

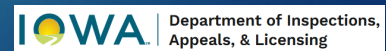
Iowa Parks and Recreation Association Fall Workshop

Food Licensing and Regulatory Requirements

JULIE KRALING

Iowa Department of Inspections, Appeals, and Licensing

10/15/2025



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Food Safety Bureau

DIAL provides direct oversight of food safety programs for 68 counties in Iowa

- Retail Food- Restaurants, Concession Stands, Grocery Stores, Mobile Food, Home Bakeries, Temporary Food, Farmers Markets
- Vending Machines
- Hotels/Motels
- State-wide: Food Processing and Warehouses

67 Total Inspectors
Including:
7 Food Processing

12 Local Public Health Agencies

- 31 Counties plus the City of Dubuque
 - Inspections of all types- except Food Processing and Warehouses
 - and Consumable Hemp

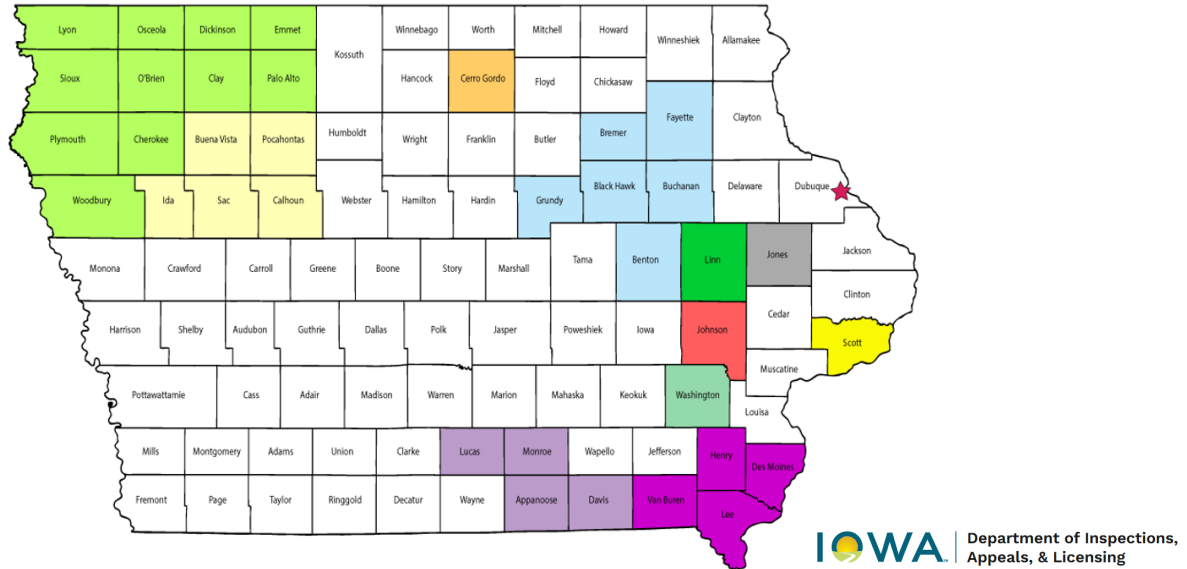


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Regulatory Authorities

Food safety inspections and foodborne illness/complaint investigations are conducted by State employees working for the Food and Consumer Safety Bureau, as well as inspectors working for local health departments under contract to the Department of Inspections and Appeals.

See map and contact information.



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Department of Inspections,
Appeals, & Licensing

Food Inspection Contacts for Contracted Jurisdictions

ADLM Environmental Health Office

12307 Highway 5, PO Box 399, Moravia, IA 52571-0399
641.724.3511 | adlmenvy.com
Appanoose, Davis, Lucas, Monroe

Black Hawk County Health Department

1407 Independence Ave., Fifth Floor, Waterloo, IA 50703
319.291.2413 | bhcpublihealth.org
Benton, Black Hawk, Bremer, Buchanan, Fayette, Grundy

Cerro Gordo County Health Department

2570 Fourth St. SW, Suite 1, Mason City, IA 50401
641.421.9300 | cghealth.com
Cerro Gordo County

City of Dubuque Health Department

City Hall Annex, 1300 Main St., Dubuque, IA 52001
563.589.4181 | cityofdubuque.org
City of Dubuque only

Johnson County Public Health

855 South Dubuque St., Iowa City, IA 52240
319.356.6040 | johnson-county.com/publichealth
Johnson County

Jones County Environmental Services

105 Broadway Pl., Suite 11, Anamosa, IA 52205
319.462.4715 | jonescountyiowa.gov/environmental_health/
Jones County

Lee County Health Department

3 John Bennett Dr., PO Box 1426, Fort Madison, IA 52627
319.372.5225 | www.leecountyhd.org
Des Moines, Henry, Lee, Van Buren

