

# Required & Common Vendor Documents

*Please submit application, payment, and copies of all required permits to Pullman Chamber of Commerce.*



***Each vendor is responsible for knowing what permits are required for their business operation. The list below is a sample of permits and licenses that may be required to sell your products at the Pullman Farmers Market and is not meant to be exhaustive. Submit current copies of all relevant licenses and permits with your application.***

## **Business Licenses** (required for all vendors):

- Washington State Business License, \$19
- Out of State Vendors may be exempt from applying for a WA State business license. Please visit <https://dor.wa.gov/find-taxes-rates/retail-sales-tax/marketplace-fairness-leveling-playing-field/remote-sellers> to determine your status.
- City of Pullman Non-Resident business license
  - \$0-\$2,000 in reported gross annual income earned within city's limits, exempt
  - >\$2,000 in reported gross annual income earned within city's limits, \$15

## **WSDA Licenses:**

- Cottage Food Permit: <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/cottage-food-permit>
- Egg Handler License: <https://agr.wa.gov/foodanimal/eggs/licensing.aspx>
- Food Processor License: <https://agr.wa.gov/departments/food-safety/food-safety/food-processors>
- Honey Bee Hive Registration: <https://agr.wa.gov/PlantsInsects/Apiary/>
- Milk Processing Plant License: <https://agr.wa.gov/FP/Forms/FS/MilkProcessingPlantLicenseSUMMARY.aspx>
- Milk Producer License: <https://agr.wa.gov/FP/Forms/FS/MilkProducerLicenseSUMMARY.aspx>
- Nursery License: <https://agr.wa.gov/FP/Forms/PP/NurseryDealerLicense030713SUMMARY.aspx>
- Plant Sale Permit: <https://agr.wa.gov/FP/Forms/PP/PlantSalePermit030713SUMMARY.aspx>

## **Whitman County Health Department Permits:**

(required for Prepared Food vendors, <http://www.whitmancountypublichealth.org/food-safety.html>)

- Food Handlers Permit
- Temporary Food Establishment Permit

If you intend to offer samples of any products, it is your responsibility to ensure you are complying with applicable local county and state rules.

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