



**Jeff Bland**  
**LEAP Kitchen Manager**  
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**540-632-0485**

### **LEAP Kitchen New Member Application & Checklist**

Complete the first page and deliver to Jeff Bland, LEAP Kitchen Manager, or email to [jeff@leapforlocalfood.org](mailto:jeff@leapforlocalfood.org).

Name of Business: \_\_\_\_\_

Business Profile:      Caterer      Food Truck/Cart      Baked Products      Prepackaged Products      Other

Representative Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

Brief description of business: \_\_\_\_\_

\_\_\_\_\_

Are you interested in becoming a farmers market vendor or selling products at the LEAP retail store? Yes    No

## New Member Checklist

Access to the LEAP Kitchen will not be granted until this checklist is complete and all required and signed documentation has been turned in to the LEAP Kitchen Manager, and membership and orientation fees have been paid in full. A LEAP representative will help you work through this checklist.

- ☐ \* LEAP New Member Application completed and submitted
- ☐ Contact Roanoke Small Business Development Center
- ☐ Business plan submitted to LEAP
- ☐ \* Contact VDH or VDACS; fill out application(s).
- ☐ \* LEAP Kitchen Authorization Letter signed, submitted along with VDH or VDACS application
- ☐ \* File for Business Entity (LLC, etc.)
- ☐ \* Fed Tax ID #
- ☐ \* Register with the State Corporation Commission
- ☐ \* Register with Virginia Department of Taxation
- ☐ \* Physical Health Inspection. Health Certificate in possession. (Copy to LEAP)
- ☐ \* Liability Insurance, with LEAP added as additional insured. (Copy to LEAP)
- ☐ Agree to Western Virginia Water Authority FOG Policy (Submit application if required.)
- ☐ \* Kitchen Use Policy acknowledged and signed
- ☐ \* Roanoke City or relevant locality Business License (Copy to LEAP)
- ☐ \* LEAP Kitchen Yearly Contract Signed
- ☐ \* Payment: Orientation, Membership Fee (1st month Commissary)
- ☐ \* LEAP Kitchen key fob and PIN received
- ☐ \* Google Calendar setup complete
- ☐ LEAP New Member Orientation complete

\* Required documentation or information

## Important Links

### Virginia Department of Health

<https://www.vdh.virginia.gov/roanoke/>

<https://www.vdh.virginia.gov/content/uploads/sites/20/2017/04/Foodservice-Application-REVISED-4-21-17.pdf>

1502 Williamson Rd NE, Roanoke, VA 24012

Hours: 8:00 AM to 4:30 PM, M-F

Phone: (540) 283-5050

### Virginia Department of Agriculture and Consumer Services

<https://www.vdacs.virginia.gov/>

<https://www.vdacs.virginia.gov/pdf/commercialfdapplication.pdf>

Address: 2943 Peters Creek Rd E, Roanoke, VA 24019

Phone: (540) 562-3641

### Roanoke Small Business Development Center

<https://www.roanokesmallbusiness.org/>

Address: 1 S Jefferson St 3rd Floor, Suite B, Roanoke, VA 24011

Hours: 8:30 AM – 5 PM M-F

Phone: (540) 632-1174