

**Consumer Protection Section**  
116 State Street  
Montpelier, VT 05620  
[www.VermontAgriculture.com](http://www.VermontAgriculture.com)

[phone] 802-828-2436  
[fax] 802-828-5983

*Agency of Agriculture Food & Markets*

July 9, 2011

Dear Retail Establishment:

Please find attached an application for a Retail Establishment License. The license expires annually on December 31 unless suspended or revoked.

Please use the explanations on the back of the application to help you determine which license(s) you require or if you are eligible for exemptions.

Please include the following:

- 1. Payment for the total fee amount.**
- 2. Read and initial all statements and sign the application. The application will be returned if all areas are not initialed.**

If you have any questions, please contact me at (802) 828-2436.

Sincerely,



Kristin M. Haas, D.V.M.  
State Veterinarian and Director of  
Food Safety and Consumer Protection Division

Enclosure: *renewal*





**APPLICATION FOR RETAIL LICENSE**

**Licensee:**  
**Mailing Address:**  
**City, State, Zip:**  
**Contact Person:**  
**Telephone:**

**Business Name:**  
**Physical Address:**  
**City, State, Zip:**  
**Email:**

<b><u>Retail – Weights &amp; Measures Devices:</u></b>			
	<b><u>No. of Units</u></b>	<b><u>Fee Schedule</u></b>	<b><u>Amount Paid</u></b>
<b>Motor Fuel Dispenser Meter(s)</b> (See Attached Checklist)	_____	\$15.00 per Meter	_____
<b>Other Meter(s)</b> (Kerosene, rope, etc.)	_____	\$5.00 per Meter	_____
<b>Small Scale(s)</b> (0 – 100 lb. capacity)	_____	\$10.00 per Scale	_____
<b>Retail Price Scanning Point</b>	_____	\$10.00 per Scanning Point	_____
<b>10% Device Late Fee (If returned after Dec. 31)</b>			_____

<b><u>Retail – Commodities (Check all that apply):</u></b>			
<b>Ice Cream &amp; Frozen Dessert</b> (See Attached Checklist)	[ ]	\$70.00 per Store	_____
<b>Milk</b>	[ ]	\$15.00 per Store	_____
<b>Class C Pesticide(s)</b> (flea collars, ant cups, OFF, etc.)	[ ]	\$20.00 per Store	_____

<b><u>Retail – Meat (Check only one):</u></b>			
<b>Pre-Packaged Meat(s) Only</b>	[ ]	\$15.00 per Store	_____
<b><u>Meat Processing:</u></b>			
<b>Small</b> (See Checklist for Size Criteria)	[ ]	\$30.00 per Store	_____
<b>Large</b> (See Checklist for Size Criteria)	[ ]	\$60.00 per Store	_____
<b>Total Fee Enclosed</b>			_____

**Please read and initial all statements and sign the application. It will be returned if all areas are not initialed or signed.**

**Please Initial:** \_\_\_\_\_ By signing this license, I hereby agree that I will comply with the applicable sections of the Vermont Weights and Measures Law regarding the operation of weighing and measuring devices.

**Please Initial:** \_\_\_\_\_ I hereby certify that I am in good standing with respect to any obligations for child support and, under the pains and penalties of perjury, that I am in good standing with respect to or in full compliance with, a plan approved by the Commissioner of Taxes to pay any and all taxes due to the state of Vermont as of the date of this application.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please remit payment to:**

**Vermont Agency of Agriculture  
C/o Consumer Protection  
116 State Street, Montpelier, VT 05620-2901**

## EXPLANATIONS

### Motor Fuel Dispenser Meters

- Do you have motor fuel dispenser meters (gas and/or diesel)?
  - If you own them?
    - If you own more than 3 meters, put the number under motor fuel dispenser meters on the application, then multiply by \$15.00 to determine the fee.
    - If you are a single retail unit (not part of a chain) and have 3 or fewer meters, you are exempt from the fee, but still must license.
  - If a distributor owns them, they will receive the application and pay fees.

### Other Meters

- If you have other meters (kerosene, rope, etc.) put the number of meters under other meters and multiply by \$5.00 to determine the fee required.

### Small Scales

- If you are a single retail unit (not part of a chain) and have less than 2,000 square feet of retail floor space, you are exempt from the fee, but still must license.
- For all other retail units, put the number of small scales (scales with a capacity of less than 100 pounds) that are used for direct sale (pre-pack scales are exempt) under small scales and multiply by \$10.00 to determine the fee required.

### Medium Scales (Portable Platforms)

- If you have portable platform scales used in direct sales (scales used for weighing deer are exempt) put the number you have under portable platform and multiply by \$10.00 to determine the fee required.

### Medium Scales

- If you have medium capacity scales (101-3000 pounds) put the number you have under “all others” and multiply by \$30.00 to determine the fee required.

### Retail Price Scanning Points

- If you are a single retail unit and have 3 or fewer scanning points (separate scanners) you are exempt from licensing.
- If you have more than 3 scanning points put the number of scanning points you have and multiply by \$10.00 to determine the fee required.

### Ice cream and Frozen Desserts

- If you manufacture and sell your own ice cream or frozen dessert (crèmes, custard, ice milk, dairy products mix, yogurt, sherbet or frozen confection, check the box and include the fee of \$70.00 per store.

### Milk

- If you sell milk, check the box and include \$15.00 per store.

### Class “C” Pesticides

- If you sell Class “C” pesticides (insect spray, flea collars, repellants, etc.) and do not hold a Class “A” or “B” license, check the box and include \$20.00 per store.

### Pre-Packaged Meats Only

- Do you handle only pre-packaged meat and poultry products (this includes Slim Jims, hot dogs, bacon, etc., and home freezer sales)?

If **YES**, then check “X” next to the **Pre-Packaged Meats Only** category on the application.

If **NO**, then continue below to the **Meat Processing** category.

### Meat Processing

- Do you process (i.e. cut meat or poultry), or package fresh meat and poultry products?
  - If the size of your meat cutting area is less than 300 square feet **OR** the length of your meat display space is less than 20 linear feet, then check “X” next to the ‘Small’ under this category on the application.
  - If the size of your meat cutting area is 300 square feet or greater **AND** the length of your meat display space is 20 linear feet or greater, then check “X” next to ‘Large’ under this category on the application.
- Do you handle pre-packaged meats and have a meat cutting operation?

If **YES**, then only mark the application for your **Meat Processing** operation. The handling of pre-packaged meats in a meat cutting operation is covered by this license, and therefore, you do not need to apply for both licenses.