

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 is 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. ****Mobile Units operating for longer than 3 days on the RAGBRAI route without returning to their Home Base of Operation for cleaning and servicing are required to obtain a Temporary Food License. Push carts must return to their Home Base of Operation daily or obtain a Temporary Food License.***
- **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](#) (Information for Town Coordinators and Vendors)

[Temporary Food Operation Guide](#) (Town and Vendor [Requirements](#))

[Temporary Food Establishment Vendor Checklist](#) (Helps Vendors ensure they are prepared to serve safe food)

[Town Coordinator Questionnaire](#) (To be completed by each Town Coordinator and submitted to the appropriate inspector prior to your event.)

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. Each RAGBRAI town is considered its own event. Ensure that the correct Agency is contacted by clicking on the county where the event is being held.

[Temporary Food Licensing](#)

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.****

| County | Regulatory Authority | Contact Information |
|-------------------|---------------------------------------|--|
| Monona | Shelby County Environmental Health | (712)755-2609, tdaringer@shco.org |
| Crawford | Shelby County Environmental Health | (712)755-2609, tdaringer@shco.org |
| Carroll | Department of Inspections and Appeals | Sara Kingland, 515-250-5020, https://dia.iowa.gov/ , sara.kingland@dia.iowa.gov |
| Greene | Department of Inspections and Appeals | Emily Wegner, 515-669-5062, https://dia.iowa.gov/ , emily.wegner@dia.iowa.gov |
| Boone | Department of Inspections and Appeals | Addison Boughton, 515-402-6695, https://dia.iowa.gov/ , addison.boughton@dia.iowa.gov |
| Story | Department of Inspections and Appeals | Brian Church, 515-669-3207, https://dia.iowa.gov/ , brian.church@dia.iowa.gov |
| Marshall | Department of Inspections and Appeals | Heather Gordon, 515-238-1030, https://dia.iowa.gov/ , heather.gordon@dia.iowa.gov |
| Jasper | Department of Inspections and Appeals | Jacob Forgie, 515-829-8897, https://dia.iowa.gov/ , jacob.forgie@dia.iowa.gov |
| Mahaska | Department of Inspections and Appeals | Bob Coffman, 515-250-0501, https://dia.iowa.gov/ , bob.coffman@dia.iowa.gov |
| Poweshiek | Department of Inspections and Appeals | Jacob Forgie, 515-829-8897, https://dia.iowa.gov/ , jacob.forgie@dia.iowa.gov |
| Keokuk | Department of Inspections and Appeals | Bob Coffman, 515-250-0501, https://dia.iowa.gov/ , bob.coffman@dia.iowa.gov |
| Washington | Washington County Public Health | (319) 653-7782, environmental@co.washington.ia.us |
| Johnson | Johnson County Public Health | (319)356-6040, Environmentalhealth2@co.johnson.ia.us |
| Muscatine | Department of Inspections and Appeals | Courtney Thomas, DIA, 515-689-4718, https://dia.iowa.gov/ , courtney.thomas@dia.iowa.gov |
| Scott | Scott County Public Health | (563)326-8618, health@scottcountyiowa.com |
| General Questions | Department of Inspections and Appeals | Julie Kraling, DIA, 515-689-4718, https://dia.iowa.gov/ , julie.kraling@dia.iowa.gov |