

**APPLICATION AND/OR SITE INSPECTION FOR  
FARMERS MARKET VENDOR LICENSE  
(FEE: \$30)**

<p><b>*OFFICE USE ONLY*</b> <b>PAYMENT INFO</b> AMOUNT: \$ _____ CHECK#: _____ DATE: _____ REC'D BY: _____</p>	<p align="center">BOROUGH OF STROUDSBURG HEALTH DEPARTMENT 700 SARAH STREET STROUDSBURG, PA 18360 Phone (570) 421-5444 Fax (570) 421-2690 <a href="http://www.StroudsburgBoro.com">www.StroudsburgBoro.com</a></p>	<p><b>VENDOR NAME:</b> _____</p>
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The Pennsylvania Department of Agriculture is tasked with the licensing and inspection of retail food facilities across the state through the Bureau of Food Safety and Laboratory Services. With the passage of Act 106 of 2010 (3 Pa.C.S.A. §§ 5701 – 5714) food safety and inspection services were updated in an effort to ensure that food safety protocols are meaningful and met throughout the entire food chain from farm to fork.

**THIS APPLICATION, ALONG WITH A COPY OF YOUR PA DEPARTMENT OF AGRICULTURE LICENSE FOR YOUR PROCESSING LOCATION, MUST BE SUBMITTED TO THE BOROUGH OF STROUDSBURG FOR REVIEW.**

Failure to supply all requested information may result in a delay in licensing.

Farmers Market Licenses should be applied for approximately 45 days prior to the Season or initial sale of food.

**Farmers Market License:**

- Under the Law, retail food facilities are required to be licensed and inspected. This includes farmers markets and retail farm markets/stands. Licensing and inspection will be handled by the appropriate authorized agency, typically either the Pennsylvania Department of Agriculture or a local or county health department.
- The law requires that each vendor at a farmers market be individually licensed.

**EXEMPTIONS**

There are exemptions from the licensing requirement for some farmers market vendors. Please refer to *PA Dept of Agriculture Farmers Market and Farm Stand General Guidelines* for the full list of regulations.

**Retail Food Facility Safety Act – Exemptions**

- (1) A retail food facility that is exempted from the license requirements under this section shall remain subject to inspection and all other provisions of these requirements of this section subchapter.
- (2) A licensor shall exempt the following retail food facilities from the license
  - (i) A retail food facility in which only prepackaged, non-potentially hazardous food or beverages are sold.
  - (ii) A retail food facility that sells only raw agricultural commodities.

**Examples of Exempt/Non-Exempt Farmers Market Stands:**

- A vendor that sells only raw products from the farm – fruits and vegetables that have been harvested but not processed in any way (no value-added work done, not a ready-to-eat product) **IS EXEMPT**. This would cover vendors selling fresh raw fruits and vegetables.
- A vendor selling pre-packaged, non-potentially hazardous items (this may include baked goods, jams, candy, canned pickled food products, bottled juices, apple cider, honey products, etc.), prepared in a kitchen/facility that is registered, licensed and inspected by the PA Department of Agriculture **IS EXEMPT, but will remain under routine inspection.**

- A vendor selling food that is ready-to-eat\*, for example a stand where lunch is served, **IS NOT EXEMPT**. (\*The term Ready-to-eat is defined in the Food Code)
- A vendor sells added-value to raw products by washing, processing, chopping or offering them in a state that meets the ready-to-eat definition – such as leafy greens that have been washed and chopped to form a salad or fruits/vegetables that have been washed and sliced, **IS NOT EXEMPT**.
- A vendor selling pre-packaged, potentially hazardous foods\*\* (those that are temperature sensitive and must be controlled) such as meats, cheeses, milk or eggs, **IS NOT EXEMPT**. (\*\* The term ‘Potentially Hazardous Food’, now called ‘Time/Temperature Controlled for Safety’ (TCS) is defined in the Food Code.)

**License-exempt vendors are still subject to annual inspections by the Bureau of Food Safety and Laboratory Services, or Local or County Health Department, to ensure products comply with the exemption requirements are properly labeled and are from an approved source.** Please note that stands that are exempt from licenses are also still subject to the requirements of the Food Code. There is potential for the Department’s Bureau of Food Safety and Laboratory Services to secure sample products for testing.

