

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
WWW.EatSafePA.com**

**FARMERS MARKET VENDOR
APPLICATION AND PLAN REVIEW**

Chapter 46, Food Code, the Rules and Regulations of the PA Department of Agriculture are issued under the Retail Food Facility Safety Act (3 C.S.A. §§5701 -5714) and requires that properly prepared plans and specifications for construction, remodeling or alteration of a retail food facility must be submitted to and approved by the Department before food can be prepared, served and sold.

****This application is NOT for Farmers Markets located in County or Local Health Department jurisdictions.
Please contact your County or Local Health Department directly for information on licensing.**

THIS APPLICATION IS ONLY FOR FARMERS MARKET VENDORS WHO ARE NOT SELLING FOODS FOR IMMEDIATE CONSUMPTION! THOSE VENDORS SELLING FOODS FOR IMMEDIATE CONSUMPTION SHOULD FILL OUT THE "RETAIL FOOD FACILITY PLAN REVIEW AND APPLICATION"

SECTION 1: COMPLETE AND MOVE TO SECTION 2

PURPOSE OF THE PLAN REVIEW

LICENSE TYPE: **FARMERS MARKET VENDOR**

THIS FACILITY IS A: Within a Permanent Structure/Building
 Mobilized Unit (any operation the moves around with the same exact set-up and equipment from market to market)
 Parking lot or open air market

PLEASE SELECT:

New Food Vendor/New License Change of Ownership for an Existing Operating Stand that is currently in operation
 Remodel of a currently licensed stand OR significant change/addition to food items sold
 Other, Describe _____

SECTION 2: COMPLETE AND MOVE TO SECTION 3 (MUST BE FULLY COMPLETED)

VENDOR INFORMATION

NAME OF VENDOR (facility name) _____

NAME OF THE FARMERS MARKET (if not a mobile unit) or IF a mobile unit, FARMERS MARKETS IN WHICH YOU INTEND TO SELL FROM.

LOCATION OF MARKET (if not a mobile unit) or BUSINESS LOCATION (if a mobile unit):

Street Number and Name	City	State	Zip Code
County	Township/Borough		
() Phone Number	() Fax Number		
Email Address	() Cell Number or Alternate Phone Number		

MAILING ADDRESS (If Other Than Above):

Name	Street Address	City/State	Zip Code
------	----------------	------------	----------

PROPRIETOR/OWNER TYPE: SOLE PROPRIETOR CORPORATION LIMITED LIABILITY COMP. (LLC)
 PARTNERSHIP NON-PROFIT OR NOT-FOR PROFIT

PLEASE FILL IN THE DETAILED INFORMATION ON YOUR PROPRIETORSHIP ON PAGE 5 OF THIS APPLICATION.

SECTION 3:

IF A CHANGE OF OWNERSHIP FOR EXISTING FACILITY AND NO CHANGES TO FACILITY, SKIP THIS SECTION AND MOVE TO SECTION 4.

IF A REMODELING OR A FOOD ITEM CHANGE ONLY IN SECTION 1, SIGN, ATTACH REMODEL PLANS/CHANGES* AND MOVE TO SECTION 4.

ALL OTHERS SIGN, ATTACH FULL PLANS, AND MOVE TO SECTION 4.

MARKET STAND LAY OUT & EQUIPMENT LIST

All vendors must submit **ONE** copy of a vendor stand floor plan / layout, EXCEPT for CHANGE OF OWNERSHIP FOR AN EXISTING FACILITY **WHERE NO CONSTRUCTION, REMODELING, OR CHANGES ARE GOING TO OCCUR.**

This plan must include the basic layout of the vendor stand, the location of all food service equipment (even if minimal), a listing of all equipment (including manufacturer's names and model numbers), location of handwashing sinks and warewashing sinks (if applicable), restroom locations, materials on floors, walls and ceilings (overhead protection), and site plan showing the location of the vendor within the Market. **Plans may be hand drawn, to approximate scale, neat and legible.** Plans will not be returned to you.

Commonwealth regulations prohibit the use of lead pipe, lead-based solder and fittings in potable water drinking systems after January 6, 1991. The Department has provided a guideline for your assistance in complying with this section of the application.

SECTION 4: COMPLETE THIS SECTION AND MOVE TO SECTION 5

WATER, SEWER, WASTE INFORMATION

WATER: If a water supply is required (handwashing, warewashing or preparation), see guidelines. Water will be obtained from: (Check which one applies)

- A public / municipal water supply provided by the Market
- A public /municipal water supply NOT provided by the Market. Supplier: _____
- A non-public / non-municipal / private water supply (example: well water). If your market is on a well and supplying your water, their water must be approved by DEP, Department of Environmental Protection (717-783-2300). Written documentation must be provided by the Market Master or operator of the Farm Market.
- Various water supplies because this is a mobile unit and not filling at one location each time. Operators must always use approved and tested water supplies.

