

## Dining and Catering - Compliance Requirements

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
Permit to make sales at retail	RI Division of Taxation	Required by state to make sales at retail	Dining	Business Manager, Dining and Catering	Review is annually in December, effective starting date is July 1
Food Business License	RI Department of Health	All food establishments are required by the RI Dept. of Health to have a Food Business License	Dining	Business Manager, Dining and Catering	Renewed annually between Feb & March, effective date is May 1
Litter Permit	RI Division of Taxation	All food establishments are required by the state of RI Division of Taxation to have this permit All Rhode Island sales tax permit holders whose sales relate in whole or in part to the taxable sales of food and/or beverages must apply for a litter control participation permit on or before August 1 of each year.	Dining	Business Manager, Dining and Catering	Renewed annually in June, effective July 1
Certified Food Manager	RI Department of Health	All food establishments are required by the RI Dept of Health to have at least one state certified food manager per shift.	Dining	Business Manager, Dining and Catering	Every three years, based on individual's renewal date
Department of Health Inspection	RI Department of Health	All food establishments are required by the RI Department of Health to have an unannounced inspection	Dining	Business Manager, Dining and Catering	Annually, unannounced
Narragansett bay Commission Inspection	Narragansett Bay Commission	Inspection of waste water going into the sewer system	Dining	Unit manager in Dining and Director of EHS	Annually, unannounced
Request PCI Compliance letter	PCI	Dining needs a letter from Cboard	Dining	Business Manager, Dining and Catering	Annually in May
Class P catering liquor license	RI Department of Business Regulations	Catering liquor license	Dining	Business Manager, Dining and Catering	Annually renewed in September, effective date November 1