



CITY OF PITTSFIELD BOARD OF HEALTH
70 Allen St, Room 204
Pittsfield, MA 01201
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www.cityofpittsfield.org

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT
(Completed applications are 2 weeks prior to event date)

Name of Establishment/DBA	Operator	Contact Telephone
Operator Mailing Address		E-Mail
Name of event	Location	Date(s) of Event/Hours of Operation

STRUCTURE: BOOTH MOBILE UNIT TENT (see building Dept.) OTHER _____

1. Before completing this application:

- **Read and initial "Are You Ready" checklist.**
- **Attach or list all menu items to be served. Any changes must be submitted and approved by the Health Department at least 2 days prior to the event.**
(See Fire Department for use of gas, charcoal, propane, or deep fryers)

- **Provide copies of food allergy and food protection manager certification.**

2. Will all foods be prepared at the temporary food service sites? YES NO

** If you answered **NO** to question #2 - Attach a copy of the food permit from the licensed Kitchen/base of operation.

3. I am providing the following hot temperature controls for the hot holding of all potentially hazardous foods above 135°F. 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:

4. I am providing the following cold temperature controls for the cold holding of all potentially hazardous foods: _____

5. I am providing a metal stem-type thermometer (0-220°f) to measure the temperature of hot and cold holding food products. YES NO
6. I am providing a thermometer for every refrigerator unit. YES NO
7. Describe alternative means to bare hand contact with ready-to-eat (RTE) foods.

8. Hand washing facilities: **Plumbed sink** or **Gravity flow container**

9. Do you have a three compartment sink on site? YES NO

** If you answered **NO** to question #9 - You must provide extra food preparation utensils.
 - All ware washing must be done at base of operation/licensed kitchen.

10. I am protecting my unpackaged food and food preparation areas from flies, dust, and the public, by the following methods: _____

Check All That Apply: (Fees are to be **paid in full** with application)

- Temporary Event Food Vendor - Fee **\$50.00**
- Temporary Event Retail Vendor - Fee **\$25.00**
- Temporary Event Food Vendor with Current Pittsfield Food Permit - Fee **\$0.00**
- Temporary Event Non-profit Vendor (Must provide a copy of Federal I.D. # for non-profit status) - Fee **\$10.00**

****Temporary event permit is not to exceed 14 consecutive days, or one event.**

I certify under the penalties of perjury that I, to best of my knowledge and belief, have provided accurate information and affirm that I will comply with the code and allow the Board of Health access to my establishment as specified under 8-402 of the Food Code.

APPLICANT'S SIGNATURE: _____

Date: _____

Temporary Food Establishment Operations Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- Application Submit a completed temporary food establishment application and payment in full to the health department a minimum of 21 days prior to the event.

 Submit current food protection manager certification and food allergy certification.

FOOD/UTENSIL STORAGE AND HANDLING

- Dry Storage Keep all food, equipment, utensils, and/or single service items stored off the floor and protected from contamination.
- Cold Storage Keep potentially hazardous foods stored at or below 41°F.
- Hot Storage Keep potentially hazardous foods at or above 135°F.
- Thermometers Use a food thermometer to check temperatures of both hot and cold potentially hazardous foods.
- Food Display Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards, or other effective barriers.

 Post-consumer advisory for raw or undercooked animal foods.

 Post food allergy advisory.
- Food Preparation Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.

 Protect all storage, preparation, cooking and serving areas from contamination.

 Obtain food from an approved source. **Preparing food in a residential kitchen is not allowed.**
- Food Transport Food grade, insulated, easily cleanable, covered containers must be used for transport.

 Proper cold holding and hot holding temperatures must be maintained.

PERSONAL

- Person in Charge There must be one designated person in charge at all times responsible for compliance with the regulations.
- Hand washing A minimum two-gallon insulated container with a spigot, basin, soap, and disposable towels shall be provided for hand washing.
 The container shall be filled with warm water 100° to 120°F.
 A hand washing sign must be posted.
- Health The person-in-charge must restrict or exclude food employees if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food.
 Infected cuts and lesions on fingers, hands, or lower arm must be covered.
- Hygiene Food preparation employees must have clean outer garments and effective hair restraints.
 Tobacco and eating are not permitted by employees in the food preparation and service areas.

CLEANING AND SANITIZING

- Ware washing A minimum of 3 basins, large enough for enough complete immersion of utensils and equipment.
- Sanitizing Used approved chemical sanitizer for sanitizing food contact surfaces, equipment, wiping cloths, and to fill working sanitization buckets.

WATER

- Water Supply An adequate supply of potable water shall be on site and obtained from an approved source.
- Wastewater Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered, labeled containers shall be provided in the immediate area.

PREMISES

- Floors Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.
- Walls & Ceilings Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.
- Lighting Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.
- Counters/Shelving All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.
- Trash Provide an adequate number of cleanable both inside and outside the booth.
- Restrooms Provide an adequate number of approved toilet and hand washing facilities. These facilities shall be accessible for employee use.
- Clothing Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service, and ware washing areas.

____YES,
(Initial)

I have read, understand, and will follow the provisions above.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp

[http://www.umass.edu/umext/nutrition/programs/food safety/resources/index](http://www.umass.edu/umext/nutrition/programs/food%20safety/resources/index)

www.foodsafety.gov