Linn County Public Health

1020 Sixth St. SE Cedar Rapids, IA 52401
319.892.6000 | linncountyiowa.gov/health
Linn County

Scott County Health Department

600 West Fourth St., Davenport, IA 52801
563.326.8618 | scottcountyiowa.gov/health/food
Scott County

Siouxland District Health Department

1014 Nebraska St., Sioux City, IA 51105
712.279.6119 | siouxlanddistricthealth.org
Cherokee, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, Plymouth, Sioux, Woodbury

Washington County Environmental Health

Court House, PO Box 889, Washington, IA 52353
319.653.7782 | washph.com
Washington County



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**Department of Inspections,
Appeals, & Licensing**

**Health & Safety Division
Food Safety Bureau**

6200 Park Avenue, Suite 100 | Des Moines, Iowa 50321
515.725.5342 | dial.iowa.gov | iowa.safefoodinspection.com

Bureau Chief
Mark Speltz
mark.speltz@dial.iowa.gov
515.281.8587

Assistant Bureau Chief
Michelle Boyd
michelle.boyd@dial.iowa.gov
515.281.5340

 **Complaints and Emergencies**

Thao Schlichte, Iowa Rapid Response Team
FCS-Complaints@dial.iowa.gov
515.281.6096 or AFTER HOURS 515.350.7979
For non-illness complaints and emergencies at food businesses (e.g., fire, flood, sewage backup)

IowaSic Hotline: Report Food Poisoning
1.844.IowaSic (1.844.469.2742)

 **Food Code and Inspections**

Julie Kraling, Retail Food Program Lead
julie.kraling@dial.iowa.gov
515.689.4718

 **Equipment and Facility Inquiries**

Heather Gordon, Plan Review Specialist
heather.gordon@dial.iowa.gov
515.238.1030

 **Food Processing and Warehousing**

Scott Platt, Manufactured Food Program Lead
scott.platt@dial.iowa.gov
515.669.3953

 **Farmers Markets**

Kurt Rueber, Farmers Market and Food Processing Lead
kurt.rueber@dial.iowa.gov
515.249.8352

 **Home Food Processing Establishments (HFPEs)**

Tenesha Stubblefield, HFPE Program Lead
tenesha.stubblefield@dial.iowa.gov
515.829.8899

 **Licensing and Renewals**

Licensing Unit Staff
FCS-Licensing@dial.iowa.gov
515.350.7545

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Agenda

- **Points of Contact**
- **Food Licensure Requirements**
 - Who needs a license
 - How to obtain a license
- **Retail Facility Requirements**
- **Temporary Food Establishment Requirements**
- **Resources**



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Can food be provided/sold to the public?

“Food establishment” means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.... [\(Iowa Code 137F\)](#)

“Food” means a raw, cooked, or processed edible substance, ice, a beverage, an ingredient used or intended for use or sale in whole or in part for human consumption, or chewing gum. [\(Iowa Code 137F\)](#)

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WHO NEEDS A LICENSE: Potential Food Establishments



- Sports Fields
- Swimming Pools
- Parks
- Lakes
- Golf Courses
- Community Centers
- Wherever people gather

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When is a food license required?

Food that is provided to the public that is:

- **Unpackaged, or**
- **Requires temperature control to keep the food safe**

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When is a food license not required?

- **Providing “free” food to your own group of people (friends/family).**
- **Establishments offering only commercially prepared prepackaged foods that do not require temperature control for safety**
 - bottled beverages, packages of shelf stable chips, candy, etc.
- **Establishments offering only whole uncut fruits or vegetables**

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Does a Non-Profit Organization need a license to serve or sell food?

Yes- except:

- **A license is not required when a nonprofit organization is serving food on their premises:** [IAC Ch. 30](#)
 - No more than one day/week and not on two or more consecutive days;
 - Two times/year food may be served for up to three consecutive days each time; and
 - Two times/year a nonprofit organization can use the premises of another nonprofit organization for one day each time.

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What food licenses are available?

- **Food Service Establishment**
 - preparing food and serving for consumption on the premises
- **Retail Food Establishment**
 - packaged foods requiring temperature control intended to be consumed off the premises
- **Mobile Food Unit** (food truck or pushcart)
- **Single Event Temporary Food Establishment**
 - table and tent set up for a single Event that could last up to 14 consecutive days.
- **Annual Temporary Food Establishment**

Temporary Food Licenses can only be issued for operation at an Event.

An **Event** is a significant happening, such as a fair or festival, and is sponsored by a civic, a business, a government, an educational, or a veteran's organization. It may also include athletic contests.

