

Permit Application for a Food Manufacturer or Food Storage Warehouse

IMPORTANT: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR REVISIONS
DOWNLOAD THIS APPLICATION AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY

Application Instructions

- 1) Review the [Manufactured Food Establishment Permit Application Guide](#) prior to completing the application.
- 2) Review the General Information and Requirements section below.
- 3) Complete all information requested on the permit application.
- 4) Submit your completed application with all required information and supporting documentation to the VDACS Food Safety Program by email at foodsafety@vdacs.virginia.gov **at least sixty (60) calendar days before the establishment's anticipated opening date.**
 - The Food Safety Program will review your application and contact you regarding next steps.
 - Questions about your application may be directed to foodsafety@vdacs.virginia.gov.
- 5) After your application has been approved, a Food Safety Inspector will contact you to schedule the required preoperational inspection.
- 6) You will receive a food manufacturer or food storage warehouse permit after successful completion of the preoperational inspection.

General Information and Requirements

A **Food Manufacturer** is an establishment that manufactures, packages, labels, or stores food and beverages for sale or distribution to other businesses (wholesale) and/or directly to the end consumer (retail). Manufacturing includes, but is not limited to, processes such as baking, bottling, canning, dehydrating, and repackaging.

A **Food Storage Warehouse** is an establishment that only stores food or beverages and does not modify them in any way.

Manufactured food establishments such as Food Manufacturers and Food Storage Warehouses are permitted by the Virginia Department of Agriculture and Consumer Services (VDACS) in accordance with the Virginia Food and Drink Law and Title 21 of the Code of Federal Regulations.

- [Virginia Food and Drink Law](#)
- [21 CFR 117 Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food](#)
- [21 CFR 101 Food Labeling](#)
- [FDA Food Labeling Guide](#)
- [Basic Labeling Guidance](#)
- [Employee Health Policy Form 1B](#)
- [Allergen Control Plan Guidance](#)
- [VDACS Food Safety Program Website](#)

Be advised that you must also comply with all other applicable state, local, and/or federal regulations. We recommend that you reach out to your locality's planning, zoning, and business license office to ensure all requirements are met.

There is a \$40 annual inspection fee for operating a manufactured food establishment. You will not be required to pay this fee at the time of your initial inspection; however, you will receive an invoice during the next billing cycle, which is typically in the fall of each year.

Establishment Information

Did you review the Manufactured Food Establishment Permit Application Guide ?				Yes	No
This application is for a:		New Establishment/Relocation of Existing Establishment			
		Change of Ownership for Existing Establishment			
Establishment Name:					
Water Supply:	Public	Private*	*For a private water supply, <i>attach a current water test report</i> showing the absence of Total Coliform Bacteria. Current means within the past year.		
Sewage Disposal:	Public	Private*	*For a private septic system, <i>attach documentation that your system is appropriate for your planned food operations</i> . Contact your local Health Department for assistance with documentation.		
Establishment Phone Number:					
Establishment Email Address:					
Establishment Physical Address:					
City/County (list the locality that assesses the real estate tax for the physical address):					
Establishment Mailing Address:					
Establishment Ownership Name:					
Ownership Type:	Corporation	Individual	LLC	Partnership	
Virginia State Corporation Commission Business Entity ID:					
Ownership Billing Address:					
Names, Titles, and Contact Information for Persons Comprising the Ownership (attach list if necessary)					
Full Name		Title	Phone Number	Email Address	
Zoning/Building Department Approval Obtained:			Yes		No
Anticipated Date of Establishment Opening and/or Construction Completion:					

Business Information

Operational Hours													
Open Year-Round				Open Seasonally <i>(list months):</i>									
SUN		MON		TUE		WED		THU		FRI		SAT	
OPEN		OPEN		OPEN		OPEN		OPEN		OPEN		OPEN	
CLOSE		CLOSE		CLOSE		CLOSE		CLOSE		CLOSE		CLOSE	
Number of employees <i>(including owners):</i>													

Business Distribution			
Percentage of ingredients received from out-of-state suppliers:		Percentage of products sold wholesale:	
Percentage of products sold to out-of-state customers:		Percentage of products sold retail:	

NOTE: The percentage of products sold wholesale and percentage of products sold retail must add up to 100%.

