



CITY OF NORTH ADAMS, MASSACHUSETTS

Board of Health

Application for Permit to Operate a Food Establishment

Establishment name _____ Federal EID # or SSN _____

Establishment address _____

Establishment telephone _____ Fax number _____

Mailing address (if different) _____

Applicant name and title _____ Email address _____

Applicant address _____ Telephone _____

Owner name (if different from applicant) _____ Email address _____

Owner address (if different from applicant) _____

Corporate or partner list information below (use back of page if necessary) _____

Name and title _____ Telephone _____

Email address _____ 24-hour emergency telephone _____

Number of employees certified as Food Protection Manager _____ *(attach copy of certificates)*

Number of employees trained in Allergen Awareness _____ *(attach copy of certificates)*

Number of employees trained in Anti-Choking Procedures (if 25 seats or more) _____ *(attach copy of certificates)*

Type of business (check all that apply)

Permit type	Fee	Permit type	Fee
<input type="checkbox"/> Food service – 0-30 seats	\$100.00	<input type="checkbox"/> Frozen dessert	\$50.00
<input type="checkbox"/> Food service – 31+ seats	\$150.00	<input type="checkbox"/> Retail food – 0-49 feet ²	\$50.00
<input type="checkbox"/> Residential kitchen	\$100.00	<input type="checkbox"/> Retail food – 50-99 feet ²	\$100.00
<input type="checkbox"/> Catering	\$100.00	<input type="checkbox"/> Retail food – 100+ feet ²	\$100.00 +
		(maximum fee - \$500.00)	\$4.00 per 100 feet ²
<input type="checkbox"/> Mobile (food truck)	\$100.00	Estimated retail square footage	

Days and hours of operation _____

Meals to be served (check all that apply) Breakfast Lunch Dinner

Number of seats _____ Number of staff (maximum per shift) _____ Number of food employees _____

Permanent structure Mobile

Brief description of food operations (Use separate sheet if necessary)

Food operations checklist (check all that apply)

- Retail sale of commercially pre-packaged **Non-TCS**
- Retail sale of commercially pre-packaged **TCS**
- Preparation of **TCS** for eat in or take out (**CFPM** required)
- Offers **RTE TCF** in bulk quantities for catering pick up (**CFPM** required)
- TCF** cooked to order or served raw or undercooked (**CFPM** and **Consumer Advisory** required)
- Preparation of **Non-TCF** (coffee, hot dogs)
- Food/single meals for catered events (**CFPM** required)
- Frozen dessert (**CFPM** required)

Type of operation requiring a Board of Health variance and or HACCP Plan approval

- Use of unpasteurized shell eggs prepared for highly susceptible population (**variance and HACCP Plan** required)
- Use of food additives for preservation (i.e. acidification of sushi rice) (**variance and HACCP Plan** required)
- Smoking for preservation (**variance and HACCP Plan** required)
- Curing (**variance and HACCP Plan** required)
- Preparing and serving raw molluscan shellfish (**HACCP Plan** required)
- Custom processing of animals (**variance and HACCP Plan** required)
- Molluscan shellfish tanks (**variance and HACCP Plan** required)
- Reduced oxygen packaging with barriers – ROP or vacuum packaging (**variance and HACCP Plan** required)
- Time as a public health control (**variance and HACCP Plan** required)

Caterer and mobile food vehicle must provide the following

- Proposed menu
- Current food establishment permit
- Most recent inspection report
- Copy of hawker’s license (mobile food vehicle only)

How is food transported to event to ensure correct product temperature, hot foods are kept above 135°F and cold foods are kept below 41°F?

Signature of applicant, owner, or corporate officer

Date

Definitions

TCS – Food that requires time/temperature control for safety to limit pathogenic micro-organism growth or toxin formation (formerly ‘PHF – potentially hazardous food’)

Non-TCS – foods that require no time or temperature controls for safety

RTE – ready to eat foods (i.e. sandwiches, salads, muffins, French fries, etc., which need no further processing)

Highly Susceptible Population (HSP) – A group of persons who are more likely than other populations to experience food borne disease because they are immune-compromised, or older adults in a facility that provides health care or assisted living services, such as a hospital or nursing home, or children in day care or elementary school.

CFPM – Certified Food Protection Manager

Consumer Advisory – Written information concerning the safety of raw or undercooked food

HACCP Plan (Hazard Analysis Critical Control Point Plan) – Written document delineating HACCP principles in use

Variance – Written document issued by the Board of Health