



Food Safety Program

2121 Noblestown Road, Suite 210, Pittsburgh, PA 15205

PERMITTING APPLICATION Change of Classification

INSTRUCTIONS:

This application is for permitted food facilities that are requesting a classification change. Print neatly and complete all sections of application. Check all boxes that apply. If any section of the checklist is not applicable, mark "N/A" in question box. Please provide as accurate information as possible to help streamline the process.

All applications must include:

1. Signed and completed Change of Classification Application
2. Complete menu or list of food items to be prepared and offered
3. Supporting documentation for nonprofit status, if requested

Send the application and supporting documents to the:

Allegheny County Health Department, Food Safety Program
2121 Noblestown Road, Suite 210
Pittsburgh, PA 15205

Application and supporting documents may also be emailed to the Food Safety Program at FoodSafety@AlleghenyCounty.us using the subject line: Change of Classification.

For classification changes to apply to the next food permit bill, all material must be submitted at least 90 days prior to current permit expiration. If a change in classification occurs in the middle of a billing cycle, then the change in permit fee will be reflected on the next food permit bill. **Failure to provide all required information will delay your application.**

DO NOT SEND MONEY WITH THIS APPLICATION

There are no fees associated with this application. Permit fees will be collected during your facility's permit renewal period.

For questions about this application, email the Allegheny County Health Department (ACHD) Food Safety Program at foodsafety@alleghenycounty.us or call at 412-578-8044.

OFFICIAL USE ONLY

Date Received: _____

Municipality: _____

Application No.: _____

Assigned to: _____

Food Facility Information		
Client Number:	Current Classification: <input type="checkbox"/> Class I (1) <input type="checkbox"/> Class III (3) <input type="checkbox"/> Class II (2) <input type="checkbox"/> Class IV (4)	Current Non-profit Status: <input type="checkbox"/> For profit <input type="checkbox"/> Non-profit
Name of Food Facility (DBA):		Food Facility Phone:
Food Facility Location/Address:		
City:	State:	Zip Code:
Legal Name for Corporation or LLC (proposed food permit holder):		
Business Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Job Title of Contact Person:	
Contact Person Email:		Contact Person Phone:

Requested Classification
<p>Definitions:</p> <p>Food - Any raw, cooked, or processed edible substance, including ice and beverage; or any ingredient used or intended for use or for sale, in whole or in part, for human consumption.</p> <p>Time and Temperature Control for Safety (TCS) Food - A food that requires time and temperature control to limit pathogenic microorganism growth or toxin formation.</p> <p>Select the classification being requested:</p> <p><input type="checkbox"/> Class I (1): Food facility will handle only commercially prepackaged food & beverages remaining in sealed packaging and are shelf stable</p> <p><input type="checkbox"/> Class II (2): Food facility will handle only commercially prepackaged food & beverages remaining in sealed packaging, which include TCS food</p> <p><input type="checkbox"/> Class III (3): Facility will prepare and handle food that has been removed from packaging and</p> <p style="margin-left: 40px;">a) food/beverages that are not TCS, or</p> <p style="margin-left: 40px;">b) food/beverages that are TCS, ready-to-eat food and/or cooked food which will be served on same day as preparation without cooling step</p> <p><input type="checkbox"/> Class IV (4): Food facility will handle TCS food, some of which will require complex food preparation steps, such as cooling batches for later reheating and/or specialized food processes requiring a Hazard Analysis of Critical Control Points (HACCP) plan</p> <p>For more information about food facility classification, please use the Classification Flow Chart or visit alleghenycounty.us/FoodSafety</p>

Non-profit Status Information

ACHD Article III, § 302.3(D):

1. A tax-exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C.A. § 501(c)(3)).
2. A volunteer fire company or ambulance, religious, charitable, fraternal, veterans, civic, sportsmen, or a separately chartered auxiliary of an association on a nonprofit basis.
3. An organization that is established to promote and encourage participation and support for extracurricular recreational activities for youth of primary and secondary public, private and parochial school systems on a nonprofit basis.

Are you requesting nonprofit status?

☐ YES ☐ NO

If requesting nonprofit status, then provide one of the following:

- ☐ IRS Letter of Determination with EIN
- ☐ Letter or Statement from the PA Department of State with EIN
- ☐ A charter from a nonprofit organization to operate the facility
- ☐ Other (describe):

Include the above supporting documentation with your application.

Food Handling/Operation Description

Mark "Yes" or "No" for the food operations described below.

Food Handling Operation	YES	NO
Complex food preparation with TCS foods (Store-Prepare-Cook-Cool-Reheat-Hot Hold-Serve)		
Specialized food preparation process such as curing, dehydrating, fermentation, acidification, vacuum packaging, or sous vide cooking		
Reheating of food items previously cooked and cooled in your facility		
Changing or modifying a TCS food to a non-TCS food		
Use Time as a Public Health Control for TCS foods		
Food preparation with no cook step (Store-Prepare-Serve)		
Prepare food for same day service (Store-Prepare-Cook-Serve)		
Reheating of commercially processed foods		
Cooling prepared foods from ambient temperatures (examples: salsa, tuna salad)		
Washing and packaging/wrapping fruits or vegetables intended immediate consumption.		
Repackage bulk food items into consumer packaging.		
Serve or provide opened beverage containers		

Food Handling/Operation Description (Continued)	YES	NO
Provide commercially processed and packaged TCS foods in original packaging. Packaging opened by the consumer. (Receive-Store-Hold)		
Provide milk, eggs, cheese, meats, or poultry food items		
A Banquet Hall that provides kitchen facilities and equipment to renters		
Provide seed sprouts, cut melons, cut leafy greens, cut raw tomatoes or mixtures of cut raw tomatoes with other items.		
Provide commercially processed and packaged non-TCS foods in original packaging. Packaging opened by the consumer. (Receive-Store-Hold)		
Offer unopened bottled or canned beverages		
Offer unopened snacks (examples: chips, canned soda, cookies, candies)		

I affirm that the above information is true to the best of my knowledge and belief. The undersigned hereby makes application requesting a change in classification to the indicated food permit.

Print Name

Title

Signature

Date