



Department of Health & Human Services
 Board of Health
 212 Main Street
 Northampton, MA 01060
 Tel: (413) 587-1214
 Commissioner: Merridith A. O'Leary, R.S.

**FOR BOARD OF HEALTH
 USE ONLY**

Date: _____
 Amt Received: _____
 Cash/Check No: _____
 Received by: _____
 Workers Comp Affidavit
 Food Protection Manager
 Allergy Certificate
 Base of Operation
 Collector's Approval

ALL FEES PAID ARE NON-REFUNDABLE

PERMIT FEE: \$100.00 Northampton Based Fee \$50.00

2026 TEMPORARY FSE PERMIT APPLICATION

Completed form, payment and supporting documentation **MUST be submitted at least 14 business days before event or a \$100.00 late fee will apply Make Checks Payable to the City of Northampton**

EVENT INFORMATION

EVENT NAME: _____ EVENT LOCATION: _____
 EVENT DATE (S): _____ EVENT TIME: _____

VENDOR INFORMATION

NAME OF ORGANIZATION/DBA: _____
 Applicant's Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone #: () _____ Phone #: Day of Event () _____
 Email Address: _____
 Structure: Booth () Mobile Unit () Other (please describe) _____

1. It is required that the **person-in-charge** is **Food Protection Certified**, and has completed **Food Allergy Awareness Training** and is on-site during operation.

Name of Certified Food Protection Manager: _____
 Name of Food Allergen Awareness Trained Employee: _____

A COPY OF THE FOOD MANAGERS CERTIFICATION AND FOOD ALLERGY AWARENESS CERTIFICATE IS REQUIRED WITH EVERY APPLICATION

2. Allergy notice is printed on all menus and menu boards Yes No

3. Will all foods be prepared at the temporary food service booth?

____ **YES** (Any food that produces grease laden vapors – you **must contact Fire Prevention @ (413) 587-1081**. Failure to meet fire code requirements set in 527 CMR 1.00, 50.2.1.9 and NFPA 96, 4.1.9 will result in no food permit being issued.) (see attached)

____ **NO** Attach a copy of the food permit for the approved commercial kitchen and agreement for use of approved kitchen giving dates and times.

Menu: Attach or list **all** items below

List all **potentially hazardous foods** being served*:

List all **non-potentially hazardous** foods being served*:

*Any changes must be submitted in writing to the Board of Health at least seven days prior to the event.

4. I am providing the following hot temperature control for the hot holding of all potentially hazardous foods above 140*f. Reheated potentially hazardous foods, which are reheated for hot holding, shall be discarded if not used or sold by the end of the day. **Describe hot holding equipment:**

5. **YES** _____ I am providing the following cold temperature control for the cold holding of potentially hazardous foods. **Describe cold holding equipment:**

6. **A) YES** _____ I am providing a metal stem-type thermometer (0-220*f) to measure the hot and cold holding of potentially hazardous food.

B) YES _____ I am providing a thermometer for every refrigerator unit. This includes all coolers.

7. **YES** _____ I am providing alternative means to bare hand contact with ready-to-eat (RTE) foods. Please describe:

8. Hand washing facilities: _____ **Plumbed sink** or _____ **Gravity flow container with catch basin**
(At minimum you need a 5 gallon insulated container with a spigot, a bucket for the collection of waste water, pump soap, paper towels, and a lined trash receptacle.)

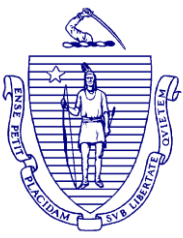
9. Utensil washing facilities: _____ **Three compartment sink.** or _____ **Three deep tubs/basins**
(one for soapy water, one for rinse water and the other for sanitizing solution.)

10. Food source(s): _____

Source and storage of water/ice: _____

Storage and disposal of wastewater: _____

Storage and disposal of garbage: _____



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

Temporary Food Establishment Guideline

Introduction

A temporary food establishment is defined by the 1999 Food Code as a food establishment that operates for a period of no more than 14 consecutive days (excluding Farmers' Market participation) in conjunction with a single event or celebration. Temporary food establishments (TFE) are licensed and inspected by the Northampton Department of Health & Human Services in accordance with Massachusetts Regulation 105 CMR 590.09 Minimum Sanitation Standards for Food Establishments – Special Requirements.

