

VENDOR'S CHECKLIST

- **Guidelines for Operating a Temporary Food Service Concession**
[Guidelines for Operating a Temporary Food Service Concession \(SF-4, PDF\)](#)
- **Application for Permit to Operate a Food Establishment**
[Application for Permit to Operate a Food Establishment \(SF-5, PDF\)](#)
- **Statewide Mobile Food Establishment Permit**
[Statewide Mobile Food Establishment Permit \(SF-47, PDF\)](#)
- **Permit to Operate**
[Permit to Operate \(Kanawha County\)](#)
- **Commissary Agreement**
- **Staff Certification**
[Always Food Safe](#)
[360training](#)

**CONTACT INFORMATION**

| AGENCY / DEPARTMENT | PHONE | WEB & EMAIL |
|--|------------------|--|
| WV DHHR Bureau for Public Health – Food Safety | (304) 558-2981 | Food Safety Program (oehs.wvdhhr.org) |
| Kanawha County Health Dept – Permit to Operate | (304) 348-8050 | Permit Info (kchd.wv.gov) |
| Marshall County Health Dept – Mobile Food Permits | (304) 845-7840 | SF-47 permit form link above (Marshall County Health Department , Marshall County Health Department) |
| Fayette County Health Dept – Food Establishment Application | — via SF-5 above | SF-5 link above (fayettehealth.org) |
| State Fire Marshal's Office | — | Online resources via WV DHHR & BC Code references (oehs.wvdhhr.org , Food Handler's Guide) |