

04-2011

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315
www.EatSafePA.com**

Dear Retail Food Facility Applicant:

Enclosed are the necessary forms and applications for obtaining a license from the Pennsylvania Department of Agriculture. Please note that according to The Retail Food Facility Safety Act of 2010 (3 C.S. §§5701 – 5714), "...it shall be unlawful for any proprietor to conduct or operate a retail food facility without first obtaining a license for each retail food facility...."

The enclosed material must be fully completed, returned with all necessary accompanying documentation, and reviewed by the appropriate Food Sanitarian and/or Food Sanitarian Supervisor with the Bureau of Food Safety & Laboratory Services **prior to work begun in construction, remodeling, alteration of a facility, change in type of food operation, new ownership or the preparation/sale of foods from a retail food facility AND at LEAST 60 days prior to opening.** Please note failure to provide all required information could delay your plan approval. Return all materials to your regional office (see below, as listed by county). If your county is not listed your facility is in a County Health Department, and you should contact them for licensing (Bucks, Chester, Montgomery, Philadelphia, Erie, Allegheny).

The Department of Agriculture, Regional Food Sanitarian and/or Supervisor, will review the plans and notify you of its approval/disapproval. Please allow 3 – 4 weeks for processing. Once you receive your approval, notify your Food Sanitarian or regional office at least **ten (10) days prior** to operation to arrange a licensing inspection.

Sincerely,

The Bureau of Food Safety & Laboratory Services Staff

MAILING ADDRESSES: **The Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services**

Followed by the address below

Region 1 (Clarion, Crawford, Elk, Forest, Jefferson, McKean, Mercer, Venango and Warren)
13410 DUNHAM RD, MEADVILLE PA 16335 814-332-6890

Region 2 (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)
542 COUNTY FARM RD, SUITE #102, MONTOURSVILLE PA 17754 570-433-2640

Region 3 (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)
RT 92 SOUTH, PO BOX C, TUNKHANNOCK PA 18657 570-836-2181

Region 4 (Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
#6 MCINTYRE RD, GIBSONIA PA 15044 724-443-1585

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
1307 7TH ST, CRICKET FIELD PLZ, ALTOONA PA 16601-4701 814-946-7315

Region 6 (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)
ROOM G-12, 2301 N. CAMERON ST., HARRISBURG PA 17110 717-346-3223

Region 7 (Berks, Delaware, Lehigh, Northampton, Schuylkill)
1015 BRIDGE RD, COLLEGEVILLE PA 19426 610-489-1003