Establishment Size	
Select the corresponding Establishment Size in relation to your <u>Projected Gross Annual Sales</u>. Your Establishment Size helps determine the regulatory requirements that are applicable to your business as established in Title 21 of the Code of Federal Regulations Part 117: Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food.	
Establishment Size	Gross Annual Sales Range (\$)
0	0 – 24,999
1	25,000 – 49,999
2	50,000 – 99,999
3	100,000 – 499,999
4	500,000 – 999,999
5	1,000,000 – 4,999,999
6	5,000,000 – 9,999,999
7	10,000,000 – 24,999,999
8	25,000,000 – 49,999,999
9	> 50,000,000

Manufactured Food Establishment Type <i>(check all that apply):</i>		
Establishment Type	Description	Required Appendices
Home Operation – Personal Kitchen	Operates within the operator's personal home kitchen.	A, B, C, D, E, F-1, F-2, F3
Home Operation – Separate Kitchen	Operates within a separate, dedicated processing area inside or attached to the operator's home that is not the personal kitchen.	A, B, C, D, E, F-1, F-2, F3
Manufacturer – Establishment Size 0-4	Operates in a building not associated with a residence. Includes structures on personal property that are separate from the home.	A, B, C, D, F-1, F-2, F3
Manufacturer – Establishment Size 5-9	Operates in a building not associated with a residence.	A, B, C, D
Warehouse	Only stores food or beverages.	A, B, C, D
Shared-Use Facility: Select whether you are operating in a shared-use facility. A shared-use facility provides shared space and equipment for multiple businesses to use for food preparation/processing and storage. Examples may include church kitchens, commercial kitchens, commissary kitchens, community canneries, and restaurant kitchens.		
Yes <i>(provide name of facility):</i>		No – I operate in my own facility
Description of the Food Products Manufactured and/or Warehoused:		

NOTE: A [Permit Application for a Retail Food Establishment](#) is required in addition to the Permit Application for a Food Manufacturer or Food Storage Warehouse if you are retailing food or beverages (i.e. have a storefront, tasting room, etc.) and are NOT a home operation. A home operation cannot operate as a retail food establishment.

Specialized Food Processing <i>(check all that apply):</i>		
Specialized processes have additional requirements necessary for approval prior to processing those food products. Submit the items outlined in the checklists on pages 16-17 as applicable to your establishment. The list below is not all-inclusive; there are numerous types of specialized processes that require approval prior to sale. See Section VIII Specialized Food Processing/Products of the Manufactured Food Establishment Permit Application Guide for further information.		
None	Acidified Food	Baby Food
Bottled Drinking Water	Dietary Supplement	Edible Hemp
Fermented Food	Food Containing Alcohol	Juice
Seafood	Processor of Seafood/Seafood Products	
	Warehouse (Ambient/Shelf-Stable Seafood/Seafood Products)	
	Warehouse (Fresh/Refrigerated Seafood/Seafood Products)	
	Warehouse (Frozen Seafood/Seafood Products)	
Other <i>(describe):</i>		

