



# APPLICATION PACKET RETAIL FOOD FACILITIES FARMERS MARKETS

*Any facility selling or serving food to the end consumer*

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Enclosed is the application for obtaining a license from the Pennsylvania Department of Agriculture. Please note, according to Retail Food Facility Safety Act (3 Pa. C.S.A. §§5701 - 5714), "...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...."

This application is for a Retail Food Facility operating at **Farmer's Markets selling pre-packaged foods or un-packaged foods as a grocery type item**. Typical food facilities include: lunchmeat/cheese deli's, butchers, most bakeries, and vendors selling canned or other packaged foods. A **SEPARATE** application **MUST** be completed for **EACH** farmers market you plan to sell if your facility is non-mobile (i.e. stationed in the same permanent location for the duration of the farmers market season).

This application is **NOT** for facilities selling foods for immediate consumption (ex: hot dogs, hot soups, rotisserie chicken, hot barbeque, drinks and other prepared food items for immediate consumption). Stands selling foods for immediate consumption must submit the Application Packet Retail Food Facilities and Restaurants found on our website under the Retail Food program section.

**\*If your county is under a County Health Department Jurisdiction, you should contact them directly for licensing. These counties include Allegheny, Bucks, Chester, Delaware, Erie, Montgomery, and Philadelphia.**

**\*This application is NOT for Change of Ownerships, Remodels, Mobile Food Facilities operating in several locations, Farmers Market Vendors selling food for immediate consumption or Farmers Market Vendors in Local Health Departments.**

7 Pa. Code, Chapter 46, Food Code, the Rules and Regulations of the PA Department of Agriculture, are issued under the Retail Food Facility Safety Act (3 Pa. C.S.A. §§5701 - 5714) and require 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. PDA follows the most current version of the FDA Model Food Code as its regulations. The Retail Food Facility Safety Act also requires that "New" Proprietors, or Owners, of a Retail Food Facility apply for licensing as all licenses are non-transferable between proprietors.

**SECTION 1:**

**FACILITY OPENING:**

Anticipated date of opening/operation for the facility: \_\_\_\_\_ (date)

**PURPOSE OF THE PLAN REVIEW**

**LICENSE TYPE:** Retail Food Facility – Farmers Market Vendor

**PART A:** Facility is:

- Within a permanent structure/building
- Parking lot or open air market

**PART B:** Reason for review:

- New license** for a new food vendor
- Other**, describe \_\_\_\_\_

**SECTION 2:**

**NAME OF VENDOR** (Vendor Business Name):  
\_\_\_\_\_

**NAME OF FARMERS MARKET** (Markets you intend to sell from):  
\_\_\_\_\_

**NON-MOBILE:** I will be located and selling at the following Farmers Market:  
\_\_\_\_\_

**MOBILE** (selling at multiple markets): **DO NOT USE THIS APPLICATION.** Complete the Application Packet for Mobile Food Facilities.

**LOCATION OF MARKET** (non-mobile vendors) or **BUSINESS LOCATION:**

Street number and name	City	State	Zip code
_____	_____	_____	_____
County	Township/Borough		
(_____) _____	(_____) _____		
Phone number	Facility fax number		
_____	(_____) _____		
Email address	cell number or alternate phone number		
_____	_____		

**MAILING ADDRESS** (if different than above):

\_\_\_\_\_  
Street number and name City State Zip code

**RESPONSIBLE OFFICIAL AT THE FARMERS MARKET** (if not the owner):

\_\_\_\_\_  
Name Title

**SECTION 3:**

**FARM MARKET / FACILITY SERVICE INFORMATION**

**TYPE OF SERVICE:** Check ALL that apply:

**Pre-packaged foods:** Items come to the market in packages/containers/wrappings only; no food handling/packaging takes place at the market

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Deli meat or cheese      | <input type="checkbox"/> Candy              | <input type="checkbox"/> Maple products           |
| <input type="checkbox"/> Raw meats                | <input type="checkbox"/> Drink mixes        | <input type="checkbox"/> Honey & related products |
| <input type="checkbox"/> Deli salads              | <input type="checkbox"/> Dried herbs/spices | <input type="checkbox"/> Acidified canned goods   |
| <input type="checkbox"/> Eggs                     |   |   |
| <input type="checkbox"/> Baked goods, list: _____ |   |   |
| <input type="checkbox"/> Other, describe: _____   |   |   |

**NON Pre-packaged foods:** Product did not come to the market in a packaged form; packaging and handling takes place at the market

- Baked goods  Deli meat or cheese  Raw meats  Candy  Cut Melons or other fruits  
 Other, describe: \_\_\_\_\_

**EMPLOYEE INFORMATION:**

Do you have a Certified Food Manager on Staff?

