



RI SALES PERMIT

INFORMATION

CONTACT INFORMATION

Primary

Dr. Scott Marshall
RI Division of Agriculture
235 Promenade Street, Room 370
Providence, RI 02908-5767
401-222-2781 ext. 4503
401-222-6047 (f)
scott.marshall@dem.ri.gov
www.dem.ri.gov

Secondary

John Mullen
RI Department of Health
Three Capitol Hill, Room, 203
Providence, RI 02908-5907
401-222-7717
401-222-4775 (f)
john.mullen@health.gov.ri
www.health.ri.gov

APPLICATION PACKAGE

1) Application Form – RI Department of Health

- Market Cash Register License** (On-farm sales)
<http://www.health.ri.gov/applications/FoodMarketCashRegisters.pdf>
- Retail Food Peddler License** (Farmers market sales)
<http://www.health.ri.gov/applications/FoodRetailPeddler.pdf>
- Farm Warehouse License Wholesale permit** (Restaurant sales)
<http://www.health.ri.gov/applications/FarmWarehouseMeatProducts.pdf>

2) Application Fee

Application fees are not pro-rated. The full amount is due no matter what time of year the application is submitted. Permits must be renewed by September 31 each year.

If applying for Farm Warehouse License, the Farm Warehouse application fee includes the Market Register Permit (1-2 registers). Per DoH, "One license under the same regulation is required for onsite premises which is based on the higher license fee."

- Market (Cash Register) - \$120
- Retail Food Peddler - \$100
- Farm Warehouse- \$190

3) Operational Plan – RIRLA form http://www.rirla.org/RIRLA_Permits_Operational_Plan.pdf

APPLICATION PROCESS

1. Download and fill out the appropriate applications from the RI Department of Health website.
2. Fill out the Operational Plan document.
3. Review the RI DoH Permits Requirements document and prepare the on-site location for inspection.
http://www.rirla.org/RIDOH_Permits_Requirements.pdf.

RI SALES PERMIT INFORMATION



4. Contact Scott Marshall at RI Division of Agriculture to schedule a site visit **or** for assistance with the Department of Health applications(s) or Operational Plan. This planning visit is suggested, but optional. A pre-application visit offers farms the opportunity to go over the plan before the plan is submitted to RIDoH, and can often advise applicants away from making mistakes that RIDoH wouldn't allow to be licensed.
5. When the Inspector comes to the farm have the meat storage/sales location ready (including meat in the freezer). If the Inspector gives a provisional approval, the farm will be able to make sales according to the license provisionally granted.
6. Send completed packet (Operational Plan, Dept. of Health License application(s) and application fee) to: RI Dept. of Health, Office of Food Safety, Room 203, Three Capitol Hill, Providence, RI 02908.

(Please note and include any additional items needed for the Farm Warehouse application.)

Farm Warehouse applicants: Make note of the Water Test Requirement for Farm Warehouse license and be sure to have a current test (within the previous 12 mths). You must also apply for a USDA/FSIS Meat Handler Registration Number using the application found here: http://www.rirla.org/USDA_FSIS.pdf A copy of the USDA/FSIS application and the date it was mailed to the USDA should be included with your Farm Warehouse Application. A copy of your RI Farm Tax Exempt Certificate should also be included with the application.

RI Department of Health Permits must be renewed by September 31st each year, at which time the application fee is due. Water testing is required to be done each year also, with the results to be sent in to the DoH.

RESOURCES

RI Department of Health - Retail Food Resource page

http://www.health.state.ri.us/environment/food/retail/retail_food.php

USDA/FSIS Registration of Meat and Poultry Handler application

http://www.rirla.org/USDA_FSIS.pdf

Private Well Testing Labs

<http://www.health.ri.gov/find/labs/privatewelltesting/index.php>

Revised September 2012