

Meet the Requirements Checklist

Your application have been APPROVED, what is next? All vendors shall provide with their application current copies of all applicable permits and licenses that are required in connection with the sale of their products and required by the market before their first market day. Here is a handy checklist to make sure you have all your required permits and license you need before your first day of market:

- ❑ **Washington State business license** is required of all Farmers Market farmers and vendors.
- ❑ **City of Bellevue Business License** is required if you have a physical location in the city of Bellevue, or your annual gross receipts in the city will exceed \$2,000. This license is valid for the life of the business. Farms are exempt.
- ❑ **WA State LCB endorsement** for selling/sampling wine and beer at Farmers Markets (if your beverage contains .05% alcohol or more, you must have endorsements from the Liquor & Cannabis Board).
- ❑ **Insurance:** Liability and product liability insurance is required for all market vendors and farmers who sell anything edible. Every vendor must have proof of liability insurance to participate. One resource listed on the WA State Farmers Market Association website is [Campbell Risk Management](#). Your insurance must state Bellevue Farmers Market as the certificate holder. Our market address is 1717 Bellevue Way NE, Bellevue, WA 98004. Phone: (425) 454-8474. Every vendor must have proof of liability insurance to participate.
- ❑ King County **Health Department Permits** - Vendors are required to purchase a Permit from the Health Department each calendar year include those selling fresh or frozen meat, poultry, seafood, eggs and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products. Vendors must provide a copy of their permit and always have a copy on site. See also: [Temporary Food Establishments Guidelines](#).
- ❑ If you are a farmer who wants to offer **samples of your fruits & vegetables** to customers at your booth, you'll need to submit an [Application for Exemption](#). There is no cost for this, but you'll need your hand wash station set up at your market booth.
- ❑ **Food Handlers Permit** (Food Worker Card) - You are a food worker if you work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food. This includes farmers who are offering samples of fresh produce to shoppers and you will need a hand wash station at your booth if you are offering samples.
- ❑ **Washington State Department of Agriculture licenses, permits, and registrations** includes apiary registration, egg handlers license, nursery license, organic certification, processors license, special licenses, etc. The [WSDA Small Farm and Direct Marketing Handbook](#) - also known as the "Green Guide," this is the essential resource for farmers who want to sell at farmers markets, covering regulations for specific products (from shellfish to body care products to ready-to-eat foods), direct marketing strategies, information on orgs. that support small-scale ag. businesses, and more.
- ❑ **WSDA Weights & Measures** (by law all WA state businesses must register their scales for commercial use, and must only use scales that are [certified NTEP/legal for trade](#)). [Registration](#) is annual with a WA State Business License, \$10 per scale. You can also view information on this [handout](#) from the WSDA, and [this](#) from WSFMA.

If you have any questions please email us at fresh@bellevuefarmersmarket.org, we are happy to help!