- YES - **Attach copy of certificate**  
 NO  
 Exempt (non-profit) or other exempt facility  
 Exempt, commercially pre-packaged foods only  
 Exempt, all non-TCS foods

Do you have an employee health policy?  YES  NO

Do you have a written employee policy for cleanup of vomiting or diarrheal events in the facility?  YES  NO

**SECTION 4:**

**WATER, SEWER, WASTE INFORMATION**

**WATER:** If a water supply is required for handwashing, warewashing or preparation, water will be obtained from:

- A municipal (community) water supply.  
Provide name of municipal water supplier: \_\_\_\_\_ (ex: Pa American Water)  
**AND copy of water bill.**
- A non-community water supply that is not owned/operated by the facility.  
Provide name of the regulated water supplier and its Public Water System ID#: \_\_\_\_\_  
\_\_\_\_\_ (ex: The Shopping Plaza, Public Water System ID#: 1111111)
- A non-community public water supply regulated by Department of Environmental Protection (DEP). Provide Public Water System (PWS) ID#: \_\_\_\_\_ **AND DEP Approval Letter**
- Other / Private water supply (ex: well water). **Provide Affidavit from DEP AND water supply test results.**
- I will not be using water at my stand as ALL of my food is pre-packaged and non-TCS food

**SEWER:** If waste/gray water, it will be disposed of in an approved manner by:

- A municipal/public sewage disposal system on site at the Market  
Sewage enforcement municipality: \_\_\_\_\_
- A non-public sewage disposal system (ex: 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. This approval does not apply if the facility is connected to an approved municipal supply, as listed above.
- Appropriate sewage/waste holding tanks that will be disposed of at approved sewage disposal sites because this is a mobile unit.

**REFUSE:**

- I will use the refuse containers provided at the Market. 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

**DAYS OF OPERATION & TIME** (Check days and time the market is operational\*)

- |                                    |            |                                   |            |
|------------------------------------|------------|-----------------------------------|------------|
| <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 _____ |                                   |            |

## **SECTION 5:**

### **MARKET STAND LAY OUT & EQUIPMENT LIST**

All other vendors must **SUBMIT** copies of:

- Vendor stand floor plan/layout
- Location of all food service equipment (even if minimal)
- List of equipment including manufacture's names and model numbers
- Location of handwashing and warewashing sinks (if applicable)
- Restroom locations
- Surface or materials for floors, walls and ceilings (overhead protection) even if temporary
- Site plan showing the location of the vendor stand within the market

Plans may be hand drawn, but must be to approximate scale, neat and legible. Plans will NOT be returned. See "Application Instructions" for your guidance on completing this section of the application.

## **SECTION 6:**

### **ZONING AND OTHER CODES**

#### **BUILDING CODES AND ZONING:**

- Market stand is compliant with local zoning/business requirements.
- Market building/structure is compliant with **all** building Code requirements (electrical, plumbing, ventilation, structural, etc.) where applicable.

**SALES TAX:** Select one:

- 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 at (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.

**SECTION 7:**

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 "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 by signature below, that they are 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.

**INDIVIDUAL PERSON:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

**PARTNERSHIP:**

\_\_\_\_\_  
Signature – General Partner

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature – General Partner

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

**CORPORATION OR ASSOCIATION / NON-PROFIT ENTITY:**

\_\_\_\_\_  
Name of Corporation or Non-Profit Entity

\_\_\_\_\_  
Name of current CEO/President/or similar

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date of Birth of CEO/President/or similar

\_\_\_\_\_  
Signature of Corporate / Association / Non-Profit Official

\_\_\_\_\_  
Official Title of Signatory

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Date

**LIMITED LIABILITY COMPANY (LLC) OR LIMITED LIABILITY PARTNERSHIP (LLP):**

\_\_\_\_\_  
Name of LLC or LLP

\_\_\_\_\_  
Name of Senior Official/General Partner, or Similar

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date of Birth of Senior Official/General Partner, or Similar