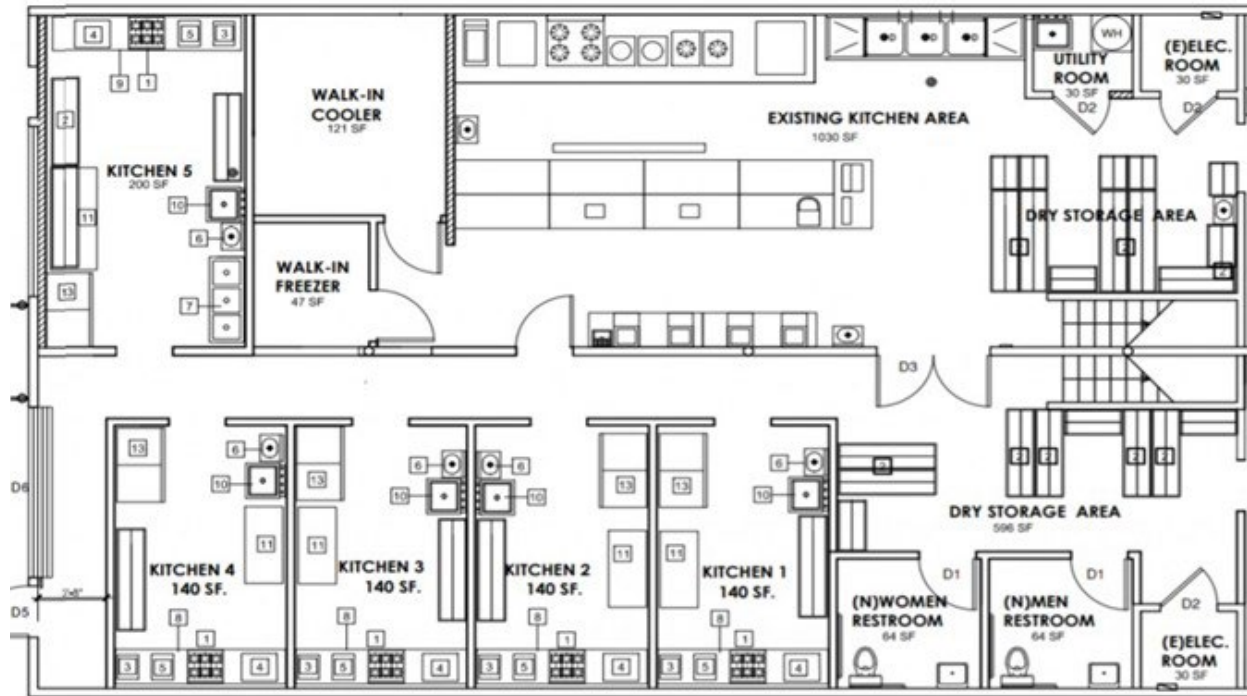
Appendix A

Floor Plan

Provide your floor plan on this page or attached to your application on a separate sheet.

Clearly label where the handwashing sinks, warewashing sinks, service sink, food processing areas, food storage areas, restrooms, etc. are located. The floor plan can be drawn using computer software or hand drawn.

Example Floor Plan



Appendix B

Training and Records

Provide your training record and training certification on this page or attached to your application on a separate sheet.

All employees and persons in charge involved in food operations must complete food safety training. Adequate training will cover principles of food hygiene and food safety, as appropriate to your manufactured food establishment and the duties of each employee. Completed training must be documented.

See [Section II-6 Appendix B: Training and Records of the Manufactured Food Establishment Permit Application Guide](#) for further information, including a list of training course examples.

NOTE: A Food Handler Certification does not meet the training requirements.

Example Training Record Template

Training Record				
Grannie's Cookies 111 Happy Ln Anytown, VA 22554				
Employee Name	Course Name	Training Location	Date Completed	Trainer Signature
John Smith	ANSI Certified Course	Online	06/05/2026	Jane Doe

Appendix C

Preventing Allergen Cross-Contact

Provide your plan for preventing allergen cross-contact on this page or attached to your application on a separate sheet.

A food allergen is a specific food or ingredient that can cause a potentially life-threatening immune system reaction. The nine major food allergens are: **Crustacean shellfish, egg, fish, milk, peanuts, tree nuts, sesame, soybeans, and wheat**. Allergen cross-contact occurs when a food allergen is unintentionally incorporated into a food. A plan for preventing allergen cross-contact is about protecting the health of consumers with food allergies and protecting the financial health and reputation of your company. If your products contain any of the major food allergens, you must have controls in place to prevent allergen cross-contact.

Information on developing a plan for preventing allergen cross-contact can be found in the [Allergen Control Plan – Overview and Guidance document](#). See [Section II-7 Appendix C: Preventing Allergen Cross-Contact of the Manufactured Food Establishment Permit Application Guide](#) for further information.

NOTE: If you operate in a shared-use facility, you must also consider foods that they prepare and store.

Appendix D

Requirements and Exemptions for 21 CFR 117 Subparts C & G

Review the requirements and exemptions for 21 CFR 117 Subparts C & G and select the option applicable to your establishment.

The FDA Food Safety Modernization Act of 2011 (FSMA) aims to better protect public health by adopting a preventive, risk-based approach to food safety regulation. 21 CFR 117 is divided into seven subparts: A through G. **Subpart C** establishes a **food safety plan** that includes an analysis of hazards and implementation of risk-based preventive controls. **Subpart G** establishes the **supply chain** requirements for managing risks from suppliers.

Not all establishments are required to comply with Subparts C & G, as there are certain exemptions that may apply. See [Section II-8 Appendix D: Requirements and Exemptions for 21 CFR 117 Subparts C & G of the Manufactured Food Establishment Permit Application Guide](#) for further information.

