



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

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.

A

Type of License (select one):

- Food Manufacturer, Wholesale Processed
- Food Preparing and Serving:
 - Up to 29 seats
 - 30+ seats
 - Caterer
- 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)

Business address: _____

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)

B

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: _____