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Legibly Print Name

**LEGAL BUSINESS NAME** (if different than facility name):

**LEGAL OWNER MAILING ADDRESS** (if different than above mailing address):

Owner street number and name

City

State

Zip code

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Owner phone number

Owner fax number

Owner e-mail address

## **SECTION 8: ALL APPLICANTS READ AND SIGN**

All material must be submitted at least **60 days prior** to the **preparation/sale of food from a retail food facility**. Failure to provide all required information could delay your plan review.

**Please check and sign you have included all required supporting documentation along with submission of the completed application.**

### **Section 3:**

I have attached the following supporting documents:

- Food Employee Certification

### **Section 4:**

I have attached proof of municipal water supply OR I have contacted DEP and attached my approval letter OR I have attached my non-public water supply results and affidavit/DEP documentation. **Failure to provide written proof from DEP will result in denial of plans from this Department**

- Proof of municipal water supply (ex. A copy of a water bill)  
**OR**
- DEP Approval Letter for a non-community public water system  
**OR**
- Non-public water supply results **AND** affidavit / DEP documentation

### **Section 5:**

I have attached the following supporting documents:

- Vendor floorplan / layout\*
- Location of all food service equipment
- List of equipment including manufacture's names and model numbers

### **Section 6:**

I have attached the following supporting documents:

- Sales tax license or proof of application  
**OR**
- 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 the facility is compliant with sales tax licensing.

\*Plans may be hand drawn, but must be to approximate scale, neat and legible. Plans will **NOT** be returned.

I have attached all required documentation for each section outlined above that are applicable to this plan review application. I have signed all applicable individual sections within the application. **Failure to provide documentation or sign all sections will result in a delay of processing and/or the application may be denied.**

**Applicant Signature:** \_\_\_\_\_

The Department of Agriculture will review the plans and notify you of its approval/disapproval. Please allow **4 – 6 weeks** for processing. Once you receive your approval, notify your Food Inspector or regional office at least ten (10) days prior to operation to arrange a licensing inspection. Inquiries regarding your application status should be directed to 717-787-4315 or [RA-AGPlanReview@pa.gov](mailto:RA-AGPlanReview@pa.gov).

All material **must be fully completed** and returned with any necessary accompanying documentation to:

**[RA-AGPLANREVIEW@pa.gov](mailto:RA-AGPLANREVIEW@pa.gov)**

or mail / fax to:

**Pennsylvania Department of Agriculture  
Bureau of Food Safety and Laboratory Services  
Attn: Plan Review  
2301 N. Cameron St, Room 112  
Harrisburg, PA 17110**

**Fax: 717-787-1873**

*\*If your county is under a County Health Department Jurisdiction, you should contact them directly for licensing. These counties include Allegheny, Bucks, Chester, Delaware, Erie, Montgomery, and Philadelphia.*

***There are NO fees associated with this Plan Review Application. DO NOT SEND MONEY WITH THIS APPLICATION.***

License fees will be collected at the time of the licensing inspection pending the facility is compliant with all Food Safety laws and regulations. The fees are as follows (payable to: Commonwealth of PA):

**License Fee Exemptions** (not exempt from inspections)

- Pre-packaged non-TCS (time and temperature control for safety) foods ONLY
- Raw agricultural commodities ONLY

**Retail Food License**

- New Licenses:
  - Under 50 seats AND Owner Operated – **\$103**

**Other fees**

- Annual Renewals – \$82
- 2<sup>nd</sup> Follow-up Inspection – \$150
- 3<sup>rd</sup> or Subsequent Follow-up Inspection – \$300
- Duplicate License – \$14
- Courtesy Inspection – \$150



## INSTRUCTIONS FOR COMPLETING THE RETAIL FOOD FACILITY APPLICATION

These instructions are for your review and to assist you in understanding and completing the plan review application and licensing process.

