



Department of  
**Licenses and Inspections**  
CITY OF PHILADELPHIA

Food Manufacturer Fee: **\$380 Annually**  
 Food Prep (Caterer) Fee: **\$275 Annually**  
 Food Prep (up to 29 seats) Fee: **\$275 Annually**  
 Food Prep (30+ seats) Fee: **\$415 Annually**  
 Food Establishment (Non-permanent) Fee: **\$165 Annually**  
 Food Establishment (up to 5000 s.f.) Fee: **\$220 Annually**  
 Food Establishment (over 5000 s.f.) Fee: **\$550 Annually**

## Application for a Food License

Complete and submit this application for a **NEW** Food Establishment, Food Manufacturer, and Food Preparing and Serving License.

**PART A**

• **License Type**

• **Business Information**  
Provide the full address of the business location.

• **Business / Owner's information**  
Provide the contact information for the owner and business.  
  
Provide the license and tax account information.

**Type of License (select one):**

Food Manufacturer, Wholesale Processed

Food Establishment

Retail, Non-Permanent

Retail, Permanent Location (up to 5,000 sq. ft. gross store area)

Retail, Permanent Location (over 5,000 sq. ft. gross store area)

Food Preparing and Serving:

Up to 29 seats

30+ seats

Caterer

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**A**

Business address: \_\_\_\_\_

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Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name (if different from owner): \_\_\_\_\_

Philadelphia Business Tax #: \_\_\_\_\_ Commercial Activity License #: \_\_\_\_\_

**PART B**

**Supplemental Information**

• Confirm the required documentation is provided for the specific license type:

(A) All License Types

(B) Food Establishment (Permanent Location)

**Verify the following information:**

**(A) All License Types:**

- All City of Philadelphia taxes, charges, and fees are current:  Yes
- A License Eligibility Report (LER) issued by the Department of Public Health's Office of Food Protection is provided with this application.  Yes
- A valid Zoning Permit is provided with this application:  Yes

**(B) Food Establishment (Permanent Location) – only required if alcohol will be sold at the business:**

- A Pennsylvania liquor license is provided with this application.  Yes

**PART C**

**Limits and Conditions**

- C**
- Every food establishment handling food shall be conducted, maintained in accordance with the applicable provisions of Title 4.
  - During hours when food is being prepared, manufactured, cooked, processed, dressed, served or distributed, at least one person with a valid Food Establishment Personnel Food Safety Certificate must be employed.
  - Conduct a minimum of one (1) self-inspection of the food establishment every three (3) months.
  - Initiate any improvements found to be needed as a result of any self-inspection.
  - Promptly notify the Department of any known or suspected foodborne illness of an employee or customer.
  - Ensure that any person in the preparation of food at or under the supervision of the food establishment wears protective gloves and a suitable head covering or hair restraint, all to protect the food from contamination.
  - The Department may revoke a Food Establishment Personnel Food Safety Certificate upon a finding that the Certificate holder has not complied with his or her obligations under applicable regulations.

**Declaration and Signature**

*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 as a result of my false application, and such other penalties as may be prescribed by law or ordinance.*

**Owner/Business Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_