



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

What you need to apply for a Temporary Food Establishment Permit

1. To save time, prior to going online be sure to have the items ready to attach to your application:
 - ✓ Up-To-Date proof of workers comp coverage – needed if you have any employees
 - ✓ Up-To-Date ServSafe Manager Certificate(s) or its equivalent.
 - Note: ServSafe Food Handler Certificate **does not** meet the qualifications and will not be accepted **
 - ✓ Up-To-Date Massachusetts Allergens Awareness Certificate(s)
 - Note this **must** be the Massachusetts one only, no other version is accepted **
 - ✓ Proposed menu for the event
 - ✓ Current license of your base of operations
 - ✓ Copy of the most recent inspection of your base of operations
 - ✓ Signed documentation verifying your approved use of the base of operations (BOO) or that the BOO is owned by you
 - ✓ A drawing of your proposed set up
2. After completing the application process including payment, you will receive an email when your Temporary Food Establishment Permit is issued. You must print your permit for posting.
3. Permits and a notice to state *“Inspection Results Available upon Request”* shall be posted where visible to customers when operating.

**** The holder of the ServSafe and Allergens on the application must be present at the event.**