

To speed up the approval process for a Food Equipment Permit, pay strict attention to the requested documentation required.

Environmental Health Program Coordinator Erik Solie will be responsible for plan review. Direct any questions to Mr. Solie at 952-292-2700. If there is an emergency and Mr. Solie cannot be reached, contact Environmental Health Division Manager Lynn Moore at 952-563-8970.

Prerequisites

Before a Food Equipment Permit can be issued and your plans and specifications reviewed, you must submit the following to the Environmental Health Division:

- A. Two (2) complete sets of plans and specifications, including heating, ventilation, air conditioning, plumbing, electrical, food and bar equipment layout, swimming pool, sauna, vending and laundry equipment;
- B. A completed Permit Application for all food-related equipment;
- C. Two (2) complete packets of catalog cut-sheets for all food equipment;
- D. A copy of your proposed menu; and
- E. The size and location of the trash/garbage facility.

After receiving the above information, we will begin reviewing your plans. Allow approximately two (2) weeks for permit issuance.

In addition, you must get licenses for food, beer, liquor, wine, swimming pool, etc. Contact the Licensing Section at 952-563-8728 for more information. For a list of licenses required by the City, visit our Web site at www.ci.bloomington.mn.us, keywords: Licenses required.

Food equipment permit fee schedule

Bloomington City Code, Section 15.193.

| Total valuation | Permit fee |
|---------------------|--|
| \$1 - 5,000 | \$50 |
| \$5,001 - 25,000 | \$50 for the first \$5,000 <i>plus</i> \$5 for each additional \$1,000 or fraction thereof, up to and including \$25,000 |
| \$25,001 - 25,000 | \$125 for the first 50,000 <i>plus</i> \$3.75 for each additional \$1,000 or fraction thereof, up to and including \$50,000 |
| \$50,001 - 100,000 | \$218.75 for the first \$50,000 <i>plus</i> \$2.50 for each additional \$1,000 or fraction thereof, up to and including \$100,000 |
| \$100,001 - 500,000 | \$343.75 for the first \$100,000 <i>plus</i> \$2 for each additional \$1,000 or fraction thereof, up to and including \$500,000 |
| \$500,001 and up | \$1,143.75 for the first \$500,000 <i>plus</i> \$1.20 for each additional \$1,000 or fraction thereof |

Fees shall be paid to the City of Bloomington, the Issuing Authority. The determination of value shall be made by the Issuing Authority. The valuation figure shall be the total value of the equipment and the equipment installation.

Construction - Plan review

Bloomington City Code, Section 14.492.

- A. All persons who construct, extensively remodel or convert buildings for use as food establishments shall conform and comply in their construction, erection or alteration with the requirements of this Division.
Two (2) sets of final detailed plans and specifications for such construction, remodeling or alterations which show layout; arrangement for plumbing; construction materials of work areas; and location, standards, size, equipment and facilities, etc., in respect to the requirements of this Division shall be filed by the owner or his authorized representative with the Building and Inspection Division.
- B. Plans, specifications and any changes, modifications or alterations shall be reviewed, approved and endorsed, subject to the final inspection by the Health Authority. Construction shall be done in accordance with the Approved Plans.

C. In those instances where new or existing food establishment equipment is to be installed or reinstalled, the following provisions apply:

1. **Permit.** Except as provided below, no installation or reinstallation of any new or existing food establishment equipment shall occur until a Food Equipment Permit has been issued by the City. The permit fee shall be determined according to the Food Equipment Fee Schedule on page 1.
2. No **permit** shall be required for an installation or reinstallation of food establishment equipment that does not require the issuance of any other permit under this Code and that is less than \$5,000.00 in total value.
3. A **permit** shall not be issued and food establishment equipment shall not be installed, unless the equipment and its installation complies with all provisions of this Code and State Statutes, rules and regulations.
4. **Plans.** If the plans required in *Section A* on page 1 do not provide adequate details and specifications, additional plans may be required by the Health Authority. The Health Authority may waive the provision of plans in cases where particulars can be adequately determined and reviewed by other means.

5. **Plan review.** Plans, specifications and any changes, modifications or alterations shall be reviewed and approved by the Health Authority before any food equipment permit may be issued.
6. **Plan check fee.** In cases where a plan is reviewed, a plan check fee shall be charged when the food equipment permit is issued. The fee shall equal sixty-five percent (65%) of the Food Equipment Permit fee.
7. Food establishment equipment shall be installed or reinstalled according to **approved plans**.
8. **Definition.** "Food Establishment Equipment" shall include but not be limited to: ventilation hoods; ranges; broilers; deep fat frying units; dishwashing sinks and machines; ice machines; bars; back-bars; bar equipment; refrigerators; walk-in coolers; freezers; shelving; waitress stations; dining tables; booths; mixers; and miscellaneous food preparation equipment.