

Statutory Authority

All places that prepare and serve food to the public, other than on an occasional basis, and advertise such service within the meaning of 18 V.S.A. Section 4358 shall, prior to serving food, hold a current annual food license issued by the Department of Health. Each individual food establishment shall require a separate food license, regardless of ownership. This includes, but is not limited to restaurants, food caterers, delis, bakeries, temporary food stands (fair stands), food processors, seafood vendors, hotels, bed and breakfasts, and children's camps. Any facility that advertises lodging to the traveling, transient public must obtain a lodging license.

You are Responsible for Completing the Following Actions

- All establishments (both commercial and home-based) in a municipality must contact their town or city clerk's office for any local zoning restrictions, licensing or permit requirements.
- **Prior to new construction**, contact the Health Department Food & Lodging Program to arrange a plan review.
- Contact your state Agency of Natural Resources (ANR) Regional Office for their permitting requirements. The building owner must be involved in this part of the process. **Your project must have ANR approval before a license to operate your establishment can be issued by the Health Department.**
- Review the applicable regulations before submitting your application. The Vermont Department of Health (VDH) regulations for food and lodging establishments can be accessed on the VDH website: http://healthvermont.gov/enviro/food_lodge/food_reg_guide.aspx. You can request paper copies of the regulations by contacting the VDH Food and Lodging Program at (802) 863-7221 or by email at: AHS.VDHFooodandLodging@vermont.gov.
- **Application Instructions:** Submit a **legible** and **complete** application with a check or money order 30 days before you plan to begin operation. The application will be processed and the local Public Health Inspector will contact you to arrange an opening compliance inspection prior to operation. You will not be approved for operation until a satisfactory compliance inspection has been completed.

Identify the Type(s) of License Needed

For questions concerning the type(s) of licenses needed for your business plan, call the Department of Health, Food and Lodging Program at (802) 863-7221 or email at: AHS.VDHFooodandlodging@vermont.gov.

License Category	Description
Restaurant	Food service establishment that prepares and serves food on premises Regulations: Health Regulations for Food Service Establishments
Commercial Caterer	A catering operation based out of a store, food stand, mobile unit, pushcart or other commercial establishment, or a home kitchen equipped with commercial equipment. Any food service establishment that prepares and sells food for takeout.

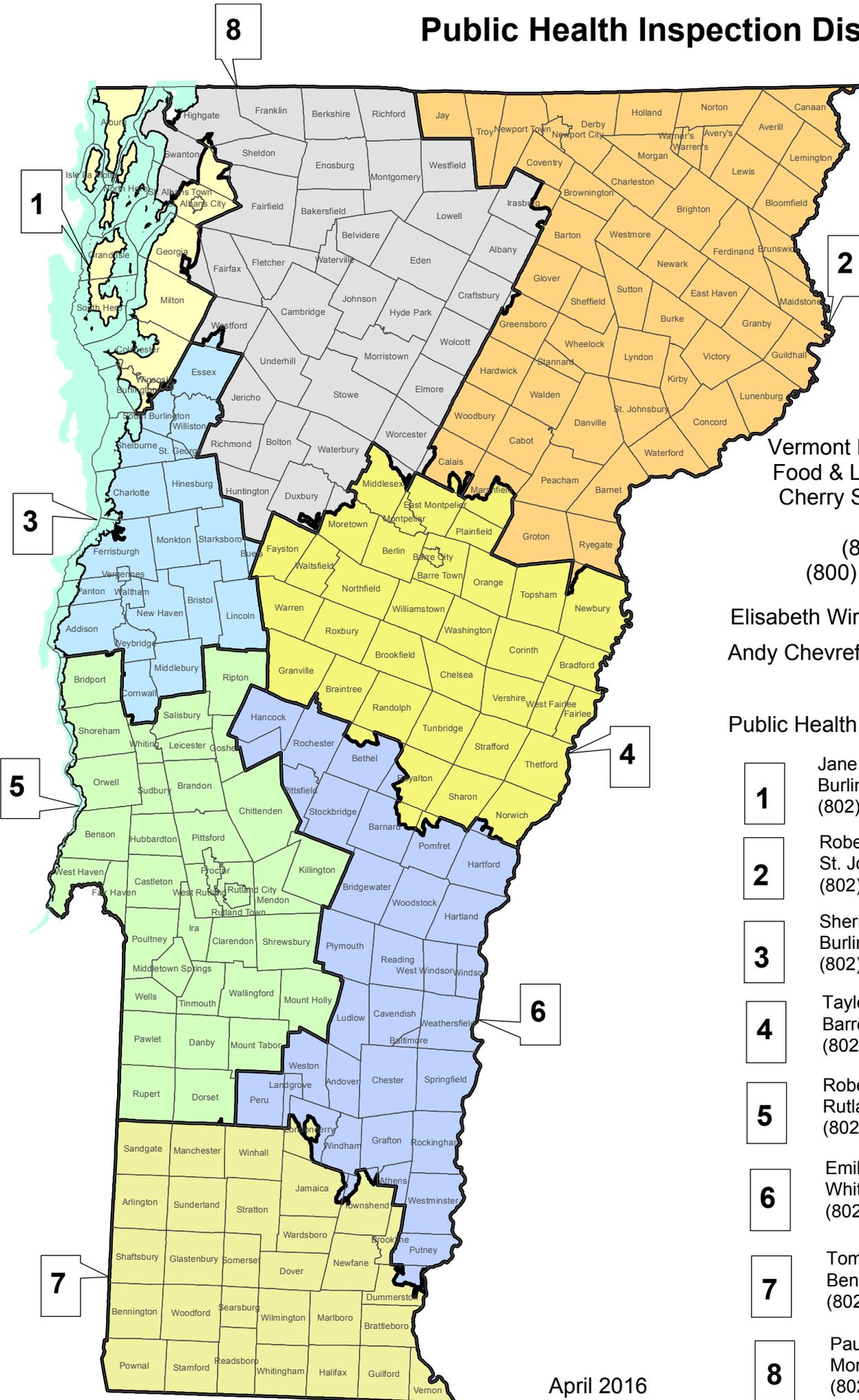
Caterer Con't.	Regulations: Health Regulations for Food Service Establishments
Home Caterer	An establishment where food is prepared and wrapped in a home kitchen using only standard home kitchen equipment and sold on a take-out basis only or sold to commercial establishments for resale. Regulations: Health Regulations for Food Service Establishments
Limited Operation	An establishment that prepares and serves steamed or rotogrill frankfurters and/or cold sandwiches for off-premise consumption, and whose major business is not the preparation and service of food . Regulations: Health Regulations for Food Service Establishments, Section 5-204 through 5-219
Food Processor	An establishment that processes food such as jams, jellies, candies, chocolates, salsa, sauces, salad dressings, etc. for retail or wholesale markets. Includes processed food warehouses and distribution centers. Regulations: Good Manufacturing Practices for Food
Bakery	A building or part of a building that is principally used for the production of bread, cakes, pies or other food products made either wholly or in part of flour and intended for sale. Regulations: Good Manufacturing Practices for Food (Wholesale), Health Regulations for Food Service Establishments (Retail)
Camp	A seasonally operated establishment open not more than 90 days per year and offering a camping program which includes providing food and/or lodging to vacationing youth or family groups. Regulations: Health Regulations for Food Service Establishments and Chapter 5, Subchapter 2A: Lodging Establishments
Seafood Vendor	An establishment that sells seafood products such as fish and shellfish on a retail basis. Regulations: Health Regulations for Food Service Establishments
Shellfish Reshipper	An establishment that purchases shellfish and either processes or breaks the product down into small lots for wholesale or retail operations. Regulations: Vermont Department of Health Shellfish Sanitation Rule
Lodging	Establishments, including hotels, bed and breakfasts, motels, tourist homes, etc. that advertise lodging to the traveling transient public. Regulations: Chapter 5, Subchapter 2A: Lodging Establishments
Temporary Food Stand	A temporary food or beverage establishment that is disassembled and moved between uses, such as at a farmer market, street fair, or sporting event. Regulations: Health Regulations for Food Service Establishments