A Manufactured Food Establishment is NOT subject to the requirements of Subparts C & G if the business:

- Operates within a private residence (i.e. home operations)
- Conducts 51% or more of sales directly to the end-consumer (retail)
- Conducts 50% or more of sales to other businesses (wholesale) **AND** averages less than \$1,000,000 in sales of human food per year for three (3) years, [adjusted for inflation](#)
 - This is considered a “very small business” that **MUST** file an attestation with the FDA to be exempt from Subparts C & G
 - See the FDA’s [Qualified Facility Attestation website](#) for further information and instructions
- **Exclusively** manufactures or warehouses seafood, juice, dietary supplements, or alcoholic beverages
 - If your establishment manufactures or warehouses any of the above **AND** other commodities, then you are still subject to Subparts C & G for the other commodities unless one of the other exemptions applies
- **Exclusively** warehouses unexposed, packaged food

NOTE: If your manufactured food establishment does not meet any of the exemptions outlined below, you must comply with the requirements of Subparts C & G.

I attest that my manufactured food establishment qualifies for an exemption from Subparts C & G because it (check all that apply):

Operates within a private residence

Conducts 51% or more retail sales

Conducts 50% or more wholesale AND is Establishment Size 0-4 (must match selection on page 3)

Exclusively manufactures/warehouses seafood, juice, dietary supplements, or alcoholic beverages

Exclusively warehouses unexposed, packaged food

I attest that my manufactured food establishment does not qualify for an exemption from Subparts C & G and understand that I must comply with the requirements of those subparts.

Appendix E

Preventing Contamination in the Home

Preventing Contamination from Pets	Not Applicable – my establishment is not a Home Operation
Describe how pets will be kept separated from the food processing and storage areas. Provide your written plan on this page, and/or show how pets will be excluded on <i>Appendix A Floor Plan</i>.	
Pets must always be excluded from food processing and storage areas. These areas must be fitted with a solid hinged door(s) that can be latched/closed shut. Installing “baby gates” or placing pets in closed rooms in other areas of the home while operating your manufactured food business <u>DOES NOT</u> satisfy this requirement.	
Not Applicable – I do not have any pets in my home	

Preventing Contamination from Personal Belongings	Not Applicable – my establishment is not a Home Operation
Provide your written plan for preventing contamination from personal belongings while operating your manufactured food business on this page or attached to your application on a separate sheet.	
Personal belongings cannot be stored in areas where food is exposed or where equipment or utensils are washed. You must ensure that you can meet this requirement in your home operation.	

Appendix F

Product Information

Provide specific information regarding the food products you intend to manufacture as outlined below and requested by each subsequent appendix.	
Appendix	Notes
Appendix F-1 Product List	- List <u>ALL</u> your products and where you plan to distribute them - Use the “Recipe & Label Provided” column to indicate the three products you’re including recipes and labels for as part of your application
Appendix F-2 Product Recipe	- Provide recipes and labels for up to <u>three (3) different products</u> from Appendix F-1 Product List - Example #1: Product List includes cookies, cakes, and syrups - Submit recipes and labels for one type of cookie, one type of cake, and one type of syrup - Example #2 Product List includes six types of juice - Submit recipes and labels for three types of juice - Example #3 Product List includes two products - Submit recipes and labels for both products NOTE: Your reviewer may request additional recipes and labels from the product list during the application review if needed
Appendix F-3 Product Label	

After you receive your permit, product recipe/label reviews will primarily occur during routine inspections.

Generally, you will not need to submit new products for recipe/label review, however, there are some instances in which a review may be necessary before you can sell those products. Examples of such instances include, but are not limited to, introducing new allergens, adding/changing product types, and/or conducting specialized processing.

See [Section II-10 Appendix F: Product Information of the Manufactured Food Establishment Permit Application Guide](#) for further information.

Please contact the Food Safety Program if you have questions about adding new products.

Appendix F-1 Product List

Provide your full product list on this page or attached to your application on a separate sheet.

[illegible]

Appendix F-2

Product Recipe

OBTAIN ADDITIONAL PRODUCT RECIPE AND LABEL FORMS BY CLICKING [HERE](#)

Business Name:		Date:	
Product Name:		Trade Secret:	
Description of Product Packaging:			
Method of Storage/Distribution (ambient, refrigerated, frozen, etc.):			

Ingredients Include the quantity of each ingredient, preferably by weight using the same unit of measurement (ex. ounces, grams)
--

--

Step-by-Step Instructions

--

Appendix F-3

Product Label

OBTAIN ADDITIONAL PRODUCT RECIPE AND LABEL FORMS BY CLICKING [HERE](#)

Provide a copy of your ACTUAL product label on this page or attached to your application on a separate sheet.

Labeling is mandatory for all packaged foods. Accurate food labels are an important aspect of food safety, both for your customers and for your business. Undeclared allergens on food labels are the leading cause of food recalls in the U.S. See [Section II-13 Appendix F-3: Product Label of the Manufactured Food Establishment Permit Application Guide](#) for further information.