SEWER: If there is a need to dispose of waste/gray water, it is must be disposed of in an approved manner. (Check which one applies)

- A municipal/public sewage disposal system on site at the Market
- A non-public sewage disposal system (examples; Sand mounds, holding tanks) on site at the Market. The Market Master or operator of the Farm Market must provide written documentation from a certified Sewage Enforcement Officer stating that the sewage system is operating in a legal manner and with no apparent violations. Note: This approval does not apply if the facility is connected to an approved municipal supply, as listed above.
- For Mobile Units: Appropriate sewage/waste holding tanks that will be disposed of at approved sewage disposal sites.

REFUSE:

- I will use the refuse containers provided at the Market site
- I will transport my refuse off-site and dispose of it at this location: _____
- This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

SECTION 5: COMPLETE AND MOVE TO SECTION 6. IF A REMODEL ONLY, SALES TAX INFORMATION IS NOT REQUIRED

OTHER CODES

(Signature is required to affirm compliance with the appropriate requirements.)

- Market stand is compliant with Local Zoning / Business requirements.
- If a building or structure: All Building Code requirements (electrical, plumbing, ventilation, structural, etc) have been met.
- A license to collect sales tax has been obtained or applied for. For information on applying for a sales tax license, contact the Pennsylvania Department of Revenue - (717) 787-8201. A copy of the sales tax license or proof of application is attached to this application
- According to the PA Department of Revenue rules and regulations, I have determined that my business is exempt from collection of sales tax.

I certify that the facility is compliant with the above checked requirements and any required supporting documentation is attached.

Applicant Signature _____

SECTION 6: COMPLETE AND MOVE TO SECTION 7

FARM MARKET / FACILITY SERVICE INFORMATION

DAYS OF OPERATION & TIME (Check days which apply & complete time facility is open)

- | | | | |
|------------------------------------|------------|-----------------------------------|------------|
| <input type="checkbox"/> Monday | Time _____ | <input type="checkbox"/> Friday | Time _____ |
| <input type="checkbox"/> Tuesday | Time _____ | <input type="checkbox"/> Saturday | Time _____ |
| <input type="checkbox"/> Wednesday | Time _____ | <input type="checkbox"/> Sunday | Time _____ |
| <input type="checkbox"/> Thursday | Time _____ | | |

**** If this is a mobile unit operating at various markets, indicate which markets you operate at on specific days.**

TYPE OF SERVICE (Check all that apply)

Pre-packaged foods (Items in packages/containers/wrappings only, no food handling at the Market)

- Acidified Canned goods Baked goods (list: _____) Deli meat or cheese Raw meats
- Candy Drink mixes Deli salads and sandwiches Eggs Maple Products Honey & Related
- Dried Herbs / Spices Other, Describe: _____

NON Pre-packaged foods (service / display case items, where handling will occur: cutting, slicing, chopping, weighing, etc...)

- Baked goods Deli meat or cheese Raw meats Candy Cut Melons or other Fruits
- Other, Describe _____

EMPLOYEE INFORMATION

- Certified Food Handler on Staff? YES NO
 Exempt (non-profit) or other exempt facility
 Exempt, Commercially Pre-packaged foods only
 Exempt, All Non-potentially hazardous foods

If NO, and not exempt, you will have 90 days from the date your license is issued to make arrangement to send a supervisory level employee to training. Visit our web site at www.EatSafePA.com to obtain a list of approved courses in your county.

Do you have an employee health policy? YES NO

An employee health policy establishes how to handle ill employees, See Sections 46.111 thru 46.115 of the Food Code for clarification. If NO, prior to opening an employee health policy must be established, either in writing or verbal, and presented to every employee of the retail food facility.

SECTION 8: ALL APPLICANTS READ

Please review the Farmers Market Guidelines and the PA Food Code for specific requirements for your Market stand.

This application, along with the floor plan and all other requested materials, as listed above, should be **submitted to your local Regional Office**, as listed on the cover letter. Please allow 3-4 weeks for processing of your plan review/application from the date of post marking. You will be sent a letter via USPS with your approval or disapproval of this plan. Next, an on-site inspection will occur. This must happen prior to licensing and opening.

The Applicant understands and agrees that this document is an application for licensure of a retail food facility. The applicant understands and agrees that only a “proprietor” of a retail food facility may obtain a retail food facility license; and that a “proprietor” may be a person, partnership, association or corporation operating a retail food facility within the Commonwealth of Pennsylvania. The applicant verifies that it is a/an (circle one): **person, partnership, association, corporation, or LLC**; and that it is the “proprietor” of the retail food facility that is the subject of this application. The applicant verifies that all statements and information in this application is true and correct to the best of the applicant’s knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

There are NO fees associated with this Plan Review Application.

License fees will be collected at the time of the licensing inspection and the retail food facility is in compliance with Food Safety law and regulations. Fees are as follows: (payable to: Commonwealth of PA)

Exempt from license fees (not inspections)

- Pre-packaged non-potentially hazardous foods only
- Raw agricultural commodities only

Retail Food Facility License (if not exempt from fees)

- Change of proprietorship-- \$82.00
- New Licenses--\$103

Other fees

- Annual Renewals --\$82.00
- 2nd Re-inspection Fees --\$150.00
- 3rd or subsequent Re-inspection Fees --\$300.00
- Duplicate License Fees - \$14.00

