

## Dining Catering - Compliance Requirements

Last Updated: 1/30/2025 Initials of Completer: LT Name: Laurie Torf

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible RISD Departments(s)	Responsible RISD Position (s)	Renewal Frequency
<b>Permit to Make Sales at Retail (aka Sales &amp; Use Tax, Retail Sales Permit)</b>	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
<b>Food Business License</b>	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
<b>Department of Health Inspection</b>	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
<b>Narragansett Bay Commission Inspection</b>	Narragansett Bay Commission	Inspection of waste water going into the sewer system	Dining Services	Dining Unit Manager Director of EHS	Annually
<b>Class P Catering Liquor License</b>	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