



## LICENSE APPLICATION FOOD

*Follow instructions listed on the Instruction Sheet.  
For further information call (215) 686-2463.*

WHEN COMPLETED MAIL TO: DEPARTMENT OF LICENSES AND INSPECTIONS  
LICENSE ISSUANCE UNIT  
PUBLIC SERVICE CONCOURSE  
MUNICIPAL SERVICES BUILDING  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102

USE A SINGLE CHECK, OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA"

1. NAME OF OWNER		2. BUSINESS NAME (IF DIFFERENT THAN NAME OF OWNER)	
3. ADDRESS OF LICENSED ACTIVITY		CITY	STATE ZIP CODE
4. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
5. BILLING ADDRESS		CITY	STATE ZIP CODE
6. PHILADELPHIA BUSINESS TAX NUMBER		7. PHILADELPHIA BUSINESS PRIVILEGE LICENSE NUMBER	
8. FEDERAL TAX OR SOCIAL SECURITY NUMBER			9. DATE ACTIVITY STARTED MONTH DAY YEAR / /
10. DESCRIPTION OF ACTIVITY/BUSINESS			

11. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> FOOD ESTABLISHMENT (RETAIL, NON—PERM.)	\$150.00	3112	4/30/	
<input type="checkbox"/> FOOD ESTABLISHMENT (RETAIL, TEM., NON—PERM. LOC.)	\$150.00		4/30/	
<input type="checkbox"/> FOOD ESTABLISHMENT RETAIL, PERM. LOC. (TO 5,000 SQUARE FEET) BASED ON TOTAL GROSS STORE AREA	\$150.00	3118	4/30/	
<input type="checkbox"/> FOOD ESTABLISHMENT RETAIL, PERM. LOC. (MORE THAN 5,000 SQUARE FEET) BASED ON TOTAL GROSS STORE AREA	\$500.00	3119	4/30/	
<input type="checkbox"/> FOOD MANUFACTURER, WHOLESALE PROCESSED	\$315.00	3113	4/30/	
<input type="checkbox"/> FOOD PREPARING AND SERVING (TO 50 SEATS)	\$250.00	3120	4/30/	
<input type="checkbox"/> FOOD PREPARING AND SERVING (MORE THAN 50 SEATS)	\$350.00	3121	4/30/	
<input type="checkbox"/> FOOD PREPARING AND SERVING (CATERER)	\$350.00	3122	4/30/	
<input type="checkbox"/> FOOD WHOLESALE, PRE-PACKAGED	\$220.00	3117	4/30/	
<input type="checkbox"/> FOOD VENDING MACHINE *(\$75.00 FIRST MACHINE + _____ MACHINES @ \$10.00 EACH)	*	3193	4/30/	
<input type="checkbox"/> FREE FOOD	NO FEE	DETERMINED BY HEALTH DEPT.	4/30/	
<input type="checkbox"/> FREEZER DESSERT MIX	\$250.00	3115	4/30/	
<input type="checkbox"/>				
<input type="checkbox"/>				

**PLEASE BE SURE TO READ OTHER SIDE AND COMPLETE WHERE NECESSARY**

11. LICENSE TYPE (Continued)	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> WEIGHING AND MEASURING DEVICE (SCALES) ( _____ SCALES (0—50 POUNDS) @ \$25.00 EACH) ( _____ SCALES (51—3000 POUNDS) @ \$125.00 EACH)		3822	9/30/	
		3823	9/30/	
<input type="checkbox"/> FOOD ESTABLISHMENT (KILLING OF ANIMALS)	\$250.00	3181	4/30/	
<input type="checkbox"/>				
<b>TOTAL FEES .....\$ _____</b>				
<input type="checkbox"/> HEALTH APPROVAL ATTACHED				
<input type="checkbox"/> PROOF OF LIQUOR LICENSE ATTACHED				

12. OWNER, PARTNERSHIP OR CORPORATION		
NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, ZIP CODE)

13. APPLICANT CERTIFICATION
<p><i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.</i></p> <p>Applicant Signature _____ Date _____</p>

OFFICE USE ONLY	PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)					
	REMARKS:	STREET CODE _____				
	<input type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED	<table border="1"> <tr> <td>REVIEWED BY</td> <td>NUMBER</td> </tr> <tr> <td>DATE</td> <td>AUDIT</td> </tr> </table>	REVIEWED BY	NUMBER	DATE	AUDIT
	REVIEWED BY	NUMBER				
DATE	AUDIT					
ZONING _____	CERTIFICATE OF OCCUPANCY _____					
	HEALTH _____					

# FOOD LICENSE APPLICATION INSTRUCTIONS

**ZONING** – all buildings must be in compliance with City zoning laws. This includes change of use in existing buildings. For information on zoning approval call the Zoning Unit at (215) 686-2435.

**CERTIFICATE OF OCCUPANCY** – All buildings, both new and existing, must conform to the Philadelphia Building Code and may require that you obtain a Certificate of Occupancy.

Locations that are currently licensed for the same use proposed need no further zoning approval or Certificate of Occupancy.