### PREPLANNING/TIMELINE:

1. Review thoroughly a copy of the rules and regulations pertaining to the specific type of food service facility planned prior to and during preparation of plans. Applicable law is Title 3 of the Consolidated Statutes, Chapter 57, Subchapter A, Retail Food Facility Safety Act (3 C.S §§5701 - 5714). Regulations governing food safety in retail food facilities are found in the PA Code, Title 7, Chapter 46, §46.4, wherein which PDA has adopted the most current version of the FDA Model Food Code (herein noted as “Food Code”).
2. Discuss any unanswered questions regarding licensing and requirements for plan review with the Department’s Plan Review Program Specialist.
3. Complete this application for operation as a **Farmers Market Vendor** and submit **at least 60 days** prior to **opening/operating**.
4. Do not open, prepare or sell food prior to approval from the Department.
5. Do not begin construction, remodeling or conversion of the facility prior to submitting and obtaining approval of the submitted plans from the Department. New owners and change of ownerships are required to submit plans and gain approval **prior** to sale and preparation of foods.
6. All local planning, zoning, building, fire etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Environmental Protection, and the Liquor Control Board if the facility will also be regulated by these agencies. It is your responsibility to assure compliance with other applicable laws and regulations.
7. The Department will contact you with an approval (or disapproval) of your plans. After approval and when the facility is ready for inspection, you will make an appointment with your Inspector to do a Licensing Inspection. Licensing fees are collected at the time of a compliant licensing inspection.

*\*County, township, cities or boroughs are authorized by Law to have local health offices, if they choose. As such, if a local or county health office exists, they will have jurisdiction for issuing licenses to Retail Food Facilities. Proprietors operating in a county or local health jurisdiction should contact their County or Local Health Department directly. Do **NOT** fill out this application. A list of County / Local Health Departments can be found at [https://www.agriculture.pa.gov/consumer\\_protection](https://www.agriculture.pa.gov/consumer_protection), on the Retail Food ‘Program’ page.*

*This application is for Farmers Market Vendors who are **NOT** selling foods for immediate consumption. Food for immediate consumption may include, but not be limited to hot dogs, soups, rotisserie chicken, barbeque, and other such foods or drinks that are intended to be eaten on the premises where purchased or immediately when taken home (take-out foods). Vendors of this type should **NOT** fill out this application.*

## **SECTION 1: PURPOSE OF THE PLAN REVIEW**

Enter the **date** the retail food facility is anticipating opening, the legal change of ownership will occur, or the remodel project will be completed.

**PART A:** Select which best describes your farmers market stand. Are you within a permanent building/structure, in a parking lot or other open outside area, or a mobilized unit traveling from market to market with the exact same set up?

**PART B:** Select which best describes why you are filling out this application.

Are you a new vendor to the market looking to get a new license? – **New license**

*If this choice does not seem to describe why you are applying, select **other** and describe why you are applying for as a farmers market vendor.*

## **SECTION 2: FACILITY INFORMATION**

This section captures information about your farmers market stand. If you are selling from only **ONE** market, please list that market's location/information. If you are applying as a **MOBILE** vendor, **DO NOT** use this application. You must apply using the Application Packet for Mobile Food Facilities. Fill in **all** sections completely. Enter the most responsible official at the farmers market stand if that is not the owner.

## **SECTION 3: FACILITY SERVICE INFORMATION**

**TYPE OF SERVICE:** This section will capture information on what kinds of food you are selling at the farmers market. This section is broken down into two categories: packaged and non-packaged. **Packaged items ONLY are those food items that come to market pre-packaged and remain in that package through the point of sale.** Packaged items are bottled, canned, cartoned, securely bagged or wrapped at the processing site or other inspected food facility. This does **NOT** include wrappers, carryout boxes or other non-durable containers used to containerize food with the purpose of facilitating food protection during transportation, service or receipt by the customer.

If your food item is not listed, please check "other" and list your food items. You may have a combination of both packaged and non-packaged foods. List all that may apply.

**EMPLOYEE INFORMATION:** Select which category is applicable to your farmers market stand:

Food Employee Certification: A certified food protection manager is a person in charge of the retail food facility who has taken and passed a nationally recognized food safety exam. National exams are those that have been approved by ANSI using the Conference of Food Protection certified food protection manager standards. For more information on the type and location of acceptable programs, visit our website – Retail Food – Food Employee Certification. You may use any vendor of your choosing to take this course and exam. Your certification must be kept valid and current (not expired). If you are not exempt and do not currently have a certified food manager in the facility, you will have 90 days from the date your license is issued to certify the person-in-charge. Unless exempt from certification as described below, facilities handling exposed TCS foods must comply with these regulations.

