

03-2011

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315
www.EatSafePA.com**

Dear Farmers Market Vendor:

Enclosed are the necessary forms and applications for obtaining a Retail Food Facility license from the Pennsylvania Department of Agriculture. Please note that Act 106 of 2010 created The Retail Food Facility Safety Act (3 C.S.A. §§5701 – 5714), which states "...it shall be unlawful for any proprietor to conduct or operate a retail food facility without first obtaining a license for each retail food facility...."

Please note, this application is for a Retail Food Facility operating at Farmer's Markets selling prepackaged foods or unpackaged foods as a grocery type item. Typical food facilities of this type would include: lunchmeat/cheese deli's, butchers, most bakeries, vendors selling canned or other packaged foods. This application IS NOT for those facilities selling foods for immediate consumption; such as, hot dogs, hot soups, rotisserie chicken, hot barbeque, drinks for immediate consumption and other prepared food items. Stands selling foods for immediate consumption should fill out the "Retail Food Facility Permanent License Application and Plan Review" found at www.EatSafePa.com, under the Retail Food Facility & Restaurants program.

The enclosed material must be fully completed, returned with all necessary accompanying documentation, and reviewed by the appropriate regional office of the Bureau of Food Safety & Laboratory Services prior to work begun in construction, remodeling, alteration of a facility, change in type of food operation, new ownership or the preparation/sale of foods from a retail food facility AND at **LEAST 60 days prior to opening**. Please note, failure to provide all required information could delay your plan approval. Return all materials to your [regional office](#) (see below, as listed by county).

The Department of Agriculture, Regional Office, will review the plans and notify you of its approval/disapproval. Please allow 3 – 4 weeks for processing. Once you receive your approval, notify your [regional office](#) at least **ten (10) days prior** to operation to arrange a licensing inspection.

Sincerely,

Your Food Sanitarian Supervisor

MAILING ADDRESSES: **The Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services**

Followed by the address below

Region 1 (Clarion, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Venango and Warren)
13410 DUNHAM RD, MEADVILLE PA 16335 814-332-6890

Region 2 (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Schuylkill, Snyder, Tioga and Union)
542 COUNTY FARM RD, SUITE #102, MONTOURSVILLE PA 17754 570-433-2640

Region 3 (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)
RT 92 SOUTH, PO BOX C, TUNKHANNOCK PA 18657 570-836-2181

Region 4 (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
#6 MCINTYRE RD, GIBSONIA PA 15044 724-443-1585

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
1307 7TH ST, CRICKET FIELD PLZ, ALTOONA PA 16601-4701 814-946-7315

Region 6 (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)
ROOM G-12, 2301 N. CAMERON ST., HARRISBURG PA 17110 717-346-3223

Region 7 (Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia)
1015 BRIDGE RD, COLLEGEVILLE PA 19426 610-489-1003