

# 2018 RAGBRAI FOOD LICENSE REQUIREMENTS

## LICENSE REQUIREMENTS

### **\*When is a license needed?**

- When providing unpackaged food or beverages to the public. Examples- tacos, burgers, lemonade, BBQ, etc.
- When providing commercially prepared pre-packaged food or beverage that requires temperature control for safety. Examples- ice cream bars, milk, yogurt, etc.
- When providing cut fruits that require temperature control for safety- Examples- cut watermelon, cantaloupe, and honeydew melons.

### **When is a license not needed?**

- When providing commercially prepared pre-packaged food or beverage that does not require temperature control for safety. Examples- bottled sodas, packaged candy, packaged chips, packaged granola bars, etc.
- When providing whole, uncut fruits and vegetables

## **WHO MUST BE LICENSED?**

- For profit organizations and individuals
- Non-profit organizations who do not meet exemption requirements

**\*Non-Profit License Exemptions:** A nonprofit organization which engages in the serving of food on their own premises as long as the following restrictions are not exceeded:

- Does not serve food more than one day per calendar week. (Including temporary events)
- Twice per calendar year – may serve to the public up to 3 consecutive days
- May use another nonprofit organization's premises, not more than twice per year for one day, to serve food.

***\*Food Vendors are responsible for applying for and obtaining their license. (City organizers may not issue food licenses to sell food- only permits to operate in the city.)***

## LICENSE TYPES

- **Temporary Food License** – used in conjunction with an event at a single location, and may be used up to 14 consecutive days in conjunction with that event. ***Each RAGBRAI town it its own event and requires a separate temporary food license.***

- **Mobile Food License**, aka- Food Truck (Annual License), may be used up to 3 days in a single location before the unit has to move.
- **Food Service or Retail License**, aka- Restaurant, Grocery Store (Annual License)– may only be used on the premises for which the license was issued. A licensed establishment may set up a food stand on their own premises without an additional food license requirement.

## **TEMPORARY FOOD LICENSE**

- \$33.50 per license- Each RAGBRAI town is its own “Event” and vendors must have a separate license to operate in each town. If a vendor has more than one stand, each stand must have a separate license.
- No online payment service is available. License applications must be mailed to the appropriate Regulatory Authority and must be received in enough time to ensure that licenses can be emailed or mailed back to the vendor prior to the event.

[Temporary Food Establishment Rules and Regulations](#)

[Temporary Food Establishment Vendor Checklist](#)

[Town Coordinator Questionnaire](#)

## **APPLYING FOR A LICENSE**

Food Licenses must be applied for through the appropriate Regulatory Authority Agency. Temporary Food Establishment licenses are issued for a single event. Ensure that the correct Agency is contacted by clicking on the county where the event is being held. <https://dia.iowa.gov/food-and-consumer-safety-bureau>

Retail Food Service and Mobile Food Unit Licenses have an approximate 30 day processing timeframe and must also be applied for through the appropriate Regulatory Authority Agency.

## **PROVIDING SERVICES**

- WATER/ICE
  - Water and ice shall be provided from an approved source (city, county, bottled, and wells that have a satisfactory water test within the last year)
  - Waste water shall be disposed of in an approved waste water disposal system sized, constructed, maintained and operated according to LAW.

- ELECTRICITY
  - Ensure each stand has enough electricity to safely operate (lighting, mechanical refrigeration and hot holding)
- TOILETS/HANDWASHING
  - An adequate number of approved toilet and hand washing facilities shall be provided at each event

**POINTS OF CONTACT (by County)**

**\*\*Please invite your assigned Food Inspector to speak at your town vendor meetings.\*\***

<b>County</b>	<b>Regulatory Authority</b>	<b>Contact Information</b>
Monona	Shelby County Environmental Health	(712)755-2609, <a href="mailto:tdaringer@shco.org">tdaringer@shco.org</a>
Crawford	Shelby County Environmental Health	(712)755-2609, <a href="mailto:tdaringer@shco.org">tdaringer@shco.org</a>
Carroll	Department of Inspections and Appeals	Sara Kingland, 515-250-5020, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:sara.kingland@dia.iowa.gov">sara.kingland@dia.iowa.gov</a>
Greene	Department of Inspections and Appeals	Emily Wegner, 515-669-5062, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:emily.wegner@dia.iowa.gov">emily.wegner@dia.iowa.gov</a>
Boone	Department of Inspections and Appeals	Scott Duden, 515-689-4139, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:scott.duden@dia.iowa.gov">scott.duden@dia.iowa.gov</a>
Story	Department of Inspections and Appeals	Scott Duden, 515-689-4139, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:scott.duden@dia.iowa.gov">scott.duden@dia.iowa.gov</a>
Marshall	Department of Inspections and Appeals	Heather Gordon, 515-238-1030, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:heather.gordon@dia.iowa.gov">heather.gordon@dia.iowa.gov</a>
Jasper	Department of Inspections and Appeals	Jacob Forgie, 515-829-8897, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:jacob.forgie@dia.iowa.gov">jacob.forgie@dia.iowa.gov</a>
Mahaska	Department of Inspections and Appeals	Bob Coffman, 515-250-3973, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:bob.coffman@dia.iowa.gov">bob.coffman@dia.iowa.gov</a>
Poweshiek	Department of Inspections and Appeals	Bob Coffman, 515-250-3973, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:bob.coffman@dia.iowa.gov">bob.coffman@dia.iowa.gov</a>
Keokuk	Department of Inspections and Appeals	Bob Coffman, 515-250-3973, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:bob.coffman@dia.iowa.gov">bob.coffman@dia.iowa.gov</a>
Washington	Washington County Public Health	(319) 653-7782, <a href="mailto:environmental@co.washington.ia.us">environmental@co.washington.ia.us</a>
Johnson	Johnson County Public Health	(319)356-6040, <a href="mailto:Environmentalhealth2@co.johnson.ia.us">Environmentalhealth2@co.johnson.ia.us</a>
Cedar	Department of Inspections and Appeals	Courtney Thomas, DIA, 515-689-4718, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:courtney.thomas@dia.iowa.gov">courtney.thomas@dia.iowa.gov</a>
Scott	Scott County Public Health	(563)326-8618, <a href="mailto:health@scottcountyiowa.com">health@scottcountyiowa.com</a>
**General Questions	Department of Inspections and Appeals	Julie Kraling, DIA, 515-689-4718, <a href="https://dia.iowa.gov/">https://dia.iowa.gov/</a> , <a href="mailto:julie.kraling@dia.iowa.gov">julie.kraling@dia.iowa.gov</a>