A temporary food event is one where food is served to an open-ended number of participants over a period of time. Event planning is driven by the desired hours of operation and the estimated number of attendees. Having a food booth or table, where no specific invitation is given, and where people can stop and receive food or drink, is one example of a temporary food event.

Definition

“Temporary Food Establishment” means a food establishment that operates for a period of no more than 14 consecutive days (excluding Farmers' Market participation) in conjunction with a single event or celebration. A temporary food establishment includes at least the following:

- A restaurant with a Permit to Operate a Food Establishment issued by the Northampton Department of Health & Human Services that is participating as a food vendor at an event either adjacent to your establishment (outside of your brick & mortar) OR off premises of your establishment;
- A mobile food unit without a permit issued by the Northampton Department of Health & Human Services.
- A food vendor who offers packaged/and or unpackaged samples of their product to the public;
- A demonstration cooking booth where samples are offered to the public; and
- A church, fraternal organization, social organization, or volunteer fire department (and the auxiliary organizations) that is not sponsoring the event and/or is not preparing all food items in its premises or in the homes of its members.

Please contact the Northampton Department of Health & Human Services if you are not sure your operation meets the definition of a temporary food establishment.

Permit Requirements

Please read the requirements carefully. They are intended to answer questions regarding the operation of a temporary food establishment.

NOTE: THE APPLICANT SHALL COMPLY WITH ALL REQUIREMENTS OF THE NORTHAMPTON DEPARTMENT OF HEALTH & HUMAN SERVICES. IF VIOLATIONS ARE FOUND, THE OPERATOR MUST TAKE CORRECTIVE ACTION IMMEDIATELY OR AS OTHERWISE SPECIFIED BY THE HEALTH OFFICIAL. FAILURE TO CORRECT THE VIOLATION(S) WILL RESULT IN THE REVOCATION OF THE DEPARTMENT OF HEALTH & HUMAN SERVICES PERMIT AND IMMEDIATE CESSATION OF THE FOOD SERVICE OPERATION. FAILURE TO COMPLY MAY ALSO AFFECT DEPARTMENT OF HEALTH & HUMAN SERVICES ISSUANCE OF A PERMIT AT FUTURE EVENTS.

PERMIT APPLICATION PROCESS:

- a) Submit to the Northampton Department of Health & Human Services an “Application for Permit to Operate a Temporary Food Establishment”, Food Protection Certificate, Allergen Awareness Certification, Workers' Compensation Insurance Affidavit, and the application fee.
- b) The completed application fee must be received at least ten (14) business days prior to the event. Applications shall be signed acknowledging agreement to comply with applicable requirements.
Permits are not transferable to another operator or event and are valid only for the period of time specified.

PHYSICAL FACILITIES:

- a) Food booths shall have overhead protection and a cleanable floor surface. The preferred floor surface is asphalt or concrete; however, plywood, tarp or a similar non-slip surface may be used if the booth is located on grass, loose gravel or dirt. **Overhead protection where there is cooking must be approved by the Northampton Fire Department.**
- b) An adequate supply of potable water must be available at each booth. Water must be from an approved source.
- c) Containers with tight-fitting lids shall be provided for liquid waste. Wastewater (i.e. wash water, rinse water, sanitizing water, drained ice water, etc.) may not be disposed of on the ground surface. Sewage connections shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the Department of Health & Human Services prior to the event.
- d) Adequate and sanitary toilet facilities must be available and conveniently located for food employees.
- e) The person in charge is responsible for keeping the preparation and service areas and the surrounding grounds free of litter, trash and garbage. All garbage/refuse shall be containerized and properly disposed of during and after the event.