*A retail food facility, farmers market stand, is exempt from the food employee certification if:*

1. Farmers market stand exempt from licensing fees
2. Farmers market stand sells only commercially pre-packaged foods and beverages (non-TCS and TCS)
3. Farmers market stand sells only non-TCS foods and beverages (packaged or unpackaged)
4. Farmers market stand operated by a charitable non-profit organization

Employee Health Policy: An employee health policy establishes how to handle ill employees. Even if you are the only employee, The FDA Food Code, requires that the person in charge understand under what conditions an employee,

including themselves, may work while ill and at what point restriction or exclusion of the person from the food facility should take place. This policy does not need to be a written policy. The question is asked to bring your attention to this very important issue. Your Inspector, as part of a routine inspection, will discuss your policy with you. If you do not currently have a policy developed, a policy must be established, either in writing or verbal, prior to opening and presented to every employee of the facility and your Inspector.

Clean-up of Vomiting and Diarrheal Events: The FDA Food Code requires procedures for employees to follow when responding to vomiting or diarrheal events involving the discharge of vomitus or fecal matter onto surfaces in a facility must be written. The procedures should address the specific actions employees must take to minimize the spread of contamination and exposure to employees, consumers, food and surfaces to vomitus or fecal matter.

### **IMPORTANT FOOD SAFETY INFORMATION** (For review only; not to be included in application packet)

#### Food Safety and Handling:

1. All time and temperature control for safety food (TCS) shall be kept out of the temperature danger zone (41°F to 135°F). All food must be kept cold (< 41°F) or hot (>135°F).
2. All food shall be protected at all times from environmental and other sources of cross contamination.
3. Proper warewashing includes 3 steps: wash, rinse, and sanitize. Sanitizing food equipment is a risk factor violation if not accomplished correctly.
4. All unpackaged food shall be protected from direct consumer handling at all times until purchased.
5. **No bare hand contact is allowed on any ready to eat food.** Gloves or utensils, such as spatulas or hand papers, must be used at all times to avoid contact with food.
6. Good personal hygiene and proper handwashing are essential.

### **SECTION 4: WATER, SEWER, WASTE INFORMATION**

This section captures the information about water supply, waste water disposal and trash collection.

**WATER:** Select the type of water supply being used in your farmers market stand if a water supply is necessary for handwashing, warewashing, or preparation of food. You may obtain your water from **any** DEP regulated water supply. Farmers market operators may need to supply you this information if you are using their water supply. Written documentation of approval may be necessary from the market operator to verify the water supply system.

Municipal (Community) Water Supplies: Municipal/community supplies are those regulated by DEP. The name of the Public Water Supplier (ex: Pennsylvania American Water) should be listed as the municipal public water source,

Non-Community Supplies: Some non-municipal water supplies and/or wells are also regulated by DEP and assigned a Public Water System (PWS) ID#. If the market is on a well and determined to be 'public', it must be approved by DEP. For non-community public water supplies, provide proof from DEP that your water supply has been approved as a Public supply, including your assigned Public Water Supply number.

Other: Non-public water systems are not regulated by DEP and are required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. If DEP determines your facility does **not** qualify as a public water system then **current water tests must be provided for Total Coliform (4 initial samples in 24 hours) and 1 initial sample for Nitrate/Nitrite.** Ongoing testing of the water supply for non-public systems shall continue as directed by your Inspector. The water testing will most likely be provided by the market operator of the farmers market. Test results must be submitted with the application. **You must contact your local DEP office to determine if your water supply should be regulated by that Agency.** To find your local DEP office by county visit the website below or call **717-787-9633** for more information.