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HOW TO OBTAIN A LICENSE

- **Apply 30 days in advance at:**
 - <https://dial.iowa.gov/licenses/food-establishments-hotels/apply-food-license>
- **A pre-operational inspection must take place to approve a retail food establishment or mobile unit license prior to opening.**
- **Temporary license applications will be reviewed and approved licenses will be sent to vendors prior to the start of the Event.**

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Do I need a license?

What type of license do I need?



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RETAIL FOOD ESTABLISHMENT REQUIREMENTS

Food Establishment

- A food establishment that sells to consumer customers food or food products intended for preparation or consumption off the premises.
 - *Grocery store or packaged food only*

Food Service Establishment

- A food establishment where food is prepared or served for individual portion, service intended for consumption on the premises or is subject to Iowa sales tax
 - *Restaurants, bars, concession stands*

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What menu items can be sold in my Retail Food Establishment?

- **Any menu item can be prepared in a licensed food service establishment as long as there is adequate equipment and all food codes can be met.**
- **All food or food ingredients used in retail food establishments must come from a licensed and approved source. [Food Code 3-201.11](#)**

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Basic Requirements for Food Establishments such as a concession stand

- **A Person-in-Charge must be present in the establishment during all hours of operation**
- **Certified Food Protection Manager (CFPM)- if preparing food**
 - A CFPM is not required for packaged products, reheating commercial pre-cooked foods for immediate service, or beverages only.
- **Employee health reporting procedures**
- **Written procedures for clean up of vomit or diarrhea incidents**
 - Procedures must be specific to the facility.

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Basic Requirements for Food Establishments such as a concession stand

- **The permit holder is the party responsible for the operation of the food establishment.**
- **If multiple groups operate the concession stand, each group would need to be individually assessed to determine if a license is required based on their activities.**
 - Each group would be individually licensed if a license is required.

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Basic Requirements for Food Establishments such as a concession stand

- Fully enclosed facility with nonabsorbent cleanable walls, floors, and ceiling.
- Building that meets local building and fire codes.
 - Mechanical ventilation when required
- Plumbing that meets local plumbing codes.
 - Hand sink, 3-compartment sink or a commercial dish machine, utility sink, restroom

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Temporary Event: Sponsoring Organizations

Examples of who can sponsor a Temporary Event?

- A City or a city department (like Parks and Recreation)
- An organizer of an athletic contest
- A non-profit organization (a church, local boy scouts, etc.)
- A business organization (Chamber of Commerce, Rotary Club, VFW, etc.)
- ❖ Private parties such as a wedding, birthday, graduation party, etc. are not “Events” that can issued a temporary food license.
- ❖ Any single –store or vendor “self-promotion” can not be issued a temporary food license.

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TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

- Requirements
- Events
- Food Stands



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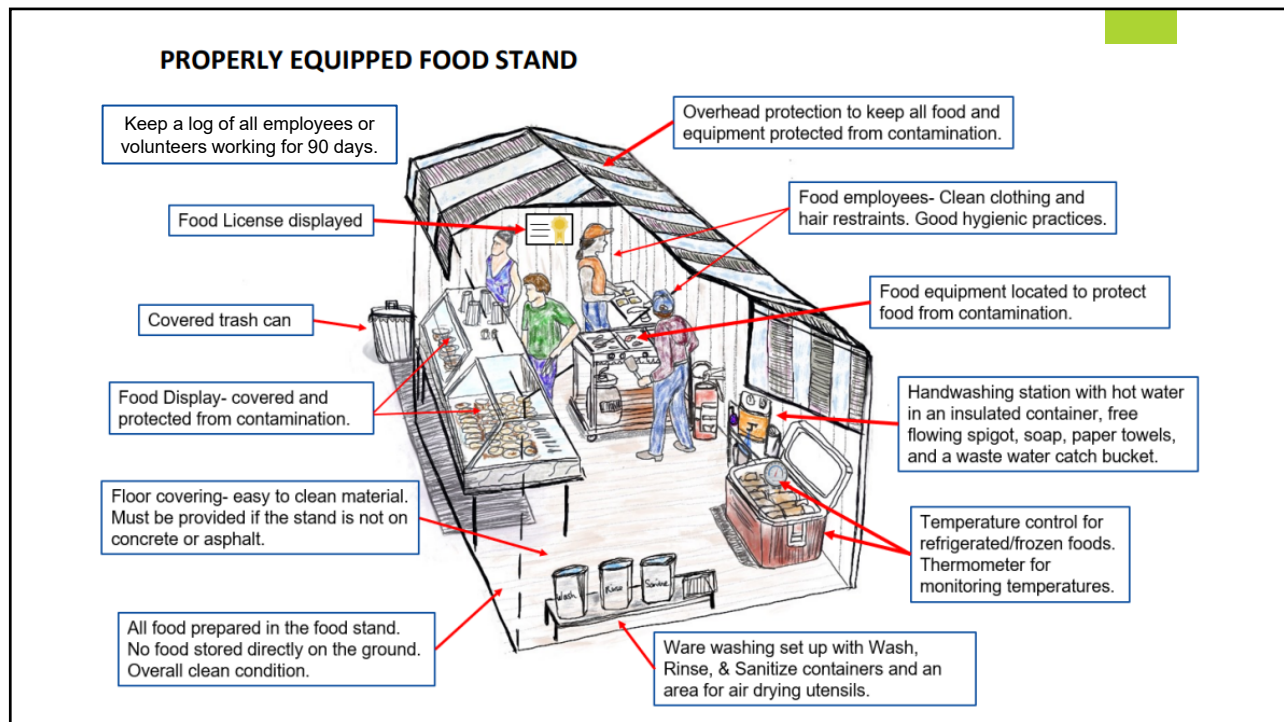
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What menu items can be sold in my Temporary Food Stand?

