



# License Application

## FOOD

Please read instructions attached to this form.  
For additional information call 311 or 215-686-8686

DEPARTMENT OF LICENSES AND INSPECTIONS  
LICENSE ISSUANCE UNIT  
PUBLIC SERVICE CONCOURSE  
1401 JOHN F KENNEDY BLVD.  
PHILADELPHIA, PA 19102

USE A SINGLE CHECK OR MONEY ORDER PAYABLE TO "CITY OF PHILADELPHIA"

### LICENSEE INFORMATION

1. NAME OF LICENSEE (BUSINESS or OWNER)		2. BUSINESS NAME (IF DIFFERENT THAN NAME OF OWNER)			
3. LICENSEE MAILING ADDRESS (PO Boxes Are Not Acceptable)					
4. BUSINESS LOCATION					
5. DAYTIME PHONE NUMBER	6. EVENING PHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS		
9. BUSINESS PRIVILEGE LICENSE #		10. PHILADELPHIA BUSINESS TAX NUMBER		11. FEDERAL TAX ID # OR SOCIAL SECURITY #	
12. LICENSE TYPE (Check All That Apply)		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, Perm Loc, up to 5,000 Sq. Ft. based on gross store area)		\$200.00	3118	4/30/	
<input type="checkbox"/> Food Establishment (Retail, Perm Loc, over 5,000 Sq. Ft. based on gross store area)		\$500.00	3119	4/30/	
<input type="checkbox"/> Food Manufacturer, Wholesale Processed		\$350.00	3113	4/30/	
<input type="checkbox"/> Food Preparing and Serving, up to 50 seats		\$300.00	3120	4/30/	
<input type="checkbox"/> Food Preparing and Serving, more than 50 seats		\$300.00	3121	4/30/	
<input type="checkbox"/> Food Preparing and Serving, Caterer		\$300.00	3122	4/30/	

*I 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 false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application and such penalties as prescribed by law.*

Applicant's Signature: \_\_\_\_\_

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

## **How to Complete the Food License Application** **For help or answers to questions call 311 or (215) 686-8686**

The Food License Application must be completed to serve, prepare, or distribute food within the City of Philadelphia. You should apply for any of the needed Food Licenses using this form and submit a single check or money order payable to the City of Philadelphia for the total fee amount. The Health Department will determine which Food License(s) you require.

Health Department approval for all food licenses is a prerequisite to processing your Food License Application. Please arrange for the Food Protection Unit to inspect your business operations and provide an eligibility report prior to completing this application. A Health Department inspection can be requested by calling (215) 685-7495. Your Food License Application cannot be processed until the **License Eligibility Report** is *issued* by the Health Department.

As a reminder, all business operations within the City of Philadelphia must have a valid Business Privilege License prior to receiving any licenses from the Department. A Business Privilege License may be obtained online or by completing the Business Privilege License forms available from the Department website: <http://www.Phila.gov/li>

### Completing the Food License Application

Each field on the application form is numbered and those numbers correspond to the numbers below. If you need additional assistance, please call 311 or (215) 686-8686.

1. **Name of Licensee** – Fill in the legal name of the organization or the owner the license will be issued to. Full legal name must be used; initials and last name cannot be accepted.
2. **Business Name** – Fill in the legal name of the business the license is to be issued, if different from the Licensee name entered in field 1.
3. **Mailing Address** – Fill in the full mailing address for the organization. PO Boxes cannot be accepted.
4. **Business Location** – Fill in the full physical address or location of the food operation.
5. **Daytime Phone Number** – Fill in the owner's daytime or mobile phone number.
6. **Evening Phone Number** – Fill in the owner's evening phone number.
7. **FAX Number** – Fill in the company's FAX number.
8. **Email Address** – Fill in the owner's email address. This is required to complete the license.
9. **Business Privilege License #** – Fill in the OWNER'S Business Privilege License (BPL) number. This number will be cross referenced to the Food License number(s). If you do not have a BPL, you must apply for one prior to requesting a license. See note above.
10. **Business Tax Number** – Fill in the organization's City of Philadelphia Tax ID number
11. **Federal Tax ID # or Social Security #** – Fill in the organization's Federal Tax ID number or the OWNER'S Social Security number.
12. **License Type** – Please select the Food License(s) that you need to acquire to operate your business, based on the following descriptions. Each license requires a Health Department **License Eligibility Report** and a **Business Privilege License**. Any additional requirements are listed with the license below.

### **Food Establishment, Retail Non-Permanent Location (3112) –**

Required of any person operating a retail food establishment that is not permanent. This includes vehicles, movable stands, carts, etc.

#### **Additional Requirements:**

- If business is operated from a motor vehicle please provide the tag number, year, and make of vehicle.
- If business is operated from a stand, cart, etc, please give a description.

### **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.

**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 or 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.

**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.

**After completing the form, please sign, date, and submit it to the address provided above along with a check or money order made out to CITY OF PHILADELPHIA for the required fees.**