



Public Health

Prevent. Promote. Protect.

Cooperative Public Health Service

Franklin Regional Council of Governments

What you need to apply for an annual Home Kitchen Food Establishment Permit

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 compensation 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
- ✓ 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.

Food Establishment Permits expire December 31st of each year.

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