<http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=8435&DocName=DEP%20OFFICE%20AND%20COUNTY%20HEALTH%20DEPARTMENT%20CONTACT%20INFORMATION%20BY%20COUNTY.PDF%20>

*Approval of the water supply shall be based on satisfactory compliance with the latest edition of the Public Water Supply Manual for Construction Standards and Title 25, Chapter 109 for Water Quality, Pennsylvania Department of Environmental Protection (DEP). Facilities shall also comply with The FDA Food Code sections relating to water.*

**SEWAGE:** Select which applies. If your facility is utilizing a municipal sewage system supplied by the farmers market, supply the name of the sewage enforcement municipality. For retail food facilities **NOT** using a municipal/public sewer: It is the responsibility of the owner/applicant of the retail food facility to contact the local Sewer Enforcement Officer for their municipality to review whether the current on-lot sewage system is approved and adequate for the use of the facility. Please provide that date on which this contact was made and confirm by signature that you are compliant to the best of your knowledge with all sewage disposal requirements.

Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title, The Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. §§691.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with The Food Code.

**REFUSE:** Select any that apply. If refuse is to be disposed of on-site at the farmers market the refuse company name must be supplied. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (relating to Solid Waste Management). If disposal is to take place off-site, list the name of the collector and location of disposal site. The handling of refuse, recyclable and returnable shall comply with all applicable sections of The Food Code.

**DAYS OF OPERATION & TIME:** will collect the days of the week and time in which the farmers market is operating. If you are operating at different farmers markets each day, please note the market you are at on any given day.

### **SECTION 5: FACILITY FLOOR PLAN & EQUIPMENT SCHEDULE**

Applicants must submit floor plans, equipment schedules, materials and construction plans. Plans must include the basic layout of the stand, location of all food service equipment, listing of equipment (including manufacturer's name and model numbers), location of handwashing and warewashing sinks (if applicable), restroom locations, materials of floors, walls and ceilings (overhead protection), and site plan showing location of the stand within the market. See **Guidelines for Preparation of Floor Plans and Equipment Schedule** for more detailed instructions on completing this section.

Only **one** copy is required for the review. Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested. The Department does **not** maintain a copy of your plans.

### **SECTION 6: ZONING AND OTHER CODES**

This sections captures information related to compliance with building code and enforcement and sales tax collection. Please select which best applies to your facility. Some of this information may need verified with the property or building owners/operators.

### **SECTION 7: OWNERSHIP SIGNATURE**

Read this section and fill in the appropriate '**ownership**' block with signatures. The 'owner' or 'proprietor' of a retail food facility may be a person, partnership, association, corporation, or an LLC or LLP. Only the 'proprietor' may apply for and obtain a retail food facility license in the Commonwealth of Pennsylvania. NOTE: When an association, corporation, LLC, or LLP is the 'proprietor', at least one governing official must sign the application. **All licenses issued for the retail food facility will indicate the legal company name AND the 'Senior' officials name indicated on the application (if applicable).** If, in the future, the Senior Official's name on the license is not correct, a written document must be provided to the Department signed by the 'new' company official.

## GUIDELINES FOR PREPARATION OF FLOOR PLANS & EQUIPMENT SCHEDULE

ALL plan reviews must **INCLUDE** copies of:

- Farm market stand floor plan/layout
- Location of all food service equipment (even if minimal)
- List of equipment including manufacture's names and model numbers
- Location of handwashing and warewashing sinks (if applicable)
- Restroom locations
- Surface or materials for floors, walls and ceilings (overhead protection) even if temporary
- Site plan showing the location of the farm market stand within the market

Plans do not need to be signed and sealed. Only **ONE** copy is required for the review. Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested. The Department does not maintain a copy of your plans. Additional information may be requested by the Department of Agriculture (PDA) to approve your facility.

The outline below provides a generalized list of items that should be addressed on your floor plans and equipment schedules. The **Room Finish Schedule** and **Equipment Schedule** charts are provided for optional use to help organize your information and ensure all information is submitted as required. Whether you use the enclosed charts provided below or submit in your own format, **ALL** information listed is required and **MUST** be included with this application.