Application Checklists

COMPLETE THE CHECKLIST THAT APPLIES TO YOUR ESTABLISHMENT TYPE(S) AS SELECTED ON PAGE 4

Home Operation		
Yes	N/A	Check all items that have been completed and/or attached to your application as applicable
		Establishment Information
		Business Information
		Private Water Supply: Water Test Report for Total Coliform Bacteria
		Private Sewage Disposal: Documentation of System Adequacy/Approval
		Specialized Food Processing Documentation (<i>Specialized Processing Checklists, pages 16-17</i>)
		Appendix A: Floor Plan
		Appendix B: Training and Records
		Appendix C: Preventing Allergen Cross-Contact
		Appendix D: Requirements and Exemptions for 21 CFR 117 Subparts C & G
		Appendix E: Preventing Contamination in the Home
		Appendix F-1: Product List
		Appendix F-2: Product Recipe
		Appendix F-3: Product Label
		Signature, Name, and Date

Manufacturer – Establishment Size 0-4		
Yes	N/A	Check all items that have been completed and/or attached to your application as applicable
		Establishment Information
		Business Information
		Private Water Supply: Water Test Report for Total Coliform Bacteria
		Private Sewage Disposal: Documentation of System Adequacy/Approval
		Specialized Food Processing Documentation (<i>Specialized Processing Checklists, pages 16-17</i>)
		Appendix A: Floor Plan
		Appendix B: Training and Records
		Appendix C: Preventing Allergen Cross-Contact
		Appendix D: Requirements and Exemptions for 21 CFR 117 Subparts C & G
		Appendix F-1: Product List
		Appendix F-2: Product Recipe
		Appendix F-3: Product Label
		Signature, Name, and Date

Application Checklists Continued

COMPLETE THE CHECKLIST THAT APPLIES TO YOUR ESTABLISHMENT TYPE(S) AS SELECTED ON PAGE 4

Manufacturer – Establishment Size 5-9		
Yes	N/A	Check all items that have been completed and/or attached to your application as applicable
		Establishment Information
		Business Information
		Private Water Supply: Water Test Report for Total Coliform Bacteria
		Private Sewage Disposal: Documentation of System Adequacy/Approval
		Specialized Food Processing Documentation (<i>Specialized Processing Checklists, pages 16-17</i>)
		Appendix A: Floor Plan
		Appendix B: Training and Records
		Appendix C: Preventing Allergen Cross-Contact
		Appendix D: Requirements and Exemptions for 21 CFR 117 Subparts C & G
		Signature, Name, and Date

Warehouse		
Yes	N/A	Check all items that have been completed and/or attached to your application as applicable
		Establishment Information
		Business Information
		Private Water Supply: Water Test Report for Total Coliform Bacteria
		Private Sewage Disposal: Documentation of System Adequacy/Approval
		Specialized Food Processing Documentation (<i>Specialized Processing Checklists, pages 16-17</i>)
		Appendix A: Floor Plan
		Appendix B: Training and Records
		Appendix C: Preventing Allergen Cross-Contact
		Appendix D: Requirements and Exemptions for 21 CFR 117 Subparts C & G
		Signature, Name, and Date

Specialized Food Processing Checklists

COMPLETE THE CHECKLIST THAT APPLIES TO YOUR SPECIALIZED PROCESSING TYPE(S) AS SELECTED ON PAGE 4

Acidified Food		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Product Evaluation from an Approved Process Authority	
	FDA Registration/Filing and Additional Information for All Acidified Food Products	
	Record Templates	
	Better Process Control School Certificate	

Baby Food		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Product Evaluation from an Approved Process Authority	
	Test Report/Results for Toxic Heavy Metals (Arsenic, Cadmium, Lead, Mercury)	
	Website that provides Test Results, Product Information, and Links to FDA Guidance	
	Product Labels with QR Code that Directs Consumers to the Manufacturer's Website	

Bottled Drinking Water		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Test Report/Results for Source Water	
	Test Report/Results for Product Water	
	Test Report/Results for Finished Product Sampling	
	Record Templates (Batch Records, Equipment Inspection, Packaging Inspection, Sampling)	

Dietary Supplement		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Specifications for Identity, Composition, Strength, Purity, and Limits on Contamination	
	Process Flow for Each Product	
	Batch Production Record(s)	
	Master Manufacturing Record(s)	

