



AGENCY OF AGRICULTURE, FOOD & MARKETS

**APPLICATION FOR RETAIL LICENSE**

**Applicant Name:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Physical Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

| <b>RETAIL – WEIGHTS &amp; MEASURES DEVICES:</b><br><i>(Check Explanations Sheet for Definitions and Exemptions)</i> | <b><u>No. of Units</u></b>  | <b><u>Fee Schedule</u></b>                              | <b><u>Amount Paid</u></b> |
|---|-----------------------------|---|---------------------------|
| <b>Motor Fuel Dispenser Meter(s)</b>  | _____                       | \$25 per Meter  | _____                     |
| <b>Other Meter(s)</b><br>(kerosene, rope, etc.)   | _____                       | \$25 per Meter  | _____                     |
| <b>Small Scale(s)</b><br>(0 – 100 lb. capacity)   | _____                       | \$10 per Scale  | _____                     |
| <b>Retail Price Scanning Point</b><br>(Exempt if 3 or fewer scanning points)  | _____                       | \$10 per Scanning Point [ ]                             | _____                     |
|   |                             | <b>10% Device Late Fee (If Returned After April 30)</b> | _____                     |
| <b>RETAIL – COMMODITIES</b><br><i>(Check Explanations Sheet for Definitions)</i>                                    | <b>CHECK ALL THAT APPLY</b> |   |                           |
| <b>Class C Pesticides</b><br>(flea collars, ant cups, OFF, etc.)  | [ ]                         | \$25 per Store  | _____                     |
| <b>Ice Cream &amp; Frozen Dessert</b><br>(soft serve ice cream, frozen confection, slushies, etc.)                  | [ ]                         | \$75 per Store  | _____                     |
| <b>Milk</b>   | [ ]                         | \$20 per Store  | _____                     |
| <b>RETAIL – MEAT:</b><br><i>(Check Explanations Sheet for Definitions &amp; Size Criteria)</i>                      | <b>CHECK ONLY ONE</b>       |   |                           |
| <b>Pre-Packaged Meat(s) ONLY</b>  | [ ]                         | \$15 per Store  | _____                     |
| <b>Pre-Packaged Meats (includes Farmers' Market(s))</b>   | [ ]                         | \$30.00 (2 locations)                                   | _____                     |
| <b>Meat Processing - Small</b>  | [ ]                         | \$50.00 per Store                                       | _____                     |
| <b>Meat Processing - Large</b>  | [ ]                         | \$100 per Store   | _____                     |
|   |                             | <b>Total Fee Enclosed</b>                               | _____                     |

**Read and initial all statements and sign application. The application will be returned if all areas are not initialed or signed.**  
**Please Initial:** \_\_\_\_\_ By signing this license, I hereby agree that I will comply with the applicable sections of the Vermont Weights and Measures Law regarding the operation of weighing and measuring devices.

**Please Initial:** \_\_\_\_\_ I hereby certify that I am in good standing with respect to any obligations for child support and, under the pains and penalties of perjury, that I am in good standing with respect to or in full compliance with, a plan approved by the Commissioner of Taxes to pay any and all taxes due to the state of Vermont as of the date of this application.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please remit payment to: **VERMONT AGENCY OF AGRICULTURE, FOOD & MARKETS**  
**BUSINESS OFFICE/ L&R**  
**100 STATE STREET RM 342**  
**MONTPELIER VT 05620-3206**

## RETAIL LICENSE CATEGORIES – EXPLANATIONS SHEET

### *Retail – Weights & Measures Devices*

#### Motor Fuel Dispenser Meter(s)

- Do you have motor fuel dispenser meters (gas and/or diesel)?
  - If you own motor fuel dispenser meters, put the number under “Motor Fuel Dispenser Meter(s)” on the application and multiply by \$25 to determine the fee. There is no longer a motor fuel dispenser exemption.
  - If a distributor owns the meters, the distributor will receive the application and pay fees.

#### Other Meter(s)

- If you have other meters (kerosene, rope, etc.) put the number of meters under “Other Meter(s)” and multiply by \$25 to determine the fee required.

#### Small Scale(s)

- If you have small scales, put the number of small scales (scales with a capacity of less than 100 pounds) that are used for direct sale (pre-pack scales are exempt) under “Small Scales” and multiply by \$10 to determine the fee required. There is no longer a small scale exemption.

#### Retail Price Scanning Point

- If you are a single retail unit and have 3 or fewer scanning points (separate scanners) you are exempt from licensing. We still request you put the number under “Retail Price Scanning Point” and write “**EXEMPT**” on the Amount Paid line.
- If you have more than 3 scanning points, put the number under “Retail Price Scanning Point” and multiply by \$10 to determine the fee.

### *Retail – Commodities*

#### Class “C” Pesticide(s)

- If you sell Class “C” pesticides (insect spray, flea collars, repellants, etc.) and do not hold a Class “A” or “B” license, check the box and include the fee of \$25 per store.

#### Ice Cream & Frozen Dessert

- If you manufacture and sell your own ice cream or frozen dessert (crèmes, custard, ice milk, dairy products mix, yogurt, sherbet or frozen confection), check the box and include the fee of \$75 per store.

#### Milk

- If you sell milk, check the box and include the fee of \$20 per store.

### *Retail – Meat*

#### Pre-Packaged Meat(s) (only)

- Do you handle only pre-packaged meat and poultry products (this includes Slim Jims, hot dogs, bacon, etc., and home freezer sales)?
- If **YES**, then check the box next to the “Pre-Packaged Meat(s) (only)” under this category and include the fee of \$15 per store.
- If **NO**, then continue below to the “Meat Processing” category.

#### Farmer’s Markets

- Do you want to sell prepackage meat products at one or more Farmer’s Markets? **If YES check ‘X’ next to Pre-Packaged Meats (Farmer’s Market)** This will issue two licenses, one for the location of the farm for products storage, and one to sell product at one or more Farmer’s market locations in the State. The total will be \$30.

#### Meat Processing

- Do you process (i.e. cut meat or poultry), or package fresh meat and poultry products?
  - If the size of your meat cutting area is less than 300 square feet **OR** the length of your meat display space is less than 20 linear feet, the check the box next to “**Meat Processing – Small**” under this category and include the fee of \$50 per store.
  - If the size of your meat cutting area is 300 square feet or greater **AND** the length of your meat display space is 20 linear feet or greater, the check the box next to “**Meat Processing – Large**” under this category and include the fee of \$100 per store.
- Do you handle pre-packaged meats and have a meat cutting operation?
  - If **YES**, then only mark the application for your **Meat Processing** operation. The handling of pre-packaged meats in a meat cutting operation is covered by this license, and therefore, you do not need to apply for both licenses.