*Please note: not all areas as listed below may be applicable to your facility.*

**FACILITY DETAILS:** (See FDA Food Code for detailed requirements)

**STRUCTURAL FACILITIES** – full details must be indicated and included on **Room Finish Schedule**

**Floors:** Type of material that will be on the floor/ground in your stand

- Farm markets located inside a building or structure, including mobile trucks:
  - Floor material (ex: linoleum, sealed concrete, sealed hardwood, etc.)
  - Location of floor drains, if applicable
  - Materials for the juncture / coving between floors and walls, if applicable
- Farm markets located outdoors:
  - Food facilities may not be located in areas having NO ground protection, exposed grass or dirt
  - Floor protection may include pallets, concrete, asphalt/blacktop, wood sheeting, rubber mats, linoleum, tile or other similar materials to control ground dirt and debris

**Walls, Ceilings, Doors and/or Windows:** Type of material that will be used for walls, ceiling/overhead protection, doors, and/or windows in your stand

- Farm markets located inside a building or structure, including mobile trucks:
  - Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows if food within the building is unprotected. Open air markets are permitted if all food is protected from contamination at all times.
  - Ceiling and walls shall be easily cleanable and constructed in such a way that nothing in the area will fall and contaminate food. If the structure is not easily cleanable or constructed to prevent potential contamination, a suitable alternative may be individual stand overhead protection (ex: tents or awnings).
  - Food may not be located under utility lines that convey sewage.

- Farm markets located *outdoors*:
  - Overhead protection is required at all times in storage, preparation, display and other similar areas. Suitable overhead protection may include tents or awnings.
  - Outer openings of a Farmers Market stand shall be protected against entry of insects, rodents and environmental contamination (except as indicated in #2 below)
    - If the stand is *not* provided with overall protection (ex: ‘stick’ stands, push carts, and some mobile units and open air markets), then openings must be protected against the entry of insect and rodents via screens, air curtains, **or other effective means, including lids and coverings over all foods**. Foods may not be exposed or openly prepared in situations without protection.
    - **Outer opening protection is not necessary in situations where ALL foods within the facility are covered and protected, no preparation occurs and/or no foods are exposed except during service to an individual consumer’s order.** In all cases, it is *recommended* that “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use in case of inclement weather or other situations, such as high wind/dust, that may cause foods or food equipment to become contaminated. If no means of protection are available in these situations, a stand will need to close operation until such time as the situation resolves itself.

**Plumbing:** Detailed plan of the plumbing system, if applicable, including:

- Water connections to all food service equipment
- Drainage or condensate lines from equipment such as ice-makers, walk-in coolers etc. showing clearly the methods of discharge of waste waters
- Mixing valves on all sink fixtures
- Hot water generating system where hot water is to be used for warewashing and handwash sink locations
- Cross connection and backflow control at all necessary areas, especially hoses used as a potable water supply

**Handwashing Facilities:** location and placement of any required handwash sink, including:

- Each stand or small grouping of stands must supply a sink or basin for handwashing that is accessible and conveniently located for all food employees to use
- Each sink or basin must have a sign indicating, “Employees must wash hands”
- Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing
- Each handwashing station must include soap, single use paper towels, and a waste receptacle
- Each handwashing station must have an acceptable water supply and waste water collection container
- Stands handling raw, unfrozen meat and poultry or other raw animal derived products, even if overwrapped, will require handwashing
- Chemically treated towelettes may **NOT** be used in place of handwashing **UNLESS** all food is pre-packaged, poses no cross-contamination risk and handwashing sinks are not available. This will be evaluated and approved by your Inspector

**Dishwashing Facilities (if applicable):** location and placement of any required warewashing sinks or dishwashers

- **If you have no food equipment and all of your food is packaged, you may not need warewashing facilities.** This will be subject to review by your Inspector. If you have equipment that will come in contact with food, such as scoops, slicers, cutting boards, knives, and other similar items, warewashing must be provided, either on-site or at an approved commissary, depot, or food processing location.
- All soiled food-contact equipment must be washed, rinsed and sanitized every 4 hours.
- A vendor may use an approved cleaning depot site located in another area on the grounds or off site from the market, as long as suitable numbers of utensils and equipment are provided at the market stand in case of accidental contamination, items are changed every 4 hours, unclean items are segregated appropriately, and the depot is under inspection by the Department or other Local Health Department.

- If warewashing is provided on-site it must consist of a three compartment sink to wash, rinse and sanitize. Farmers Markets may provide common warewashing areas for multiple vendors to utilize if vendors are performing limited amounts of warewashing.
- A two basin set up may be approved by the inspector when limited utensils, such as spatulas, tongs or other similar serving utensils are the only food equipment used AND the facility can accomplish the 3-step method of washing, rinsing and sanitizing using the approved number of sinks and/or approved chemicals.
- Sanitizers (ex: Quaternary Ammonia or Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately. An appropriate sanitizer testing device (strips, titration kits) must be available at all times.