PERSONAL HYGIENE:

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service operations and are subject to immediate exclusion if found handling food in a temporary food establishment.
- c) No eating, drinking, or smoking shall take place in the food preparation area, serving area, or cleaning and storing area of a temporary food establishment.
- d) Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.
- e) Hands must be washed frequently and fingernails kept trimmed and cleaned. A plumbed sink or a clean container with a spigot, a container to catch wastewater, liquid hand soap, and paper towels must be provided at each booth. Gloves or chemically treated towelettes are not a substitute for hand washing.
- f) Hair restraints are required for all food handlers. Hair nets, caps, visors, etc. are acceptable means of hair restraint, but hairspray alone is not acceptable.
- g) The outer garments of food handling employees shall be clean. Jewelry should be limited. Excessive hand jewelry may not be worn.

FOOD AND BEVERAGE:

- a) Only those food items listed on the application may be offered for sale, sample, or service unless changes are approved in advance by the Department of Health & Human Services.
- b) All food products including beverages, ice and water shall come from an approved source. The use of HOME CANNED or HOME PREPARED FOOD is strictly prohibited.
- Food temperatures shall be maintained safe for perishable (potentially hazardous) foods as follows:
Cold foods - maintain food temperature of 41°F or below.
Hot foods - maintain food temperature of 135°F or above.
Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: Sufficient equipment is essential for cooking foods and maintaining temperatures of all perishable foods (i.e. steam tables, chafing dishes, refrigerators, ice chests, etc.)

- c) Potentially hazardous foods that have been cooked, cooled and refrigerated must be reheated for hot holding to 165°F within 2 hours.
- d) Foods and single service items shall be stored at least six (6) inches off the floor.
- e) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0 - 220°F) in +/-2°F increments for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
- f) Food and utensils must be protected from contamination.
- g) Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods.
- h) Food condiments such as mustard, ketchup, relish, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products or non-dairy creamers shall be refrigerated to 41°F or below. In instances where dispensers or individual packets are not available, food handlers must add condiments or ingredients requested by the patron.

- i) Foods that are contaminated, adulterated in any way or held at improper temperature are subject to immediate condemnation and discarding.

FOOD PREPARATION, HANDLING, DISPLAY, AND SERVICE:

- a) Bare hand contact with ready-to-eat foods is prohibited. Provide disposable gloves, tongs, spatula, tissue paper or other utensil(s) for use to prevent bare hand contact with ready-to-eat foods.
- b) Food preparation is to be kept to a minimum and prepared in small quantities.
- c) Holding of cooked food is not allowed unless proper hot holding equipment is available.
- d) Prepackaged food must be used where possible.
- e) Food preparation and cooking must be separated from public access.
- f) Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged displayed foods from contamination.
- g) Food containers must be labeled to properly identify their contents.
- h) Canned or bottled drinks and packaged food shall not be stored in contact with water or undrained ice.
- i) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces. The use of pesticides is prohibited without prior approval from the Department of Health & Human Services .
- j) An adequate number of leak proof and fly proof garbage containers shall be provided and serviced as needed. Plastic garbage bags should be used to line the garbage containers. Arrangements must be made for clean up and final disposal of all solid waste.

EQUIPMENT AND UTENSILS:

- a) Sufficient refrigeration and/or hot holding facilities shall be provided which are capable of maintaining potentially hazardous food at proper temperature of 41°F or below and 135°F or above. Ice chest with adequate ice may be used for keeping foods cold.
- b) Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor.
- c) Only single service utensils may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each consumer by the food worker, or stored in a manner where the food contact surface is not exposed and handles are presented to the consumer.
- d) Hoses used for potable water must be food grade and labeled to indicate that they are commercial grade or NSF approved. Back-flow prevention devices must be provided also if deemed necessary.
- e) Metal banded paint-type brushes are prohibited. Plastic banded brushes are approved. Trash bags are not acceptable for food storage. Lead, lead glazed, cadmium (plating on gray enamelware) or enameled utensils / equipment are prohibited.
- f) If slicing, chopping, cutting, mixing, or any other type of food handling at the event site, a properly plumbed three-compartment sink with hot and cold running water or three containers of adequate size (i.e. 5-gallon buckets or 3-gallon dish pans) shall be provided for washing, rinsing and sanitizing food contact surfaces of equipment and utensils.
- g) Equipment and utensils shall be cleaned and sanitized after each possible contamination (i.e. dropped on ground, working with different products, etc.).
- h) Appropriate chemical test kit or strips shall be provided by the operator or person in charge and used to check sanitizing concentration strengths.