



# COMMONWEALTH of VIRGINIA

## Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

*Joseph W. Guthrie*  
Commissioner

### Opening a Retail Food Establishment in Virginia

Thank you for your inquiry regarding opening a retail food establishment in Virginia. The following documents are enclosed/attached, or are available at the VDACS website for you:

- VDACS Permit Application – Retail Food Establishment Application
- Virginia Food and Drink Law
- Retail Food Establishment Regulations
- Form 1B Employee Health Policy
- Certified Food Protection Manager Certification Information
- Vomiting and Diarrhea Cleanup Procedures

If, after reviewing the application and other materials, you have any questions, please contact the VDACS Food Safety Program at 804-786-3520 or [foodsafety@vdacs.virginia.gov](mailto:foodsafety@vdacs.virginia.gov).

This application should be submitted by email at least **30 calendar days before the date planned for opening** the retail food establishment. Please be advised that pursuant to section 3.2-5130 of the Virginia Food and Drink Law, it is unlawful to operate as a food manufacturer, food storage warehouse, or retail food establishment until it has been inspected and has been issued a permit for the operation of the food establishment. An inspection of your operation will not be conducted until all of the necessary information requested in the permit application has been reviewed by the VDACS Food Safety Program office. You will be notified when this has been completed.

Please be advised 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 assure all requirements are met.

Also, there is a \$40.00 annual fee for operating a retail food establishment business. You will not be required to pay this fee at the time of your initial inspection; however, you will receive a bill during our next billing cycle.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Miles".

Pamela Miles  
Program Supervisor  
Food Safety Program  
Office of Dairy & Foods  
Virginia Department of Agriculture & Consumer Services

-Equal Opportunity Employer-



VDACS Food Safety Program  
PO Box 1163  
Richmond, VA 23218-1163  
(804) 786-3520  
[foodsafety@vdacs.virginia.gov](mailto:foodsafety@vdacs.virginia.gov)

DEPARTMENT USE ONLY	
DATE RECEIVED	_____
APPLICATION #	_____
FIRM ID #	_____

## Permit Application for Retail Food Establishment

NOTE: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR CORRECTION.

[DOWNLOAD THIS APPLICATION TO YOUR COMPUTER AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY](#)

This application is for a	<input type="checkbox"/> New Establishment	<input type="checkbox"/> New Owner/Change of Ownership for Existing Establishment
Establishment Legal Name:		
Doing Business As (DBA) Name:		
Establishment Telephone:		
Establishment Physical Address:		
County or City (LIST THE COUNTY OR CITY THAT ASSESSES THE REAL ESTATE TAX FOR THE PHYSICAL ADDRESS):		
Establishment Mailing Address:		
Establishment Email Address (FOR RECALLS AND PUBLIC HEALTH EMERGENCIES):		
Water Supply:	<input type="checkbox"/> Public	<input type="checkbox"/> Private*; List Type (drilled, bored, etc.) <small>*FOR A PRIVATE WATER SUPPLY, ATTACH A CURRENT WATER TEST REPORT SHOWING ABSENCE OF COLIFORM BACTERIA</small>
Sewage Disposal:	<input type="checkbox"/> Public	<input type="checkbox"/> Private* <small>*FOR A PRIVATE SEWAGE DISPOSAL SYSTEM, ATTACH DOCUMENTATION THAT YOUR SYSTEM IS APPROPRIATE FOR YOUR PLANNED FOOD OPERATIONS; CONTACT THE HEALTH DEPARTMENT FOR ASSISTANCE WITH DOCUMENTATION</small>

<b>Establishment Ownership Type:</b>	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual	<input type="checkbox"/> Other
Name of LLC, Corporation, Partnership, Individual, or Other					

Names, titles, birth dates, and addresses of persons comprising the legal ownership (Attach list if necessary):

NAME	TITLE	BIRTHDATE	ADDRESS

Billing Address:

**Person Directly Responsible for the Food Establishment:**

NAME	TITLE	BIRTHDATE	ADDRESS

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Immediate Supervisor of Person Directly Responsible for the Food Establishment:**

