

Permit Application for a Retail Food Establishment

IMPORTANT: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR REVISIONS
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Application Instructions

- 1) Review the [Retail 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 thirty (30) 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 retail food establishment permit after successful completion of the preoperational inspection.

General Information and Requirements

A **Retail Food Establishment** is an operation that sells food directly to the end-consumer for on- or off-premises consumption. A private home, also known as a home operation, does not qualify as a retail food establishment. Home operations are regulated as manufactured food establishments.

Retail Food Establishments are permitted by the Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Department of Health (VDH) in accordance with the [Retail Food Service Memorandum of Understanding \(MOU\)](#). Examples of establishments typically permitted by VDACS include, but are not limited to, convenience stores, supermarkets, and grocery stores. While examples of establishments permitted by VDH include, but are not limited to, restaurants, mobile food units, and temporary food establishments.

- [Virginia Food and Drink Law](#)
- [Virginia Retail Food Establishment Regulations](#)
- [Employee Health Policy Form 1B](#)
- [Certified Food Protection Manager](#)
- [Vomiting and Diarrheal Cleanup Procedures](#)
- [Basic Labeling Guidance](#)
- [Specialized Food Processing at Retail Application](#)
- [Retail Food Establishment Exemption Certification Form](#)
- [VDACS Food Safety Program Website](#)
- [VDACS-VDH Retail Food Service MOU](#)

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 retail 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 Retail 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, attach a current water test report showing the absence of Total Coliform Bacteria and Nitrate <10 mg/L (ppm). Current means within the past year.		
Sewage Disposal:	Public	Private*	*For a private septic system, attach documentation that your system is appropriate for your planned food operations . 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 seats provided for customer dining <i>(including all indoor and outdoor seating available, except for seats used exclusively for gaming machines):</i>													

Retail Food Establishment Type <i>(check all that apply):</i>				
Mobile Business:	Yes	No	NOTE: VDACS Food Safety oversees mobile units selling <u>only</u> prepackaged food. Other mobile units must contact their local Health Department for assistance.	
Bakery	Edible Hemp Products		Ice Cream/Frozen Dessert	
Meat Market	Seafood Market		Sushi within a Grocery Store	
Convenience Store	Beverage Service	Food Service	Infant Formula	Prepackaged Food
	Unwrapped Produce	Other (describe):		
Grocery Store or Supermarket	Beverage Service	Food Service	Infant Formula	Prepackaged Food
	Bakery Department	Deli Department	Meat Department	Produce Department
	Seafood Department	Other (describe):		
Tasting Room	Brewery	Cidery	Distillery	Winery
	Food Service	Other (describe):		
Vending Service	Ice	Water		
	Other (describe):			
Other (describe):				

NOTE: A [Permit Application for a Food Manufacturer or Food Storage Warehouse](#) is required in addition to the Permit Application for a Retail Food Establishment if you are:

- Wholesaling food or beverages (i.e. selling and/or distributing food or beverages to other businesses)
- Operating a Brewery/Cidery/Distillery/Winery that also manufactures the alcoholic beverage

Specialized Food Processing (check all that apply):

