



**Public Health**  
Prevent. Promote. Protect.  
**Cooperative Public Health Service**  
Franklin Regional Council of Governments

## What you need to apply for an annual Food Establishment Permit

1. To save time, prior to going online be sure to have the following items to attach to your application:
  - ✓ Copy of your proposed menu
  - ✓ Up-To-Date proof of workers comp coverage – *needed if you have any employees*
  - ✓ The Certified Food Protection Manager for your establishment must have BOTH of these certificates:
    - Up-To-Date ServSafe Manager Certificate(s) or equivalent – Note: Massachusetts does not recognize “Food Handler” Certificates for a Certified Food Protection Manager
    - Up-To-Date Massachusetts Allergens Awareness Certificate(s) – Note this **must** be the Massachusetts one only, no other version is accepted
  - ✓ Up-To-Date ChokeSaver Certifications if more than 25 seats (outdoor seating included)
  - ✓ If not on a municipal water source - Latest water testing report – test report results must show the water to meet Massachusetts Code (310 CMR 22) as “*Drinking Water*”
  - ✓ Proof of date of last Septic System pumping, if not on Town sewer.
2. After completion of application process and before operating, you will have a **pre-operational inspection**. Please review the pre-operational inspection form (HYPER LINK) included as this is the criteria we will look for adherence to before issuing your permit.
3. After completing the application process including payment and the pre-operational inspection, you will receive an email when your permit has been issued. You must print your permit for posting.
4. Permits and a notice that says “*Inspection Results Available upon Request*” shall be posted where visible to customers when your business is open.

**Food Establishment Permits expire December 31<sup>st</sup> of each year.**

**You are required to apply for a renewal for the next calendar year by December 14 of each year.**

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