NAME	TITLE	BIRTHDATE	ADDRESS

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Type of Food Establishment:</b>	Bakery Convenience Store Seafood Market Supermarket/Grocery Meat Market Other	Drug Store Ice Cream Sushi Tasting Room- Winery/Brewery Mobile Unit <i>*include a copy of your DMV Registration</i>					
<b>Written description of overall retail operation*:</b> <i>*if your food establishment offers food or beverage service, please attach a copy of the menu</i>							
<b>Hours of Operation:</b>	SUN	MON	TUE	WED	THU	FRI	SAT
<b>Number of seats:</b>							

**Does the retail food establishment:**

Prepare, offer for sale, or serve time/temperature control for safety food (meats, cheeses, soups, cooked vegetables, etc.): YES  NO

Does the firm prepare time/temperature control for safety food using cooking, cooling, reheating, hot or cold holding, freezing or thawing? YES  NO

Does the firm only offer for sale prepackaged food? YES  NO

Does the retail food establishment have a Certified Food Protection Manager? YES  NO

**Please provide the following attachments**

<b>FLOOR PLAN:</b>	Please attach a simple layout diagram of the retail establishment (may be drawn using computer software or drawn by hand). Clearly indicate the location of warewashing and handwashing sinks, equipment, restrooms, and food preparation and storage areas.
<b>TRAINING CERTIFICATE:</b>	Please attach a copy of your Certified Food Protection Manager certificate.
<b>WATER TESTING RECORDS:</b>	For a private water supply, attach a current water test report showing test results for nitrate and total coliform.
<b>SEWAGE DISPOSAL DOCUMENTATION:</b>	For a private sewage disposal system, attach documentation from Virginia Department of Health (VDH) that your system is appropriate for your planned food operation.

I/We attest to the accuracy of the information provided, affirm to comply with the Retail Food Establishment Regulations, as well as all other applicable state, local, and/or federal regulations, and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct investigations, or collect samples as required.

<b>Printed Name(s):</b>		<b>Date:</b>
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## Pre-Operational Checklist for Retail Food Establishment

- Certified Food Protection Manager
  - At least one employee with management responsibilities shall complete an accredited food safety training program; see CFPM informational handout for further details
- Employee Health Policy
- Vomiting and Diarrheal Cleanup Procedures
- Potable water supply
  - Private water supply shall be tested for nitrate and total coliform
  - Maintain 5 years of annual testing records on-site for private water supply
- Adequate sewage disposal system
  - Private sewage systems require approval from the Virginia Department of Health
- Probe-type food thermometer
  - Capable of measuring temperatures between 0-220 °F
- Refrigeration equipment
  - Capable of maintaining refrigerated time/temperature control for safety (TCS) foods below 41°F
  - Capable of keeping frozen foods frozen
- Ambient air thermometers in all refrigeration equipment where TCS foods are stored
- Hand washing sinks in all food preparation and warewashing areas
  - Hand sinks shall be supplied with: hot and cold running water, soap, paper towels, hand washing signage
- A sink with at least three compartments for manually washing, rinsing, and sanitizing equipment and utensils
  - Indirect connection, or backflow prevention device if allowed by law, between warewashing facility and sewage system
- Food equipment and utensil sanitizer (unscented bleach, quaternary ammonium, etc.)
- Sanitizer test strips
- Functional toilet rooms that are accessible to employees at all times
  - Shall be provided with an adequate hand sink
  - Shall be provided with self-closing doors
  - Available to customers when required by locality
- Hair restraints
- Barrier to prevent bare hand contact with ready-to-eat foods (single-use gloves, deli tissue, utensils, etc.)
- Shielded/shatter-proof light fixtures
  - Required in areas where there is exposed food and/or exposed equipment
- Functional and cleanable food processing equipment
- Cleanable floors, walls, and ceilings
  - Shall be made of non-absorbent, durable materials in food preparation and warewashing areas
  - Coving at the floor/wall juncture
- Pest control
  - Outer openings protected with tight fitting doors/windows or adequate screens
  - No harborage conditions inside or outside the facility
- Outdoor refuse and oil collection facilities
  - Located on nonabsorbent material
- Service sink for disposal of mop water or similar liquid waste (utility sink, curbed floor drain, etc.)
- Copy of Virginia Food and Drink Law and Retail Food Establishment Regulations
- Approval from other regulatory authorities in the locality
  - Building inspector, fire marshal, etc.
- Submitted VDACS Retail Food Establishment Permit Application