

# Checklist for Becoming a City Center Market Kitchen User

Review these sites from the SC Department of Agriculture, SC Department of Health and Environmental Control, and Clemson's Food to Market program.

<https://agriculture.sc.gov/divisions/consumer-protection/food-safety-compliance/>

<https://scdhec.gov/food-safety/food-service-industry-permits-rules>

<https://www.clemson.edu/extension/food/food2market/>

The City Center Market Kitchen is owned by the City of Florence and permitted for use by the SCDHEC and, when applicable, will be inspected by the SC Department of Agriculture (SCDA). It is also subject to all required rules and regulations of the City of Florence and Florence County.

The types of food products your business produces or intends to produce and its range of distribution will determine how your business will be regulated and by which authorities. As you will learn from the 3 websites above:

FOOD BUSINESSES are those businesses that manufacture, produce, prepare, assemble, or provide food for immediate consumption by the public including but not limited to: caterers, mobile vending units, meal preparation, and delivery operations. Food Businesses are primarily regulated by South Carolina Department of Health and Environmental Control (SCDHEC).

FOOD PROCESSORS are those businesses that manufacture, produce, process, and offer packaged food for sale (retail or wholesale) including but not limited to: specialty food producers and bakers. In the State of South Carolina, Food Processors fall within the jurisdiction of the South Carolina Department of Agriculture.

**After review of the information and websites above, proceed to the checklist below.**

\_\_\_ Develop a business plan. Suggested options for assistance include the Francis Marion University Kelley Center for Economic Development and the U.S. Small Business Administration. *Please note that the CCMK does not have mail or package delivery facilities and does not permit overnight parking.*

\_\_\_ Register your business with the Secretary of State and obtain a Federal employer identification number through the IRS (if applicable)

\_\_\_ If you intend to sell retail, obtain a one-time retail license from the SC Department of Revenue.

\_\_\_ Obtain a City of Florence business license unless your only outlet is the City Center Farmers Market. (Business licenses are waived for this city-hosted event.)

\_\_\_ If your business is a mobile unit (e.g. food truck) that vends within the City limits, a zoning permit will also be needed for retail sales. Contact the City Planning Department for more information. 843-665-2047

\_\_\_ Obtain insurance: 1) General Liability Insurance a Certificate of Insurance with the City of Florence as additional named insured, 2) Product Liability Insurance, and if required, 3) Workers Compensation insurance.

\_\_\_ Have products tested to determine need for regulatory compliance. This can be done by Clemson University or North Carolina State University. For example, canned, dried or fermented foods may need to be tested and producer may need specific certifications.

\_\_\_ File documentation for appropriate regulatory compliance related to your food products: US Food & Drug Administration, SC Dept. of Agriculture (for wholesale) and/or SC Department of Health and Environmental Control (for retail)

\_\_\_ Complete the training and exam for Food Manager Certification (Numerous entities offer this. One example is ServSafe) or a waiver from SC DHEC.

\_\_\_ Apply for SC DHEC approval for kitchen. This requires the food manager certification, an employee health policy (City can provide you a sample if needed), and a probe thermometer.

<https://www.scdhec.gov/sites/default/files/Library/D-1769.pdf>

\_\_\_ Complete the CCMK online registration form, and be prepared to provide above-listed product documentation and insurance information. <https://bit.ly/3duaeTc>

\_\_\_ Review then sign the Kitchen User Contract which constitutes the legal commitment for use of the facility. (Request contract from City staff: 843-665-2047)

\_\_\_ Schedule kitchen orientation/training just before first production. 843-665-2047

\_\_\_ Pay deposit and reserve time on kitchen schedule for production. 843-665-2047