

## Temporary Food Permit Checklist

The following items ***MUST*** be submitted with the temporary permit application. **If the application is not complete it will be mailed back.**

Applications must be submitted at **least** 14 days prior to the event.

All applications must be mailed in or delivered to the Nashoba office (we don't accept emailed or faxed applications). The application must be submitted with the fee in order to be processed and the following information listed below.

- The permit fee is \$50.00 (permit is good for seven (7) consecutive days). Nonprofit vendors with a Federal ID are exempt for the fee.
- Food Allergen Certificate
- Food Manager Certificate
- If you are a current licensed food vendor in another town (such as a food truck or restaurant) you will need to submit a copy of your current food service permit and most recent inspection.
- If you are a catering operation please submit a copy of your catering permit from the town you operate in and your most recent inspection.
- A complete list of food items being prepared/sold must be attached to the application.
- Please make sure the handwashing section is complete.
- If refrigeration is required please indicate how you will cold holding of food products.
- If hot holding is required please indicate how these products will be held hot.
- Are you prepared to wash/rinse and sanitize food contact surface?
- Is the sketch of your food service/prep area complete?



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**Temporary Food Establishment Permit Application**

**The fee for temporary licenses is \$50.00. The permit will be good for 7 consecutive days.  
Fee is non-refundable unless the event is cancelled.**

**APPLICATIONS MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE THE EVENT BY MAIL**

**If non-profit, applications can be emailed or faxed. Federal Tax ID # must be provided.  
There is no fee for non-profits.**

**Applications must be submitted with the appropriate fee and paperwork. Applications that are not complete (missing paperwork or fee) will be returned.**

**Applicant Information**

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Name of Concession: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

**Event Information**

Event date, location and Time: \_\_\_\_\_  
Event coordinator \_\_\_\_\_  
Event coordinator email \_\_\_\_\_ phone \_\_\_\_\_  
Number of people expected at event \_\_\_\_\_

**Contact Person in Charge during the event(s) (PIC)**

The person in charge is directly responsible for the Food Safety Operation during the event (s).

Name of PIC \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**Attach copies of Food Manager Certificate and Allergy Awareness Certificate with this application if applicable**

**What foods will be sold at the event (attach a separate list if necessary)**

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Food trucks/trailers and push carts must provide a copy of the following:

1. Permit from base of operation/commissary
2. Contract with base of operation
3. Last inspection report from your base of operation and your operation
4. Hawker and Peddler’s License
5. Ice cream trucks must submit Ice Cream Truck Vending Permit for local police

What type of cooking equipment will be used at the event: (check all that apply) \_\_\_grill \_\_\_oven  
 \_\_\_Fryolator \_\_\_Microwave \_\_\_Other – please specify

You must have a means for storing foods at the proper temperatures. All frozen food must be stored at 0°F, all refrigerated food at 41°F, and all hot food at 140°F. Describe how you plan to store your menu items at the proper temperatures? (A thermometer must be located in each refrigeration unit; all booths service perishable food must a stem-type thermometer for monitoring food temperatures:

What equipment will be used to keep refrigerated items at proper temperatures:

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**Potentially hazardous foods support the rapid growth of bacteria so they require time-temperature control for safety (TCS). TCS must be kept hot (135 degrees F or hotter) or cold (41 degrees F or colder).**

**The U.S. Food Code identifies potentially hazardous foods as raw or cooked animal foods (meat, fish, poultry, dairy, eggs); heat treated plant foods (cooked vegetables, baked potatoes, texturized vegetable protein); cut melon; garlic-in-oil that has not been acidified; raw bean sprouts; and cut tomatoes.**

Provide all steps in the preparation of all menu items. (This includes all cutting, assembling, cooking, cooling, thawing, cool storage, hot storage, reheating and packaging) You may attach additional sheets as needed.

Food	Thaw	Cut/ assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Packaging

(Check all steps involved in each menu item) **\*\* Attach a separate sheet if necessary**

When will food be purchased for the event? \_\_\_\_\_ Where will it be stored \_\_\_\_\_

All menu items, condiments and single-service items (paper plates, cups etc) must be protected from flies, dust and other contaminants at all times. Describe how you plan to protect these items during display and storage. \_\_\_\_\_

What will you be using for handwashing facilities? A minimum of warm running water, soap, and paper towels is required. ***Handwashing station must be shown on sketch provided.***

