

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300 ext. 143

Dear Farmers Market Vendor:

Enclosed are the necessary forms and applications for obtaining a Temporary Retail Food Facility license from the City of Warren. 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.cityofwarrenpa.gov.

The enclosed material must be fully completed, returned with all necessary accompanying documentation, and reviewed by the City of Warren Health Officer and UCC Building Code Official **AT LEAST 60 days prior to opening**. Please note, failure to provide all required information could delay your plan approval. Return all materials to the address listed above.

The City Health Officer will review the plans and notify you of its approval/disapproval. Please allow 3 – 4 weeks for processing. Once you receive your approval, a licensing inspection will be conducted.

Sincerely,

Local Health Officer, Dennis Olson

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**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 City before food can be prepared, served and sold.

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 PERMANENT PLAN REVIEW AND APPLICATION”

SECTION 1: COMPLETE AND MOVE TO SECTION 2

PURPOSE OF THE PLAN REVIEW

LICENSE TYPE: **FARMERS MARKET VENDOR**

PART A: (please select one):

- 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 business name):

NAME OF THE FARMERS MARKET

Location of Farmers Market: _____

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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), and 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. Contact the Department of Agriculture for a guideline to assist you in complying with this requirement.

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 instructions. Water will be obtained from: (Check which one applies)

- A public water supply provided at the Market. **Water Supplier Name:** _____
- A public water supply NOT provided by the Market. **Water Supplier Name:** _____
- A non-public / non-municipal / private water supply (example: well water).
++WATER TEST RESULT MUST BE ATTACHED OR PROVIDED AT THE TIME OF INSPECTION++
- 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. This information may be validated on any inspection by our Local Health Officer.
- I will not be using water at my stand as ALL of my food is pre-packaged and non-potentially hazardous.

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
Sewage enforcement Municipality: _____
- 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: Refuse Company Name: -

- 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.

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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.)
Check or mark "N/A" (not applicable)**

- Market stand is compliant with Local Zoning / Business requirements.
- 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

PART A: DATES OF OPERATION OR EVENT

Saturday _____

OR

- June through August
- September through October

PART B: TYPE OF SERVICE (Check all that apply)

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

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

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NON Pre-packaged foods (product did not come to the market in a packaged form. Packaging and handling at the market)

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

PART C: 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, including you. 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 7: ALL APPLICANTS READ

Please review the Farmers Market Inspection and Licensing 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 City of Warren Codes Department**, 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.*

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You will be invoiced for any licensing fees:

Exempt from license fees (not inspections)

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

- *Temporary Facility Annual License Fee \$ 50.00
- Replacement License* \$ 15.00

Temporary food facility as defined by the PA Act 46 is

- Temporary food Facility – A food facility that operates for a period of no more than 14 consecutive days in a fixed location and in conjunction with a single event or celebration (such as a fair, festival, carnival, or other transitory gathering).
- Temporary license – Either of the following
 - A license that is the following:
 - Issued to the operator of the temporary food facility.
 - Valid for the duration of a particular event or celebration (such as a fair or carnival) of no more than 14 days duration (whether these day are consecutive or non-consecutive).
 - Issued to the operator with respect to no more than three events or celebration in a particular calendar year.
 - A license that is the following:
 - Issued to a food facility operator operating a food facility, whether stationary or mobile.
 - In operation for a total of no more than 14 days within a particular calendar year
 - Not in conjunction with an event or celebration.

OFFICIAL USE ONLY

LICENSE TYPE: Retail Food License LICENSE EXEMPT

STANDARDS FOR REVIEW: PERMANENT MOBILE

APPROVAL

PLANS APPROVED, DATE _____ PLANS DENIED, DATE _____

Reasons for denial:

Reviewing Health Officer: _____