- Food and Beverage items that are listed on the Temporary Food License application and approved prior to the event, may be served in a Temporary Food Stand.
- **All food provided in a Temporary Food Establishment must come from a licensed and approved source.** [Food Code 3-201.11](#)
 - One exception: Nonprofit organizations that are licensed as temporary food establishments may serve food/beverages that do not require temperature control for safety from an unapproved source for the duration of the event.
 - This does not include home-canned pickles, vegetables, or fruits produced in accordance with Iowa Code section 137F.20

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EVENT License Requirements

An Event Registration License must be submitted by the sponsoring organization for events where there are more than 10 Temporary Food or Beverage Vendors. Event Registration License applications must be submitted 60 days prior to the Event.

- When there are less than 10 vendors, the Event Coordinator (the person coordinating the event) must fill out an [Event Coordinator Questionnaire](#) and submit it to the Regulatory Agency assigned to the event.

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Events Providing Services to Vendors

ELECTRICITY

- Ensure each stand has enough electricity to safely operate (lighting, mechanical refrigeration and hot holding)

TOILETS/HANDWASHING

- Provide an adequate number of approved toilet and hand washing facilities at each event. (Each food/beverage stand is required to have its own handwashing station.)

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Events Providing Services to Vendors

WATER SUPPLY, STORAGE

- **Provide water from an approved source-** city, county, bottled, and wells that have a satisfactory water test within the last year. (Well tests should be submitted with the license application and available for review on site.)
- Water storage units and hoses must be made from food grade material and used only for potable water.
- Protect water supply systems against backflow or contamination.

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Events Providing Services to Vendors

WASTE WATER AND GARBAGE/GREASE DISPOSAL

- It is the responsibility of the food stand operator to keep the area around their stand free of food scraps, paper and other trash.
- Dispose of waste water in an approved waste water disposal system sized, constructed, maintained and operated according to law.
- Ensure that water or melting ice does not create a wet or muddy area around the food stand.
- Provide an adequate number of covered trash containers in each food stand.
- Dispose of garbage and grease in an approved manner.

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Events Providing Services to Vendors

ICE

- **Ice used for food/beverages must be obtained from an approved source.**
- Do not store unpackaged food in contact with water or ice.
- Packaged food or canned and bottled beverages may be stored in ice bins that are continuously drained.
- Ice that has been used for cooling or keeping food or beverage containers cold may not be reused in beverages provided to customers.
- Store ice used for beverages in the bag in which it is purchased or in clean, properly constructed ice storage units which are easily cleanable, and kept drained.
- Dispense ice with scoops, tongs, or other utensils with a handle, *not with hands or drink cups*.

- ❖ Selling purchased packaged Ice does not require a license.
- ❖ A food processing license is required to produce ice that will be sold to food stands.

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Temporary Food Resources

Ensure that you have everything needed for a successful Temporary Food Event:

- [Properly Equipped Food Stand](#)- Example
- [Handwashing at Temporary Food Stands](#)- Example
- [Temporary Food Establishment Vendor Check List](#)- Print and Use
- [Temporary Food Employee Log Book](#)- Print and Use
- [Temporary Event Coordinator Questionnaire](#)- Submit to your Inspector
- [Non-profit Organization Licensing Chart](#)

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Scan for videos about temporary food
licensing and requirements.



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Other Agency Considerations

- **Social Gambling License- Department of Inspections & Appeals**
 - 515-281-6848
- **Iowa Alcoholic Beverage Division**
 - 515-281-7400
 - education@iowaabd.com
- **Sales Tax Permit- Department of Revenue & Finance**
 - 800-367-3388
 - 515-281-5777

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