done Trusted sites

<http://www.ci.minneapolis.mn.us/mdr/BusinessMoreTopics.asp>

# New Customer Checklist

- Divided into customer scenarios
- Contains all requirements
- Lists references for more information
- Available on the Web

http://www.ci.minneapolis.mn.us/mdr/docs/drinking-dining.pdf - Microsoft Internet Explorer provided by City of Minneapolis

File Edit Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites

Address http://www.ci.minneapolis.mn.us/mdr/docs/drinking-dining.pdf

79.1% Find

## Opening or Remodeling a Drinking/Dining Establishment in Minneapolis

Opening or expanding a drinking/dining establishment is a significant accomplishment, and can be a time-consuming and expensive process. It's to your benefit to understand City of Minneapolis regulations early on. Please use this checklist to familiarize yourself with the City's process, keeping in mind:

- The review process may identify issues which result in unexpected expenses and time delays (this can be true even for existing establishments).
- Providing complete and thorough documentation is the best way to move your application most efficiently through the process. Supplying incomplete or inaccurate information will result in delays.
- Minneapolis is committed to make services offered by the City accessible to those who speak limited English. Please call or visit the Minneapolis Multicultural Services department for assistance (612-673-3737 or [www.ci.minneapolis.mn.us/civil-rights/multicultural-services.asp](http://www.ci.minneapolis.mn.us/civil-rights/multicultural-services.asp))
- The situations detailed below are general in nature and may not reflect your specific situation.
- We are currently redesigning this process, so the information provided in this form will change before long. Please check our website for updated information (see footnote).



If you are:	You will need to:
A new owner taking over an existing drinking/dining establishment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify the business type is permitted within the zoning district. If not, you must apply for one or more of the following land use applications (as required): a conditional use permit, rezoning or a change of non-conforming use. If not granted – STOP! You must find a new location. Zoning (612-673-3652)</li> <li><input type="checkbox"/> Apply for a Business License, including a liquor license if applicable (see <a href="#">Checklist for Food License Application</a> for details). Business Licensing (612-673-2080 or <a href="http://www.ci.minneapolis.mn.us/business-licensing/">www.ci.minneapolis.mn.us/business-licensing/</a>)</li> <li><input type="checkbox"/> Pass all applicable health inspections</li> <li><input type="checkbox"/> Obtain the Certificate of Occupancy, if applicable (see <a href="#">Procedure for Obtaining a Certificate of Occupancy</a> for details)</li> <li><input type="checkbox"/> Receive the approved business license</li> </ul>
Opening a new drinking/dining establishment in an existing building	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify the business type is permitted within the zoning district. If not, you must apply for one or more of the following land use applications (as required): a conditional use permit, rezoning or a change of non-conforming use. If not granted – STOP! You must find a new location. Zoning (612-673-3652)</li> <li><input type="checkbox"/> Submit a completed <a href="#">Food Establishment Plan Review Application</a> and two sets of food safety plans (see <a href="#">Food Establishment Plan Review Guide</a> for details). Minneapolis Development Review (612-673-5839 or <a href="http://www.ci.minneapolis.mn.us/mdr/">www.ci.minneapolis.mn.us/mdr/</a>)</li> <li><input type="checkbox"/> Apply for a Business License, including a liquor license if applicable (see <a href="#">Checklist for Food License Application</a> for details). Business Licensing (612-673-2080 or <a href="http://www.ci.minneapolis.mn.us/business-licensing/">www.ci.minneapolis.mn.us/business-licensing/</a>)</li> <li><input type="checkbox"/> Apply for all applicable construction permits. Minneapolis Development Review (612-673-3000 or on the web)</li> <li><input type="checkbox"/> Request Service Availability Charge (SAC) determination for charges and credits. Metropolitan Council Environmental Services (MCES) at 651-602-1119 or on the web at <a href="http://www.metrocouncil.org">www.metrocouncil.org</a> for <a href="#">directions</a> and <a href="#">details</a>.</li> <li><input type="checkbox"/> Submit two copies of construction plans and fulfill construction plan review requirements (see <a href="#">Building Permit Process for Dining and Drinking Establishments</a> for details)</li> <li><input type="checkbox"/> Pass all applicable construction inspections</li> </ul>



Done Unknown Zone

<http://www.ci.minneapolis.mn.us/mdr/docs/drinking-dining.pdf>

# Typical customer scenario

- Grocery store expanding to prepare food
- Met with Development Coordinator
- Things to consider
  - \*Zoning
  - \*Square footage size
  - \*Equipment requirements
  - \*License Required
  - \*Plans required

# Questions?

- ✓ Minneapolis Development Review (MDR) webpage  
<http://www.ci.minneapolis.mn.us/mdr/>
- ✓ Environmental Health webpage  
<http://www.ci.minneapolis.mn.us/environmental-health/>
- ✓ Business Licensing webpage  
<http://www.ci.minneapolis.mn.us/business-licensing/>
- ✓ Construction Permits Overview  
<http://www.ci.minneapolis.mn.us/mdr/permits/>
- ✓ Service Availability Charge (SAC) information  
[http://www.ci.minneapolis.mn.us/mdr/docs/sac\\_availability\\_charge.pdf](http://www.ci.minneapolis.mn.us/mdr/docs/sac_availability_charge.pdf)