



REQUIRED DOCUMENTS, LICENSES, PERMITS

Vendor Licensing as well as any copies of any permits and licenses applicable to the sale of their products will be required. Vendors are responsible for complying with State and local licensing requirements governing the production and sales of their products. Failure at any time to conform to local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees. A list of contact information for governmental agencies is located in the final section of this handbook.

<u>Type of product sold</u>	<u>License (Organization)</u>	<u>Secondary requirements</u>
Apple Cider (Farm made)	Food Processor's License (ODA) Warning label as below	
Fish wild caught, processed yourself	Food Processor's License (ODA)	
Apple Cider (Processor made)	Retail Food Establishment License (ODA)	
Whole fish or processed by a second party	Retail Food Establishment License (ODA)	
Prepared foods & baked goods prepared by another processor	Retail Food Establishment License (ODA)	
Raw Milk (under exempt farm status)	Can only legally sell milk at location where produced	market may be used as a delivery site but no sale
Cheese and dairy products	Dairy Processor's License (ODA)	
Selling own eggs	No license required but must be labelled	
If selling eggs from another farm	Egg Handler's License (ODA)	Submit second farm application with additional fee
Oysters, clams or mussels	Shellfish Shippers License (ODA)	
Beef, Pork, Lamb, Llama and Poultry sold at market	Meat Sellers License (ODA)	Processed in USDA facility with correct labelling
Rabbit and Poultry over 20,000 units/year	Poultry Slaughter License (USDA) & Meat Sellers	
Rabbit and Poultry under 20,000 units/year	Exempt status with Meat Sellers License (ODA)	
Plants and nursery growers with sales over \$250/year	Retail Nursery License (ODA Plant Division)	
Cut flower growers with sales over \$250/year	Retail Florist License (ODA Plant Division)	
Prepared and Baked goods from your house	Domestic Kitchen Food Processor's License (ODA)	
Prepared and Baked goods prepared by another person	Retail Food Establishment License (ODA)	
Prepared Hot foods (intended for consumption on site)	Temporary For-Profit Restaurant License (WCEHD)	Food Handler's Permit holder in booth at all times
Prepared Foods using a commissary	Copy of all WCEHD inspections on file in HFM office	Report failing score immediately to HFM
		Market readmission required

Sprouted Seeds	Commercial Manufacturing license	Variance required see fact sheet 3 link below
Wine, Beer and Distilled Spirits	SEW (Special Event Winery Permit)	Kombucha under 0.5% alcohol not restricted
	Multiple Location License	
	SEG (Special Event Growers Permit)	
	SEB/PH (Special Event Brewers and Public House Permit)	
	SED (Special Event Distillery Permit)	
Honey	Under 20 hives no license required More than 20 hives but selling retail only (no wholesale sales) do not require a license	Voluntary licensing encouraged, see below
Wild Mushrooms (Depends on collection site)	USDA Free-Use & Commercial Mushroom Permit	Proof of knowledgeability on record with HFM
Wild Mushrooms (Depends on collection site)	Special Forest Products Permit (Oregon Dept., of Forestry)	Sign showing botanical and common name at market
General Requirements for all Vendors (As applicable)	Snap & Debit Services Agreement on file with HFM	
	General Liability Insurance on file with HFM	
	FNDP and WIC program	
Scale Certification for every scale at market	ODA Standards and Measurement Department	On farm licensed scale on record in office
Native American Vendor's Products	Valid Tribal ID showing Native American Status	Show to market staff upon application

➤ **Abbreviations**

- ODA: Oregon Department of Agriculture
- OLCC: Oregon Liquor Control Commission
- WCEHD: Washington County Environmental Health Department
- USDA: US Department of Agriculture

➤ **Additional requirements**

- All Value added processed food products must comply with ODA food safety rules.
- Re-admission plan – after receiving a passing score apply to Market Manager for readmission.
- Cider Warning Label “This product has not been pasteurized and therefore may contain harmful bacteria that can cause serious illness in children, the elderly, and persons with weakened immune systems”.
- Vendors advertising organic products must display their Organic Certificate in booth at all times.