



## FARMERS MARKET PERMIT PROCESS

Please contact WVDA at the email below to obtain your Farmers Market Vendor Permit.  
[farmersmarkets@wvda.us](mailto:farmersmarkets@wvda.us) or call (304) 558-2226.

If you are required to obtain an additional permit through our office, they will let you know.

### You will need to obtain a Retail Permit for the Farmers Market if:

- You are a restaurant on site at a Farmers Market
- You are a prepared food vendor, including mobile food vendors (hotdogs, hamburgers, barbeque, etc.)
- You are a Consignment Farmers Market
- You are preparing food/drink items on site.

Permit term runs from July 1<sup>st</sup> to June 30<sup>th</sup> each year.

### Permit Fee:

The fee for a full term is \$60.00 however, this fee is prorated for the time remaining in the period when you apply. After you apply, we will email the invoice to you.

Restaurants which are already permitted in Jefferson County and wish to prepare food at a farmers' market – **will need to complete a Food Establishment Permit Application (SF-5) and include a menu.**

Mobile Vendors must have a current mobile permit for Jefferson County to sell at a farmers' market. **If you are not already permitted as a mobile vendor in Jefferson County, please complete a Mobile Food Establishment Plan Review & Permit Application and include a menu.**

Consignment Farmers Market – when two or more vendors deliver their own farm and food products to a common location maintained by a third party that markets the vendors' products and receives a percentage share of the profits from sales, with the individual vendor retaining ownership of the farm and food product until it is sold. A consignment farmers market may be mobile or in a stationary location. **These vendors will need to obtain a Retail Food Permit by completing a Food Establishment Permit Application (SF-5) and include a menu.**

Forms can be found at the following link: <https://www.jchdvw.org/environmental-health/>

# Required Documentation

## Food Handler Cards

**Food Handlers cards** - Per the Jefferson County Board of Health, every employee serving, storing, or selling potentially hazardous foods or working with unpackaged food, food equipment, or utensils, or food contact surfaces in an establishment that is required to have a food establishment permit, including temporary food vendors **must** have a food handler's card, issued by the Jefferson County Health Department or a WV State food handler's card. Cards must be obtained within 30 days of hiring. See the link below for instructions on how to obtain your card:

<https://www.jchdww.org/food-safety/food-handlers-cards/>

- Food cards **must be obtained prior** to submitting this application.
- Those holding a current ANSI accredited CFPM certification are not required to obtain a food card.

**Please list below** - all food handlers that meet the above definition of a Food Handler.

You must submit a copy of non-expired food handler's card for each person listed below.

First and Last Name of Food Handler	First and Last Name of Food Handler

# Farmers Market Retail Food Permit Application

Food Establishment Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please list all food and beverage items below:

Food/Beverage	Source Name of Company/Address	Location Prepared	Cooking and Hot-Holding Methods

## Please be specific when answering the following questions:

Where/how will you be storing your food during the day and overnight? How is your food transported?

What type of refrigeration will you be using? This includes ice chests. Will you be using a thermometer in your refrigeration system to ensure temps are being met?

Do you have a water source? If yes, please explain.

Where will you be disposing of your solid waste? Where will you be disposing of your gray water?

- 1.
- 2.
- 3.

What will you be covering the floor/grass with?

Do you have netting/screening for your tent?

Explain your set up for hand washing and dish washing.



## Payment Options and Submission

Submit form and payment to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

### Please see below for payment options.

**Check Payments:** Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail along with your completed packet to the address above or drop in the lock box outside our back door marked Environmental.

**Credit Card Payments:** **There is a 3.99% fee on all credit card payments.**

**Pay Via Form Below:** Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental, along with packet.

**Pay Online:** This option is only available after we have received your application. Please notify us if you would like to pay online when you submit your application, and we will email a link with your invoice to you.

Once you receive the link simply visit our website

<https://www.jchdww.org/environmental-health/>

and click on [Pay for PERMITS Online](#)

### **PLEASE NOTE:**

**We are unable to accept credit card payments over the phone.**

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### **Credit Card Payment:**

**There is a 3.99% fee on all credit card payments.**

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_