



## 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 foods 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 (continued)

## 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.jchdvw.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



## 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 once you have received your invoice.**

**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:** Please notify us if you would like to pay online via our website and we will email the invoice to you. Please note that the permit process cannot begin until the account is paid in full.

Once you receive the invoice 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: \_\_\_\_\_