

RESOURCES FOR PORT ORCHARD FARMERS MARKET VENDORS

This document is intended to be a helpful tool, but we do not guarantee the completeness or accuracy of this document. Regulations and websites change. It is ultimately each Vendors responsibility to follow the laws and regulations required of their business. If in doubt, first go to the WA State Business License Wizard and, if you handle food of any kind also call the Kitsap County Health Dept.

INFO FOR ALL VENDORS

WA State Business License (UBI) -

- You need a license if you meet 1 or more of the following criteria:
 - Your business grosses \$12,000 or more per year.
 - You're doing business using a name other than your full legal name.
 - You have or plan to hire employees within the next 90 days.
 - You sell a product or provide a service that is taxable.
- What licenses and endorsements do I need? <http://www.bls.dor.wa.gov/licensing.aspx>
- Chart of Licenses and permits needed to sell at farmers markets:
<http://www.wafarmersmarkettoolkit-org.wafarmersmarkets.org/wp-content/uploads/2016/09/Ch5-Licenses-to-Sell-at-WA-FM-April-2016.pdf>
- Business License Wizard https://secure.dor.wa.gov/gteunauth/_/
- Get a license or endorsement online. <https://bls.dor.wa.gov/file.aspx>

If you do need a special endorsement – you can usually do this as part of your WA State licensing, online.

Port Orchard City Business License - The city requires an annual business license EXCEPT for members of the Port Orchard Farmers Market who ONLY sell at the Farmers Market and nowhere else in the city limits. If you need a license, you can add it to your WA State license.

- Get a license. <http://bls.dor.wa.gov/cities/portorchard.aspx>
- City and County license. <https://bls.dor.wa.gov/citycounty.aspx>

Kitsap County – no business license

WSFMA – Washington State Farmers Market Association – we are a member market and so we, and therefore our vendors, must follow the “Roots Guidelines”

- WSFMA home page with links <http://wafarmersmarkets.org/>
- Small Farm and Direct Marketing Handbook
<https://agr.wa.gov/marketing/smallfarm/greenbook/>
- “Roots Guidelines” <http://wafarmersmarkets.org/wsfma-rootsmemberguidelines/>
- Canopy Safety – tips
<http://www.wafarmersmarkettoolkit-org.wafarmersmarkets.org/wp-content/uploads/2016/09/WSFMA-Canopy-Safety-101-3.pdf>

INFO FOR FARMERS - GENERAL

Farmers are exempt from a WA State Business License (UBI) only if ALL the following are true:

1. you sell less than \$12,000 a year
2. you only sell fresh harvested vegetables and fruits you grew yourself, and do not alter or process them in any way (meaning, all you do is harvest them, trim and rinse the dirt off, nothing else) and
3. sell them by the piece or bundle or bag, not by weight.

Many types of farm products other than fresh vegetables do require various state or county licenses / permits along with a WA State business license. See various resources listed to make sure you comply. Farmers may have to look at regulations of WSDA, US Dept of Agriculture, Local Health Department.

Farmers Market Nutrition Programs- WIC / Senior:

<https://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket>

WSDA – WA State Dept. of Agriculture

- Home page – has links to all kinds of info about various agricultural products, including permits, inspections, laws, etc. <https://agr.wa.gov/>
- Small Farm and Direct Marketing Handbook (aka “the green book”) <https://agr.wa.gov/fp/pubs/docs/056->
- Running a farm business <https://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/4.pdf>

LICENSING AND REGULATION INFO **FOR SPECIFIC PRODUCTS**

Any vendor who weighs or measures product -

- weighing and measuring devices <http://bls.dor.wa.gov/weightsandmeasures.aspx>

If you sell any kind of edible product – read this

- Kitsap County Health Dept.
https://www.kitsappublichealth.org/FoodSafety/files/feetype/Factsheet_FarmersMkt_W_201114.pdf

Fresh Fruits and Vegetables -

- Selling fresh fruits and vegetables
<https://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/28.pdf>

EGG Handlers -

- <http://agr.wa.gov/FoodAnimal/Eggs/default.aspx>
- License endorsement <https://bls.dor.wa.gov/eggdealer.aspx>

Honey -

- <https://agr.wa.gov/marketing/smallfarm/greenbook/docs/31.pdf>
- law <http://apps.leg.wa.gov/RCW/default.aspx?cite=69.28>

Dairy Products -

- <https://agr.wa.gov/FoodAnimal/Dairy/default.aspx>

Shellfish -

- <https://www.doh.wa.gov/CommunityandEnvironment/Shellfish/CommercialShellfish>
- http://www.kitsappublichealth.org/environment/shellfish_safety.php

Plants and Flowers -

- Selling Nursery products: <https://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/33.pdf>
- Special License endorsement. (to grow or sell) <http://bls.dor.wa.gov/nursery.aspx>
- may not sell items on the WA State Noxious Weeds list
<https://www.nwcb.wa.gov/printable-noxious-weed-list>
- may not sell items on the WA State Plant Quarantine list
<https://www.nwcb.wa.gov/noxious-weed-quarantine-list>

Food – Processors and prepared food vendors must meet all food safety & health requirements and may require a WSDA Processors License, a Food Handlers card and valid Temporary Food Establishment Permit.

- Kitsap County Health Dept.
 - food safety <http://www.kitsappublichealth.org/FoodSafety/>
 - resources http://www.kitsappublichealth.org/FoodSafety/food_resources.php
 - temporary food vendors (farmers markets) http://www.kitsappublichealth.org/FoodSafety/food_vendors.php
 - food worker cards http://www.kitsappublichealth.org/FoodSafety/food_cards.php
- State of WA
 - food worker card <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>
 - regulations for food processors <https://agr.wa.gov/marketing/smallfarm/greenbook/Processing.aspx>
 - selling ready to eat foods <https://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/37.pdf>
 - cottage foods (food prepared in home kitchens for sale) <https://agr.wa.gov/foodanimal/cottagefoodoperation/default.aspx>

Alcoholic beverages -

- Selling alcoholic beverages at farmers markets <https://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/41.pdf>
- WA State special license <https://lcb.wa.gov/licensing/special-licenses-and-permits>

MISCELLANEOUS

Other Farmers Market and Agriculture Support / Memberships

- KCAA Kitsap Community and Agricultural Alliance
 - <http://kitsapag.org/>
- Farmers Market Coalition
 - Tips - Selling at WA State Farmers Markets <https://farmersmarketcoalition.org/wp-content/uploads/2014/12/Selling-at-Farmers-Markets-in-WA-state.pdf>