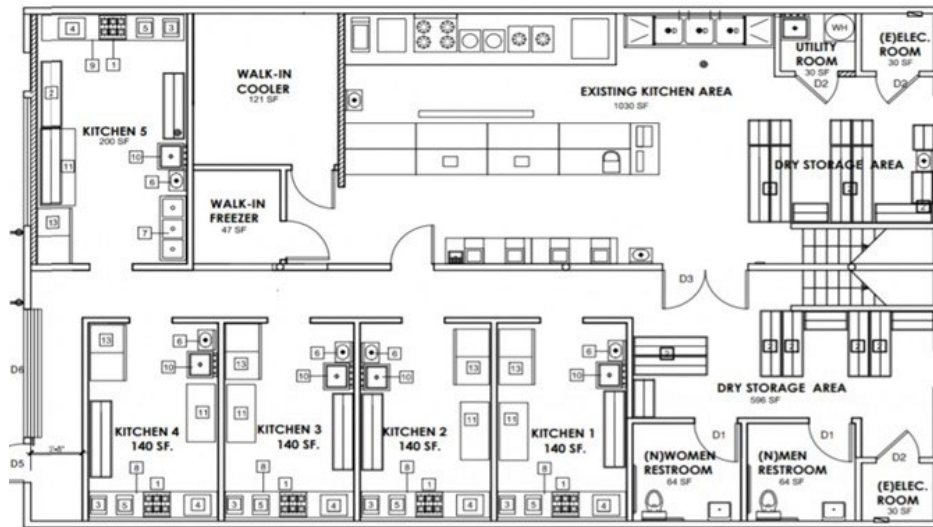
Specialized processes must have a Variance and HACCP plan submitted and approved prior to processing those food products, unless variance exemption requirements are met. Submit the [Specialized Food Processing at Retail Application](#) in addition to your permit application if any of the processes in the table below are applicable to your establishment. See [Section VIII Specialized Food Processing of the Retail Food Establishment Permit Application Guide](#) for further information.

None	Cook-Chill	Fermentation
Operating a Molluscan Shellfish Life-Support Display Tank	Reduced Oxygen Packaging	Smoking, Curing, or Drying Fish for Preservation
Smoking, Curing, or Drying Meat or Poultry for Preservation	Sous Vide	Sprouting Seeds or Beans
Using Food Additives to Render Food Non-TCS	Other (describe):	

Additional Information

1. Floor Plan (Attach a copy of your establishment's floor plan)

Clearly label where the handwashing sinks, three-compartment sink, mop sink, food preparation areas, food storage areas, restrooms, etc. are located. The floor plan can be drawn using computer software or drawn by hand.



2. Do you prepare food and/or beverages onsite?

Yes (Attach a copy of your menu that includes all food and beverages prepared onsite)

No

3. Do you have a Certified Food Protection Manager (CFPM)?

2VAC5-585-65. Certified food protection manager. At least one employee who has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.

Yes (Attach a copy of the certificate from an ANSI Accredited CFPM Program)

No (explain):

Not Applicable – I do not prepare food and/or beverages onsite

Application Checklist

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 and Nitrate
		Private Sewage Disposal: Documentation of System Adequacy/Approval
		Application for Variance Request with HACCP Plan
		Floor Plan
		Menu
		Certified Food Protection Manager Certificate
		Signature, Name, and Date

I attest to the accuracy of the information provided and agree to comply with the Virginia Food and Drink Law, the Retail Food Establishment 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 Retail 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.

☐	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)
☐	All food and beverages procured from approved sources
☐	Employee Health Policy
☐	Vomiting and Diarrheal Cleanup Procedures
☐	Potable water supply • A private water supply shall be tested for total coliform and nitrate at least annually, and maintain five (5) years of testing records onsite
☐	Adequate sewage disposal system • Private sewage disposal 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) food below 41°F • Capable of keeping frozen food frozen
☐	Ambient air thermometers in all refrigeration equipment where TCS food is stored
☐	Handwashing sinks in all food preparation and warewashing areas and 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/utensils • Indirect connection (or backflow prevention device if allowed by law) between warewashing facilities and sewage disposal 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, provided with an adequate handwashing sink, and provided with self-closing doors (available to customers when required by locality)
☐	Hair restraints
☐	Barrier to prevent bare hand contact with ready-to-eat food (single-use gloves, deli tissue, utensils, etc.)
☐	Shielded/shatter-proof light fixtures in areas where there is exposed food and/or 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 the Virginia Food and Drink Law and Retail Food Establishment Regulations
☐	Approval from other regulatory authorities as applicable (building inspector, fire marshal, zoning, etc.)
☐	Approved VDACS Food Safety Program Permit Application for a Retail Food Establishment