

Dining Catering - Compliance Requirements

Last Updated: 7/22/2022 Initials of Completer: KAT Name: Kathleen Taylor

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible RISD Departments(s)	Responsible RISD Position(s)	Renewal Frequency	Month Renewal Application Issued	Current Expiration Date	Effective Renewal Date
Permit to Make Sales at Retail (aka Sales & Use Tax, Retail Sales Permit)	RI Division of Taxation	Required by RI State to make sales at retail locations	Controller's Office Dining Services	Treasury Director, Auxiliary Accounting & Administrative Associate Dining Unit Manager	Annually	December	6/30/2022 - Taxation has recently mailed new 2023 permits, RISD waiting to receive them.	July 1st
Food Business License	RI Department of Health	If a food establishment serves food, they are required by the RI Dept. of Health to have a Food Business License	Dining Services	Auxiliary Accounting & Administrative Associate	Annually	February	April 30, 2023	May 1st
Litter Control 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 Services	Auxiliary Accounting & Administrative Associate Auxiliary Services Budget Director	Annually	June	December 31, 2022	July 1st
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. RISD has several certified food managers on every shift, both at the supervisor level as well as the hourly wage level	Dining Services	Auxiliary Accounting & Administrative Associate	Five years	ongoing	on going	Depends on person's license 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 Services	Associate Budget Director Dining	Annually	ongoing	on going	N/A
Narragansett Bay Commission Inspection	Narragansett Bay Commission	Inspection of waste water going into the sewer system	Dining Services	Dining Unit Manager Director of EHS	Annually	ongoing	on going	N/A
Class P Catering Liquor License	RI Division of Taxation, RI Department of Business Regulations	Catering liquor license	Dining Services General Counsel Finance & Administration	Auxiliary Accounting & Administrative Associate General Counsel, Senior Vice President,	Annually	September	December 1, 2022	November 1st