We look forward to working with you as you begin planning your home-based food business. Our new partnership is an essential part of protecting public health in Vermont. This guide will help you determine which license(s) you may need, which regulations apply to your business, who you may need to contact, and how long it will take to get your license.

Ensuring your home-prepared food is safe to your customers is critical to the success of your small business. Here are some things you need to do to reduce the likelihood for cross-contamination, which could make someone sick, and to keep your food safe:

- Separate food for sale from personal food as much as possible.
- Prepare food for sale at times when there are no other activities in the kitchen.
- Keep small children and pets out of the kitchen while preparing food for sale.

First Steps for Licensing

1. Decide which license is appropriate for you based on your business proposal. Use the table on page 2 to learn about what types of food preparation are allowed in the home.
2. Review applicable regulations. You can find them on our website at healthvermont.gov/food-lodging or request a paper copy be mailed to you.
3. Submit a legible and complete application and fee at least 30 days before you would like to begin operation.

A Public Health Inspector will contact you after your application is processed to discuss your business details and to schedule an opening inspection. Inspections can usually be scheduled within 10 business days.

Get Permits from Other Agencies

When you open a new business, there are requirements from other state and local agencies that you must comply with. Some permits can take weeks or months, so you need to contact them early in the process of starting your business. Use the table on page 3 to find out who you may need to contact.

Approvals from these agencies must be in place before scheduling an opening inspection.

Schedule and Complete an Inspection

Review the regulations again, and contact your Public Health Inspector if you are ready to schedule an opening inspection. Use the map on page 4 to find the inspector in your area.

You cannot have any critical violations left uncorrected to pass an opening inspection. Once you successfully complete an inspection, a copy of the inspection report will be given to you. The opening inspection report serves as your license temporarily until the actual license is mailed to you within 10 business days of final approval.
# Home-Based Food Business Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
<th>License Cost</th>
<th>Exemption</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Caterer License</strong></td>
<td>A home-based food establishment that sells prepared meals direct-to-customer.</td>
<td><em>Prepare a packaged shepherd’s pie meal for pick-up or delivery.</em>&lt;br&gt;<em>Prepare dumplings and rice at home for sale at a farmers market.</em>&lt;br&gt;<em>Prep food for cooking later at an event or farmers market.</em>&lt;br&gt;<strong>(an additional Temporary Food Stand license is required)</strong></td>
<td>$155 per year</td>
<td>None</td>
<td>If you prepare food containing any meat or products of animal origin you need to contact the Agency of Agriculture, Food &amp; Markets.</td>
</tr>
<tr>
<td><strong>Home Bakery License &amp; Exemption</strong></td>
<td>A home-based food establishment that sells bread, cakes, muffins, cookies or other baked goods, that do not require refrigeration or temperature control, from your home kitchen using home appliances.&lt;br&gt;<strong>Examples:</strong>&lt;br&gt;<em>Bake homemade bread for sale at a farm stand.</em>&lt;br&gt;<em>Bake cookies and muffins for sale at a farmers market.</em></td>
<td>Labeling requirements apply <a href="#">UVM Extension Food Labeling fact sheet</a>.</td>
<td>$100 per year</td>
<td>Exemption required for home bakeries with sales of less than $6,500 per year in baked goods. Exempt home bakeries need to file a License Exemption Self Declaration.</td>
<td>If your home-based business sells food products to restaurants, then you will not qualify for the exemption. Food products from unlicensed establishments are not considered an “acceptable source” of food for restaurants; they must be sourced from a licensed food establishment. The use of a separate room or building as a commercial processing area or facility, the use of a co-packer, or the use of another commercially licensed facility or shared-use kitchen in which to produce your food product.</td>
</tr>
<tr>
<td><strong>Home Food Processor Exemption</strong></td>
<td>A home-based food establishment that processes and sells food such as jams, jellies, candies, chocolates, salsa, sauces, salad dressings, etc.&lt;br&gt;<strong>Examples:</strong>&lt;br&gt;<em>Make candy for sale at a craft sale.</em>&lt;br&gt;<em>Make homemade granola for sale at a farmers market.</em></td>
<td>Labeling requirements apply <a href="#">UVM Extension Food Labeling fact sheet</a>.</td>
<td>No license required for small-scale food processors with sales of less than $10,000 per year in food product. Home food processors need to file a License Exemption Self Declaration.</td>
<td>If your home-based business sells food products to restaurants you do not qualify for the exemption. Products from unlicensed establishments are not considered an &quot;acceptable source&quot; of food for restaurants; they must be sourced from a licensed food establishment. This requires a commercial food processor license and the use of a separate room or building as a commercial processing area or facility, the use of a co-packer, or the use of another commercially licensed facility or shared-use kitchen in which to produce your food product.</td>
<td></td>
</tr>
</tbody>
</table>
Other Agency Contacts
A new home-based food business may require permits from multiple agencies. Use this table to determine which agencies and offices you may need to contact.

<table>
<thead>
<tr>
<th>Office</th>
<th>Service</th>
<th>Contact this office if you are:</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landlord or Property Manager</td>
<td>Permission to have a home-based business in the rental property</td>
<td>Renting the home or apartment that you want to have licensed</td>
<td></td>
</tr>
<tr>
<td>Town Clerk's Office</td>
<td>Local land use, development, and zoning for commercial and residential properties</td>
<td>Starting any home-based business</td>
<td>varies by town</td>
</tr>
</tbody>
</table>
| Department of Health Lab or other certified drinking water lab | Water testing for private water systems  

> Testing of private water systems is required and must show an absence of Total Coliform and E. coli bacteria and acceptable levels of nitrites and nitrates.  

| | On a private water system and have not tested the water in the last 12 months | healthvermont.gov/lab  
802-863-7335 or list of certified labs |
| Office of the Secretary of State            | Business name registration                                              | Doing business using anything other than your own name                    | sec.state.vt.us  
802-828-2386 |
| Department of Taxes                         | Business tax accounts and licenses to collect and pay applicable taxes  | A new business or changing ownership of an existing business              | tax.vermont.gov  
802-828-2551 |
| Agency of Agriculture, Food & Markets       | Meat inspections, regulation of the sale or manufacture of ice cream and other dairy products, regulation of packaging and labels, and scale inspections | Manufacturing ice cream, frozen desserts, or a food containing any meat or products of animal origin | agriculture.vermont.gov  
802-828-2430 |

Questions? Please call the Food and Lodging Program at 802-863-7221 or e-mail FoodLodging@vermont.gov
Public Health Inspection Districts

Vermont Department of Health
Food & Lodging Program
108 Cherry Street
Burlington, VT
802-863-7221
800-439-8550 (in VT)
foodlodging@vermont.gov

Elisabeth Wirsing - Program Chief
Andy Chevreuilis - Inspection Manager
Public Health Inspectors:

1. Rachael Gregory
   802-951-0137
2. Paul Femald
   802-888-1344
3. Robert Bruce
   802-751-0174
4. Keenan Neigel
   802-951-5820
5. Emily Jarecki
   802-951-4085
6. Dale Schmit
   802-863-7389
7. Vacant
   802-863-7221
8. Robert Manfredi
   802-786-5853
9. Gordon Lodewyk
   802-296-5562
10. Bobby Davis
    802-447-6412
11. Chris Bishop
    802-490-1683

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