Edible Hemp		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Industrial Hemp Processor Registration	
	Virginia Cannabis Control Authority (CCA) License/Permit	
	Documentation that Hemp is from an Approved Source/Compliant with Applicable State or Federal Laws	

Specialized Food Processing Checklists Continued

COMPLETE THE CHECKLIST THAT APPLIES TO YOUR SPECIALIZED PROCESSING TYPE(S) AS SELECTED ON PAGE 4

Fermented Food		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Product Evaluation from an Approved Process Authority	

Food Containing Alcohol		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Alcohol by Volume (ABV) Analysis Documentation	
	Virginia Alcoholic Beverage Control Authority (ABC) License/Permit (or documentation from ABC that a license/permit is not required)	

Juice		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Hazard Analysis Critical Control Point (HACCP) Plan	
	Juice HACCP Training Certificate	

Seafood		N/A – I do not process this product type
Yes	Check all items that have been completed and/or attached to your application as applicable	
	Hazard Analysis Critical Control Point (HACCP) Plan	
	Seafood HACCP Training Certificate	

I attest to the accuracy of the information provided and agree to comply with the Virginia Food and Drink Law, the Current Good Manufacturing Practice Regulations, and other applicable state, local, and/or federal regulations. I agree to allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct investigations, or collect samples as required.

Signature	Printed Name	Date

Preoperational Inspection Checklist for a Manufactured Food Establishment

This checklist is a reference tool that does not need to be returned with your permit application.

Some items may not apply to your establishment.

☐	Records and documentation showing all employees, including supervisors and owners, have the education, training, and experience necessary to perform their job duties - Employee health policy for foodborne illness - Hygienic practices: clean outer garments, personal cleanliness, hair restraints, single-use gloves, no jewelry
☐	Allergen control plan: written procedures for preventing allergen cross-contact during storage and preparation
☐	Food Safety Plan: hazard analysis, preventive controls, monitoring procedures, corrective action procedures, verification procedures, recall plan
☐	Supply chain program
☐	Potable water supply A private water supply shall be tested at least annually to ensure it is safe and of adequate sanitary quality
☐	Adequate sewage disposal system Private sewage disposal systems require approval from the Virginia Department of Health
☐	Adequate plumbing that carries sufficient quantities of water throughout the plant Installed in accordance with Plumbing Code; backflow prevention provided where required
☐	Handwashing sinks installed in all areas where good sanitary practices require employees to wash their hands and supplied with hot and cold running water, soap, paper towels, hand washing signage
☐	Refrigeration equipment - Capable of maintaining refrigerated time/temperature control for safety (TCS) food below 41°F - Capable of keeping frozen food frozen
☐	Equipment sink with at least two compartments for manually washing, rinsing, and sanitizing equipment/utensils - Food equipment and utensil sanitizer (unscented bleach, quaternary ammonium, etc.) - Sanitizer test strips
☐	Service sink for disposal of mop water or similar liquid waste (utility sink, curbed floor drain, etc.)
☐	Functional toilet rooms that are accessible to employees at all times, provided with an adequate handwashing sink, and provided with self-closing doors (available to customers when required by locality)
☐	Probe-type food thermometer capable of measuring temperatures between 0-220°F
☐	Ambient air thermometers in all refrigeration equipment where TCS food is stored
☐	Functional and cleanable food processing equipment
☐	Shielded/shatter-proof light fixtures in areas where there is exposed food and/or equipment
☐	Cleanable floors, walls, and ceilings made of non-absorbent, durable materials in food processing and warewashing areas
☐	Pest control - Pests not present; no harborage conditions inside or outside the facility - Outer openings protected with tight fitting doors/windows or adequate screens - Raw materials, packaging materials, and finished product stored at least 6" off the floor or on pallets - Pallets/shelving shall not be flush to the wall
☐	Roads, yards, and parking lots around the facility shall be maintained and have no standing water, weeds, or trash
☐	Trash shall be stored, conveyed, and disposed of to prevent contamination of food Outdoor refuse and oil collection facilities located on nonabsorbent material
☐	Copy of the Virginia Food and Drink Law, 21 CFR 117 (Current Good Manufacturing Practices), 21 CFR 101 (Food Labeling), and additional manufactured food regulations that may apply depending on food product types
☐	Approval from other regulatory authorities as applicable (building inspector, fire marshal, zoning, etc.)
☐	Approved VDACS Food Safety Program Permit Application for a Food Manufacturer or Food Storage Warehouse