# WEST VIRGINIA DEPARTMENT OF AGRICULTURE

**Regulatory Programs Division**
**304-558-2227**
**agriculture.wv.gov**

## POTENTIALLY HAZARDOUS COTTAGE FOODS VENDOR PERMIT APPLICATION

**Permit Period: January 1, 202__ through December 31, 202__**

| | |
|---|---|
| Date: | Name on Permit: |
| Applicant Full Name: | Telephone: |
| Applicant Address: | |
| | |
| Email: | County: |

### Types of Potentially Hazardous Cottage Foods Offered for Sale

☐ Pickled Products ☐ Sauce(s) ☐ Salsa(s) ☐ Fermented Products

☐ Acidified Fruits/Vegetables ☐ Freeze Dried/Dehydrated

☐ Time/Temperature Controlled ☐ Other_____

### Do you have a current WVDA Farmers Market Vendor Permit: **YES**☐ **NO**☐

***Vendors with a valid Farmers Market Vendor Permit for a specific product are not required to submit additional documentation for that product, if the permit remains current and the product process has not changed. (FM Vendor Permits run April 1-March 31 and must be renewed annually)***

### Products Covered Under Current Permit

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## Water Source

☐ Municipal Water Source ☐ Private Water Well (attach testing results)

## Kitchen Information

☐ Home ☐ Commercial ☐ Farm ☐ Community

| Address of Kitchen Used: |
|---|
| |

## Important Information

All acidified products, including pickled products, fermented products, sauces, salsas, and acidified fruits and vegetables must have a completed WVDA Label Review and Process Authority approval for each individual product before a permit will be issued.

All Potentially Hazardous Cottage Food Vendors are subject to a kitchen inspection with a fee of $27.00 per hour, excluding travel hours. Amount may be prorated as necessary. Invoice will be issued at time of kitchen inspection.

Complete and return this application and support documents if applicable to:

**WV Department of Agriculture**
**Regulatory Programs Division**
**1900 Kanawha Blvd East**
**Charleston WV 25305-0170**
**cottagefood@wvda.us**

Signature: _____ Date: _____