**Food Storage Areas:** location of any storage areas not in the immediate area of the stand. This includes a description of your commissary location.

- Construction of floors, walls, and ceilings in these areas
- Height and depth of storage shelves (distance from the lowest shelf to floor must be no less than 6")
- Finish of storage shelves and their location (not under overhead water or sewer pipes)

**Food Displays:**

- Counter sneeze guards or other protective devices if displaying unpackaged foods
- Food display protection is required for all consumer self-service operations

**Equipment:** location of all equipment, even if minimal (example: refrigerator or coolers)

- Design and Construction
  - o A list of all equipment must be prepared as an addendum to the plans showing the manufacturer make and model number
  - o Equipment must meet a minimum requirement as stated in Food Code. Home-style, residential use equipment *may* meet the requirement of this Code, but will require evaluation by the inspector for its durability, cleanability, and capacity with respect to its specific proposed use.
  - o Food equipment that had been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46 as listed above. All other equipment must be evaluated for compliance with the Code. Accredited certifying programs for sanitation include NSF (National Sanitation Foundation), UL (Underwriters Laboratory) and ETL (Intertek Testing Services).
  - o A set of detailed shop drawings may be evaluated to determine compliance with these standards.
  - o All equipment must be easily cleanable, durable, free of breaks, cracks and crevices, made of appropriate materials, well-constructed, and adequate for the intended use
  - o All equipment must be appropriately maintained
  - o All equipment within physical structures shall be installed according to applicable federal, state or local code requirements for construction and fire safety. The owner is responsible to ensure these requirements are met.
- Refrigeration and cold holding units
  - o All cold holding units, including coolers, must be capable of reaching and maintaining 41°F or below when in use. Each unit must be supplied with an accurate and accessible thermometer
- Ice storage units
  - o Ice that will be in direct contact with food or used as an ingredient in food MUST be stored in a clean, easily cleanable, non-porous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
  - o ALL ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice OR outside the ice on a clean surface protected from contaminants.

- Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non- potable.
- Personal drinks MAY NOT be stored in potable ice chests.
- Packaged foods, including drinks, whose packaging is NOT subject to the entry of water because of the nature of the container or packaging (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous draining of melting ice reduces the potential for contamination, therefore in these situations; ice bins must be effectively drained.
- Thermometers (ambient air or water)
  - Numerically scaled thermometers measured in Fahrenheit must be accurate to +/- 3°F and must be accessible and readable for each cold storage unit to be used in the storage of time and temperature control for safety foods for measuring ambient air or water temperature. (+/- 1.5°F for Celsius devices or Celsius/Fahrenheit devices). Food temperature measuring devices that are scaled only in Fahrenheit shall be accurate to +/- 2 °F in the intended range of use OR +/- 1 °F for Celsius thermometers.
- Equipment and Utensil Storage
  - Adequate storage facilities for all equipment such as tableware, kitchenware, utensils, etc., must be clearly shown. Utensil storage containers must be designed so that the utensils are protected from contamination and so that only the handle of the utensil can be grasped by the employee or customer.



The following chart/schedules are for your optional use. Complete and submit with your plans ALL facility details and equipment schedules

**FLOORS, WALLS, CEILINGS SCHEDULE**

	Wall Finishes	Floor Finishes	Ceiling Finishes
Example	Drop down screening	Linoleum	Overhead tarp
Kitchen/Cooking Food Prep			
Sales Area			
Dry Storage			
Warewashing			

Notes: \_\_\_\_\_

**LIGHTING SCHEDULE**

If lighting is not provided due to outside/natural lighting, please indicate such.

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
Example	35 fluorescent overhead lights)	35 fluorescent lights spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Preparation/Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: \_\_\_\_\_

## EQUIPMENT SCHEDULE

Provide a scaled layout drawing of all equipment, even if minimal, in the retail food facility. Complete the following list of equipment and submit with your plans.

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quantity
Example	Freezer	Hobart	ABC124	1