



Itinerant Vendor Reciprocal Licensing

Frequently Asked Questions & Key Contacts

Milford Health Department
82 New Haven Ave
Milford, CT 06460
(203) 783-3285

What is Reciprocal licensing? It is a process where an itinerant food vendor can receive a license from one local health jurisdiction and then be allowed to operate in another local health jurisdiction **as long as** the two local health departments have signed the reciprocal licensing/permitting agreement.

Which other local health departments participate in this program? <https://portal.ct.gov/DPH/Food-Protection-Program/Itinerant-Food-Vendors> (or scan QR Code below for participating towns!)

How do I ensure I am properly licensed?

Verify that the city/town where the business is vending is a participating member of the reciprocal licensing agreement **and** contact the local health department to make them aware of the plan to sell food there. Contact other key municipal departments in the city/town where the business would like to operate to inquire about additional permits that may be required.

Key Departments to Contact	Address	Phone
Health Department	82 New Haven Ave. Milford, CT 06460	203 783-3285
Recreation Department	70 West River St. Milford, CT 06460	203 783-3280
Police Department	430 Boston Post Rd. Milford, CT 06460	203 878-6551
Fire Marshal's Office	72 New Haven Ave. Milford, CT 06460	203 874-6321
Planning and Zoning Office	70 West River St. Milford, CT 06460	203 783-3245



Milford Health Department Itinerant Food Vendor (IFV) Reciprocal Licensing Compliance Guide

If you are <u>currently licensed</u> as an IFV in Milford:	If you are a licensed IFV and your business/vehicle is registered in a <u>participating</u> city/town AND want to vend in Milford:	If you are a licensed IFV and your business/vehicle is registered in a <u>non-participating</u> city/town AND want to vend in Milford:	If you are <u>NOT</u> a Licensed IFV, and want to participate in Milford-based temporary event:
No action needed. Continue to operate as currently licensed and approved within Milford.	<p>Step 1. Verify that your IFV license is current and issued by a participating city/town (check the list, see QR code on first page)</p> <p>Step 2. Notify the MHD of date/time/location where you intend to vend.</p> <p>Step 3. Contact key city departments to obtain any additional permits required.</p>	<p>Step 1. Contact the MHD at least 14 days prior to start IFV licensing process.</p> <p>Step 2. Complete a plan review application and submit all required supporting documentation.</p> <p>Step 3. Contact key city departments to inquire about additional permits required.</p> <p>Step 4. Obtain IFV license to operate in Milford from MHD.</p>	<p>Step 1. Contact event coordinator for details/permissions to participate in Milford event.</p> <p>Step 2. Contact the MHD to obtain a temporary event license at least 10-business days prior to the event.</p> <p>Step 3. Contact key city departments to inquire about additional permits required for the event.</p>