<b>FACILITY INFORMATION</b>
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<b>FARMERS MARKET NAME</b>	<b>SITE LOCATION</b>
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**Dates of operation: from** \_\_\_\_\_ **to** \_\_\_\_\_

BUSINESS NAME AND ADDRESS OF VENDOR:

\_\_\_\_\_  
Name

Street	City	State	Zip Code
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County	Township/Borough
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( ) _____ Phone Number	( ) _____ Fax Number
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Contact Person’s Email Address	( ) _____ Cell Number or Alternate Phone Number
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OWNER TYPE:  SOLE PROPRIETOR, NAME \_\_\_\_\_

Signature \_\_\_\_\_

CORPORATION, LLC or LLP NAME \_\_\_\_\_

OFFICER NAME AND TITLE \_\_\_\_\_

Signature \_\_\_\_\_

PARTNERSHIP, NAMES \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

NON-PROFIT OR NOT-FOR-PROFIT, NAME OF ORGANIZATION \_\_\_\_\_

**TYPE OF PRODUCTSSOLD**

**Check all that apply**

**Pre-packaged foods**

(Items come to the Market in packages/containers/wrappings only, no food handling/packaging at the Market)

- Acidified canned goods  Deli meat or cheese  Raw meats  Candy  Drink mixes
- Baked goods (list: \_\_\_\_\_)
- Maple Products  Honey & Related  Dried Herbs / Spices  Deli salads  Eggs
- Other, Describe: \_\_\_\_\_

**NON Pre-packaged foods**

(Product did not come to the market in a packaged form. Packaging and handling done at the market)

- Baked goods  Deli meat or cheese  Raw meats  Candy  Cut Melons or other Fruits
- Other, Describe \_\_\_\_\_

**WATER, SEWER, WASTE INFORMATION**

**WATER TEST RESULT MUST BE ATTACHED OR PROVIDED AT THE TIME OF INSPECTION**

**WATER:**

**Water (handwashing, warewashing or preparation) will be obtained from: (Check which one applies)**

- A public water supply provided at the Market. **Water Supplier Name:** \_\_\_\_\_
- A public water supply NOT provided by the Market. **Water Supplier Name:** \_\_\_\_\_
- A non-public / non-municipal / private water supply (example: well water).
- Various water supplies because this is a mobile unit and not filling at one location each time. Operators must always use approved and tested water supplies. This information may be validated on any inspection by your Sanitarian.
- I will not be using water at my stand as ALL of my food is pre-packaged and non-potentially hazardous.
- A Current Water Test is Attached and / or I Understand that it is My Responsibility to use ONLY Approved & Tested Water Supplies if Mobile.**

**SEWER:**

**If there is a need to dispose of waste/gray water, it is must be disposed of in an approved manner.**

**Check which one applies:**

- A municipal/public sewage disposal system on site at the Market
- Sewage enforcement municipality:** \_\_\_\_\_
- A non-public sewage disposal system (examples; 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. Note: This approval does not apply if the facility is connected to an approved municipal supply, as listed above.
- For Mobile Units: Appropriate sewage/waste holding tanks that will be disposed of at approved sewage disposal sites.

**REFUSE:**

I will use the refuse containers provided at the Market site:

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.

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

**EMPLOYEE INFORMATION**

**Certified Food Handler** on Staff?  YES  NO

List name of certified food handler \_\_\_\_\_

**\*\*\* PROVIDE COPY of CERTIFICATE\*\*\***

- Exempt (non-profit) or other exempt facility
- Exempt, Commercially Pre-packaged foods only
- Exempt, All Non-potentially hazardous foods

If NO, and not exempt, you will have 90 days from the date your license is issued to make arrangement to send a supervisory level employee to training. Visit our web site at [www.EatSafePA.com](http://www.EatSafePA.com) to obtain a list of approved courses in your county

\_\_\_\_\_ # of anticipated employees/volunteers

RESPONSIBLE OFFICIAL AT THE ESTABLISHMENT (if not the proprietor listed on this application)

\_\_\_\_\_  
Name and Job Title

\_\_\_\_\_  
Phone Number (valid contact at vendor location)

\_\_\_\_\_  
Email

**OFFICIAL USE ONLY**

**SITE INSPECTION:**

**LOCATION:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **APPROVED / DENIED**

**NOTES / COMMENTS:** \_\_\_\_\_

**HEALTH OFFICER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_