**HEALTH APPROVAL FOR FOOD LICENSES** – Health Department approval is a pre-requisite to processing your food license. Call (215) 685-7495 to arrange for the Food Protection Unit to inspect your business and provide an eligibility report. No application can be processed without the eligibility report.

If the sale of liquor is a primary activity at the proposed business location, please attach:

- 1) A copy of your valid liquor license.
- 2) A copy of your articles of incorporation (if a corporation).

Food licenses can not be issued without proof of a liquor license. Licenses will be issued to the name on state liquor license or transfer liquor license.

For additional help on any other license related question please call (215) 686-2463.

## HOW TO COMPLETE THIS FORM

Most questions are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered sections on the application form.

1. **NAME OF OWNER** – Name of the person, corporation or partnership to which the license will be issued. Full names must be used.
4. **BUSINESS TELEPHONE NUMBER** – Fill in the daytime telephone number of the person responsible for and knowledgeable of the business activity.
6. **PHILADELPHIA BUSINESS TAX ACCOUNT NUMBER** – This is the number assigned by the Philadelphia Revenue Department to identify tax accounts. This one tax number can be used for all your businesses in the City, if under the same Business entity and tax account number. If you do not have a tax number you must fill out an application for a Business Tax Account/Business Privilege License Number (form 83-T-5). Any tax account previously opened for you which is unsettled or delinquent will cause delay and may preclude issuance of new licenses.
8. **FEDERAL TAX IDENTIFICATION NUMBER** – For individuals, it is the same as your social security number. For other taxable or tax exempt entities, it is the number assigned by the Internal Revenue Service (IRS) for reporting purposes. No application will be processed with a Federal Tax Identification Number.
12. **OWNER, PARTNERSHIP OR CORPORATION** – Complete with name, title, and home address. Please note if one individual serves as multiple or sole officer. If partnership, include social security number of each partner. Corporate applicants must identify the president, secretary, and treasurer of corporation.

## LICENSE TYPES

**Food Establishment, Retail Non-Permanent Location (NPL – 3112)** – Required of any person operating a retail food establishment that is not permanent. This includes vehicles, movable stands, carts, etc.

Requirements:

1. Health Department approval.
2. If business is operated from a motor vehicle please provide the tag number, year, and make of vehicle.
3. If business is operated from a stand, cart, etc, please give a description.

**Food Establishment, Retail Non-Permanent Location (NPL) Temporary** – Required of any person operating a food establishment for one day or one event. This license is usually related to events such as Super Sunday, carnivals, restaurant festivals, etc. Requirements are the same as above.

**Food Establishment, Retail Permanent Location (3118 or 3119)** – Required of anyone operating a retail food establishment with a permanent location. Includes candy stores and drug stores without soda fountains, grocery and meat markets, etc. Excludes grocery stores making sandwiches and serving beverages. Square footage is based on total gross store area. Requirement: Health Department approval.

**Food Manufacturer, Wholesale Processed Licensed (3113)** – Required for establishments manufacturing processed or wholesale food excluding food establishments which deal only in prepackaged food. Requirement: Health Department approval.

**Food Preparing and Serving (3120-3122)** – Required of anyone operating a food establishment where food is prepared or served for consumption. This includes restaurants, luncheonettes, caterers, bars, grocery stores making sandwiches and serving beverages, etc.

Requirements:

1. Health Department approval.
2. If bar owner, attach copy of liquor license and article of incorporation (if a corporation).

**Food Vending Machine (3193)** – Required of anyone operating a food establishment serving packaged or prepared food through automatic vending machines which are not on the premises where the food is prepared. Requirement: Health Department approval.

**Food Wholesale, Pre-Packaged (3117)** – Required for wholesale food establishments dealing in pre-packaged food and all other food establishments not otherwise licensed under the Health Code. Requirement: Health Department approval.

**Free Food License** – Food licenses under the Health Code are issued free of charge to any bona fide charitable organization which distributes food without charge.

Requirements:

1. Health Department Approval.
2. Proof of bona fide charitable status from the Department of Revenue - Current Business Earnings Unit (215) 686-6602.
3. Notarized letter indicating that all food you distribute is free of charge.

**Freezer Dessert Mix (3115)** – Required of anyone where frozen dessert mix is procured from others and frozen on the premises.

Requirements:

1. Health Department approval.
2. Food Preparing and Serving License.

**Rendering Plant License (3161)** – Required of anyone conducting, managing or operating any rendering plant. Requirement: Health Department approval.

**Philadelphia Business Privilege License (3702)** – Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$ 300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81-685A, which can be downloaded from the web [www.phila.gov/li/faq/forms.html](http://www.phila.gov/li/faq/forms.html). You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site [www.phila.gov/revenue](http://www.phila.gov/revenue) and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site.

- 1) Philadelphia Business Tax Number. If you have never had a number assigned, go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and first apply for one.

**Weighing and Measuring Device, Scales (3822-23)** – Required of all persons engaged in the business of operating or maintaining a weighing device for commercial purposes.

**Food, Killing of Animals** – Required for food establishments killing animals (including poultry) for sale as food. Requirement: Health Department approval.