WHAT APPLICATIONS DO I NEED TO TURN IN & WHEN?

FOOD EDITION! Well… If you are…….



FIND ALL OF THESE APPLICATIONS AND MORE ON OUR WEBSITE!

\*\*If BUYING LLC as change of ownership, only updated contact information is needed\*\*

WHAT APPLICATIONS DO I NEED TO TURN IN & WHEN? WHAT FORMS SHOULD I LOOK AT?

Taking ownership of a previous brick and mortar facility, not changing menu, not changing facility layout

* Food Permit Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* If catering, look at “Catering Guidelines”
* Look at “Food Protection Manager Certifications”

Taking ownership of a previous brick and mortar facility, changing the menu and/or changing the facility layout

* Food Permit Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* Plan Review Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* If catering, look at “Catering Guidelines”
* Look at “Food Protection Manager Certifications”

Building a brand new brick and mortar facility

* Food Permit Application, $40.00 Fee (Turn in as soon as plans completed- before actual construction recommended)
* Plan Review Application, $40.00 Fee (Turn in as soon as plans completed- before actual construction recommended)
* If catering, look at “Catering Guidelines”
* Look at “Food Protection Manager Certifications”

Taking ownership of a previous mobile food unit, not changing menu, not changing facility layout

* Food Permit Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* Commissary Commitment Form (If a commissary is being used- Turn in with Food Permit Application)
* Look at “Mobile Unit Procedures”
* Look at “Mobile Unit Guidelines”
* Look at “Food Protection Manager Certifications”

Taking ownership of a previous mobile food unit, changing the menu and/or changing the mobile unit’s layout

* Food Permit Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* Plan Review Application, $40.00 Fee (Turn in as soon as change of ownership occurs)
* Commissary Commitment Form (If a commissary is being used- Turn in with Food Permit Application and Plan Review Application)
* Look at “Mobile Unit Procedures”
* Look at “Mobile Unit Guidelines”
* Look at “Food Protection Manager Certifications”

Participating in an temporary event

* Temporary Event Application ($40.00 fee applies if you have not paid the temporary event fee within the last 12 months in VA and cannot produce a receipt of payment. 501C3 organizations are also exempt from the $40.00 fee). Turn in AT LEAST 10 DAYS before the event is set to begin. Late applicants may not be able to participate in the event.
* Look at “Temporary Event Vendor Guidelines”
* Look at “Temporary Event Sanitation Requirements”
* Look at “Food Protection Manager Certifications”

Organizing a Temporary Event

* Temporary Event Coordinator Application (No charge) Turn in AT LEAST 30 DAYS before the event is set to begin.
* Look at “Temporary Event Vendor Guidelines”
* Look at “Temporary Event Sanitation Requirements”
* Look at “Food Protection Manager Certifications”