Other Agencies You May Need to Contact

You are responsible for contacting additional state and local entities for compliance with applicable regulations or policies for your business.

Agency or Department	Purpose
<p>Agency of Agriculture, Food & Markets www.vermontagriculture.com</p> <p>Main Office 802-828-2430 Meat Inspection 802-828-2426 Dairy Program 802-828-2433 Weights & Measures 802-828-2436</p>	<p>General information Meat inspection services Sale or manufacture of ice cream and other dairy products Packaging and label regulations; scale inspections</p>
<p>Agency of Natural Resources Dept. of Environmental Conservation www.anr.state.vt.us/dec/dec.htm</p> <p>Barre Office 802-476-0190 Essex Junction Office 802-879-5656 Rutland Office 802-786-5900 Springfield Office 802-885-8855 St. Johnsbury Office 802-751-0130</p>	<p>Issues wastewater permits for new construction or for increased seating capacity. Reviews and approves public building plans, compliance with Act 250 requirements or other environmental laws.</p>
<p>Department of Public Safety http://dps.vermont.gov</p> <p>Fire Safety and Electrical Program Barre Office 802-479-4434 Rutland Office 802-786-5867 Springfield Office 802-885-8883 Williston Office 802-879-2300</p> <p>Plumbing Program 802-786-5841 (South), 802-479-8616 (North)</p>	<p>Inspects public buildings for fire and safety hazards, electrical compliance, and reviews plans for new construction or renovations. Home-based businesses in multi-unit buildings or in rental apartments need approval.</p> <p>Inspects plumbing for compliance with state rules</p>
<p>Department of Liquor Control http://liquorcontrol.vermont.gov</p> <p>802-828-2345 800-642-3134 (toll-free in VT)</p>	<p>Issues liquor licenses. Your Health Department license must be issued first. The name of the licensee must be the same for both licenses.</p>
<p>Vermont Department of Health Lab</p> <p>802-338-4724 800-660-9997 (toll-free in VT)</p>	<p>Private water systems require a recent laboratory test showing an absence of coliform bacteria and acceptable levels of nitrites and nitrates.</p>
<p>Office of the Secretary of State www.sec.state.vt.us</p> <p>802-828-2386</p>	<p>Register the name of your business.</p>
<p>Department of Taxes www.state.vt.us/tax</p> <p>802-828-2551</p>	<p>Apply for a business tax account and a license to collect and pay applicable taxes.</p>

Public Health Inspection Districts



Vermont Department of Health
 Food & Lodging Program 108
 Cherry Street Burlington, VT
 05402
 (802) 863-7221
 (800) 439-8550 (in VT)

Elisabeth Wirsing - Program Chief
 Andy Chevrefils- Chief Inspector

Public Health Inspectors:

- 1** Jane Bingham
Burlington, VT
(802) 951-0137
- 2** Robert Bruce
St. Johnsbury, VT
(802) 751-0174
- 3** Sherry Sawyer
Burlington, VT
(802) 863-7389
- 4** Taylor Gillich
Barre, VT
(802) 476-0159
- 5** Robert Manfredi
Rutland, VT
(802) 786-5853
- 6** Emily Jarecki
White River Junction, VT
(802) 296-5562
- 7** Tom Hubbell
Bennington, VT
(802) 447-6412
- 8** Paul Fernald
Morrisville, VT
(802) 888-1334