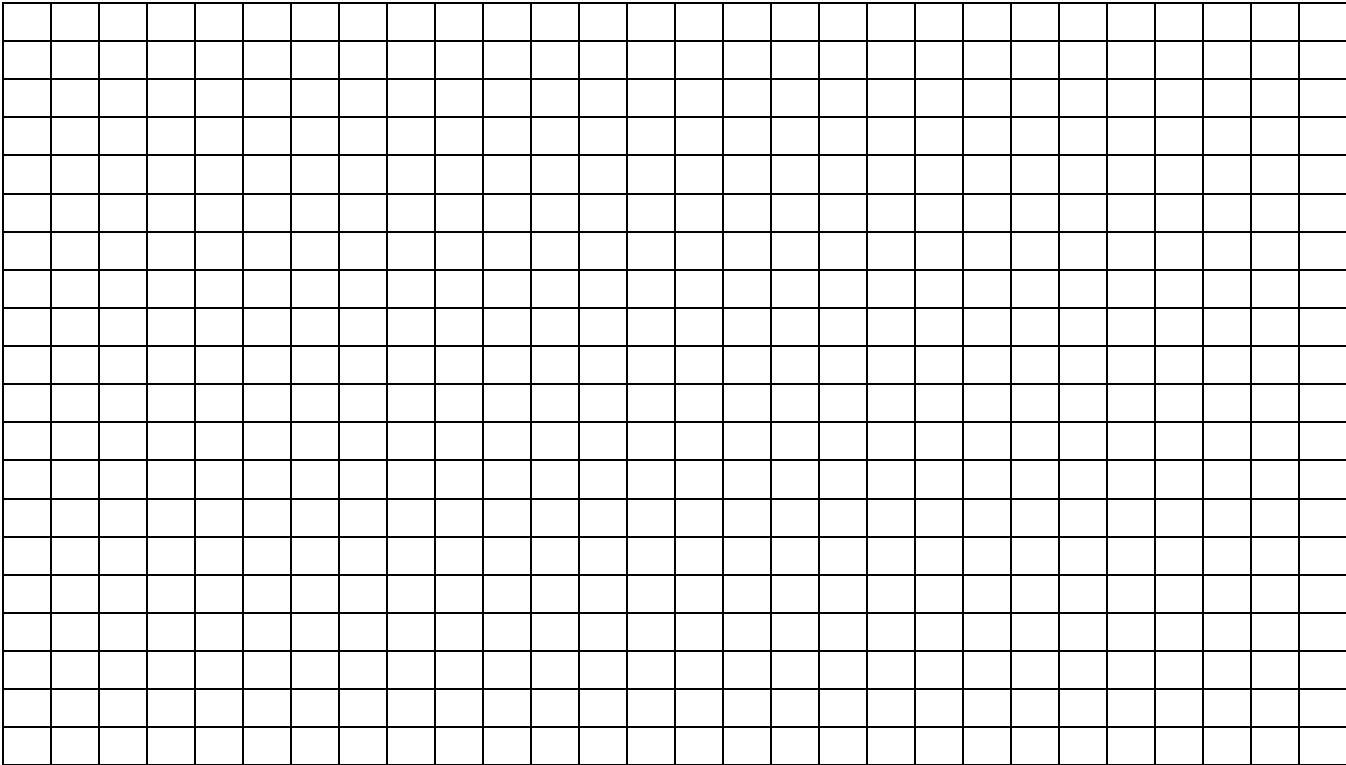
You must be prepared to wash, rinse and sanitize of food contact surfaces on site. Describe how this process will be accomplished: \_\_\_\_\_

Only water from an **approved** source can be use in food preparation and clean up. What is the source of water used in your booth? \_\_\_\_\_

All wastewater must be disposed of in an approved manner. What is your method of wastewater disposal, dumping on the ground is not acceptable \_\_\_\_\_

All rubbish and garbage must be disposed of properly. What is your method of rubbish and garbage disposal? \_\_\_\_\_

Draw a sketch of your booth in the space provided below (include all worktables, food/single service item storage, refrigeration, cooking devices, dishwashing/hand-washing facilities and serving windows). Describe the floors and walls of the booth.



**These requirements are in accordance with the State Sanitary Code of the Massachusetts Department of Public Health, 105 CMR 590.030. This code states, “The Board of Health may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify the requirements of these regulations.”**

I certify that I am familiar with 105CMR 590.000 Minimum Sanitation Standards for Food Establishments – Article X and the above-described establishment will be operated and maintained in accordance with these regulations

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Non-profit tax # if applicable \_\_\_\_\_

\*\*applications that are not complete will be returned. A refund will be issued if checks were already processed. There is a 15% processing fee.