



Food Protection Program Policies, Procedures and Guidelines

Issue: Multiple Licensees within a Single Facility

No: FP-07

This policy addresses firms seeking to obtain a wholesale food processing license for an activity to be conducted within a currently licensed facility. For the purposes of this policy a currently licensed facility shall include a commercial kitchen, commissary, restaurant, retail food establishment, or a currently licensed wholesale food processing facility.

Upon determination that the applicant is proposing to operate in an existing licensed facility, the applicant shall submit to the Food Protection Program the following:

1. Completed application form for a food processing license, including all relevant attachments;
2. List of all products currently being produced within the facility, a copy of any menus, and a list of the new products to be manufactured (with a list of ingredients);
3. Description of how the multiple activities will be separated by time or space; and
4. List of any shared equipment and utensils;
5. Floor diagram, with dimensions drawn to scale, including:
 - A. Location of all equipment and work tables,
 - B. Location of all hand-wash and ware-wash facilities,
 - C. Location and capacities of all coolers and freezers,
 - D. Location of storage areas,
 - E. Locations of restrooms and break-rooms, and,
 - F. Any modifications to the facility to accommodate the new activities.
6. Material construction list for all floors, walls, and ceilings;
7. List of all products currently produced, a copy of any menus, and a list of new products to be manufactured (with a list of ingredients);
8. Facility's Standard Operating Procedures; and
9. Statement of responsibilities for common and shared areas and equipment.

Upon receipt of the above information, the Program will determine the suitability of the applicant's request. If multiple-use is deemed possible, a site inspection will be scheduled. Prior to the site inspection, if the facility has a current retail permit, the Food Protection Program will contact the local board of health requesting a copy of the most recent inspection report and any documentation of on-going enforcement actions. If the Program determines that multiple-use within the facility is not possible, the applicant will be notified in writing.

Upon issuance of a license the Program shall be notified, in advance and in writing, of any proposed changes to the facility or the operations being conducted by the licensee. Failure to properly notify the Program may subject any and all current licensees to enforcement action(s).