



NOTICE TO PHILADELPHIA FOOD LICENSE HOLDERS FOR BUSINESSES THAT HAVE 49 OR FEWER CUSTOMER SEATS

As of January 1, 2018, City of Philadelphia food licenses have changed. Philadelphia will now issue “**Large Establishment**” food licenses to businesses with 30 or more customer seats and “**Small Establishment**” food licenses to businesses with 29 or fewer customer seats.

If your business has 29 seats or fewer, no special action is needed. When you renew your food license in 2018, the City will automatically issue a Small Establishment food license to you.

If your business has 30 or more seats, you must get a Large Establishment food license.

- **To get a Large Establishment license, you must request an eligibility inspection using our online form at www.phila.gov/lirequest or by calling 311 (from Philadelphia) or (215) 686-8686 (from outside Philadelphia). Requests must be made by **February 15, 2018**.** A City inspector will visit your business before March 31, 2018.
- For your business to qualify for a Large Establishment food license, at least 30 seats and at least one toilet room with a sink must be regularly available for customer use.
- If your business is approved, the City will issue a Large Establishment food license to you when you renew your food license for 2018.
- The City will automatically issue a Small Establishment license to you if:
 - You do not request an eligibility inspection by February 15, 2018;
 - Your business is NOT approved as a Large Establishment; or
 - You do not allow City inspectors to conduct the inspection.

You will receive an invoice from the City when it is time to renew your food license. For most license-holders, the invoice will be sent to you in April 2018. The fee for the Large Establishment license is \$415 and the fee for the Small Establishment license is \$285.

Please note that the Pennsylvania Liquor Control Board (PLCB) may examine your Philadelphia food license when deciding whether your business qualifies for a Pennsylvania Liquor License. For more information please visit the PLCB website at <http://www.lcb.pa.gov/Licensing/Pages/Licensee-Compliance-Program.aspx>.

If you have any questions, please contact City customer service by calling 3-1-1 (from Philadelphia) or 215-686-8686 (from outside of Philadelphia).