



www.vdacs.virginia.gov

VDACS Food Safety Program
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DEPARTMENT USE ONLY
DATE RECEIVED
APPLICATION #
FIRM ID #

Permit Application for Retail Food Establishment

SEE APPLICATION INSTRUCTIONS ON PAGE 2. IMPORTANT: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR REVISIONS
DOWNLOAD THIS APPLICATION TO YOUR COMPUTER AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY

New as of July 1, 2023: Pursuant to the [Code of Virginia, section 3.2-5145.2:1](#), if you plan to offer for sale a substance intended to be consumed orally that contains an industrial hemp-derived cannabinoid, you must indicate that intention on an Edible Hemp Products Disclosure Form and submit that completed form with this application.

This application is for a	<input type="checkbox"/> New Establishment	<input type="checkbox"/> New Owner/Change of Ownership for Existing Establishment
Business Legal Name:		
Doing Business As (DBA) Name:		
Establishment Ownership Type:	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual
	<input type="checkbox"/> Other	
Virginia State Corporation Commission Registered Business Entity ID:		
Establishment Phone Number:		
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.)
	*FOR A PRIVATE WATER SUPPLY, ATTACH A CURRENT WATER TEST REPORT SHOWING ABSENCE OF COLIFORM BACTERIA	
Sewage Disposal:	<input type="checkbox"/> Public	<input type="checkbox"/> Private*
	*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	

Names, Titles, Phone Numbers, and Email Addresses of Persons Comprising the Legal Ownership (Attach list if necessary)

FULL NAME	TITLE	PHONE NUMBER	EMAIL ADDRESS

Billing Address:

Person Directly Responsible for the Food Establishment:

FULL NAME	TITLE	PHONE NUMBER	EMAIL ADDRESS

Immediate Supervisor of Person Directly Responsible for the Food Establishment:

FULL NAME	TITLE	PHONE NUMBER	EMAIL ADDRESS

Application Instructions

- 1) Complete pages 1 and 3, providing all of the requested basic business/owner information.
- 2) Review General Information and Requirements (Page 2).
- 3) **New, as of July 1, 2023.** If planning to offer edible hemp products (a food, drink, or dietary supplement containing cannabinoids extracted from Industrial Hemp), complete the **Edible Hemp Products Disclosure Form**. This form lists all of the requirements for edible hemp products offered for sale in Virginia.
- 4) Submit your completed application with all required information (see the checklist below for required attachments) to the VDACS Food Safety Program by email at foodsafety@vdacs.virginia.gov **at least 30 calendar days before the date planned for opening** the retail food establishment. Please be advised that section 3.2-5130 of the Virginia Food and Drink Law requires that your retail food establishment be inspected prior to opening (unless exempt from a permit pursuant to subdivision C 6 of § 3.2-5130; retail establishments must certify that they meet the criteria for the exemption on a form provided by the Department). An inspection of your food establishment will not be conducted until all of the necessary information requested in the application has been reviewed and approved by the VDACS Food Safety Program office. You will be notified when this has been completed.

Included With Your Application	Checklist of Information Required to be Submitted with Your Application
YES NO N/A	FLOOR PLAN: 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.
YES NO N/A	COPY OF MENU: If your food establishment offers food or beverage service, attach a copy of the menu.
YES NO N/A	TRAINING CERTIFICATE: Attach a copy of your Certified Food Protection Manager certificate.
YES NO N/A	WATER TESTING RECORDS: For a private water supply, attach a current water test report showing test results for nitrate and total coliform.
YES NO N/A	SEWAGE DISPOSAL DOCUMENTATION: For a private sewage disposal system, attach documentation from Virginia Department of Health (VDH) that your system is appropriate for your planned food operation.
YES NO N/A	EDIBLE HEMP PRODUCTS DISCLOSURE FORM: Attach this completed form if you plan to sell products containing hemp derived cannabinoids.

General Information and Requirements

The following documents are available at the VDACS website:

WWW.VDACS.VIRGINIA.GOV/DAIRY-FOOD-STORES-AND-FROZEN-DESSERT-SHOPS.SHTML

- Virginia Food and Drink Law
- Retail Food Establishment Regulations
- Edible Hemp Products Disclosure Form
- Exemption From Inspection – General
- Form 1B Employee Health Policy
- Certified Food Protection Manager Certification Information
- Cleaning and Disinfecting Procedures
- Exemption From Inspection – Retailers of Edible Hemp Products

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.

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 an annual \$40.00 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 our next billing cycle which is usually in the fall of each year.

Type of Food Establishment (check all that apply):

- | | | |
|---------------------|----------------|------------------------------|
| Bakery | Seafood Market | Drug Store |
| Convenience Store | Meat Market | Ice Cream |
| Supermarket/Grocery | Sushi | Tasting Room- Winery/Brewery |
| Other* | | Edible Hemp Products |

*If "Other" is marked, please describe:

Hours of Operation:	SUN	MON	TUE	WED	THU	FRI	SAT
	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
CLOSE	CLOSE	CLOSE	CLOSE	CLOSE	CLOSE	CLOSE	CLOSE

Number of seats provided for customer dining (include all seating available, inside and outside):

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

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

Does the retail establishment offer for sale **ONLY** prepackaged food (food packaged by the manufacturer)? YES NO

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

Add any additional comments about your application here:

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

Printed Name(s):		Date:
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Pre-Operational Checklist for Retail Food Establishment (this checklist is a tool for you and it does not need to be completed and returned with the application)

- 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 ingredients offered for sale are procured from approved sources
- 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