

FOR BOARD OF HEALTH USE ONLY

Date Received _____

Date Inspected _____

Approved By _____

Permit # Issued _____

Falmouth Health Department

Annual Food Establishment Permit Application

Application must be submitted at least 30 days before the planned opening date

59 Falmouth Town Hall Square, Falmouth MA 02540 • (508)495-7485 • health@falmouthmass.us

Supporting documentation included:

- Allergen Awareness certificate(s)
- Anti-Choking Certification(s)

- Food Safety Manager Certificate(s)
- Workers' Compensation Policy Affidavit
- Certificate of Insurance for WC Policy

1) Establishment Name:

2) Establishment Address:

3) Establishment Mailing Address (if different):

4) Est. Telephone #:

5) Email Address:

6) Applicant Name & Title:

7) Applicant Address:

8) Applicant Telephone #:

24 Hour Emergency #:

9) Owner Name & Title (if different from applicant):

10) Owner Address (if different from applicant):

11) Owner Email Address (if different from applicant):

12) Establishment Owned By:

- An association
- A corporation
- Other legal entity _____
- An individual
- A partnership

14) Person Directly Responsible For Daily Operations (Owner, Person in Charge, Supervisor, Manager, etc.)

Name & Title:

Address:

Telephone #:

Emergency Tel. #

Email Address:

15) District or Regional Supervisor (if applicable)

Name & Title:

Address:

Telephone #:

Email Address:

Food Establishment Information

16) Water Source:

DEP Public Water Supply # (if applicable):

17) Sewage Disposal (check all that apply):

- Town Sewer
- On-site Septic
- Grease Trap (if required by Health or Plumbing Dept.)

18) Days and Hours of Operation:	19) No. of Food Service Employees:
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20) Name(s) of Current Person-in-Charge Certified in Food Protection Management:

Required in accordance with 105 CMR 590.002; Must be Full Time Equivalent; there is a 90 day grace period after certificate expires for renewal purposes.

21) Does your establishment have 25 seats or more: Yes No
If yes, please enclose certifications of all personnel trained in Anti-Choking Procedures.

22) Establishment Type (check all that apply):

<input type="checkbox"/> Retail (_____ Sq. Ft.)	<input type="checkbox"/> Residential Kitchen for Retail Sale
<input type="checkbox"/> Food Service (_____ Seats)	<input type="checkbox"/> Residential Kitchen for Bed and Breakfast Home
<input type="checkbox"/> Food Service - Takeout	<input type="checkbox"/> Bed & Breakfast Establishment
<input type="checkbox"/> Food Service - Institution	<input type="checkbox"/> Other (Please Describe):
<input type="checkbox"/> Frozen Dessert Manufacturer	
<input type="checkbox"/> Caterer	
<input type="checkbox"/> Food Delivery	

23) Length of Permit (check one):	Definitions:
<input type="checkbox"/> Annual	TCS - time/temperature control for safety food (time/temperature controls required)
<input type="checkbox"/> Seasonal - Dates of Operation: _____	Non-TCS - non-time/temperature control for safety food (no time/temperature controls required)
	RTE - ready-to-eat foods (ex. Sandwiches, salads, muffins etc. which need no further processing)

24) Food Operations (check all that apply):

<input type="checkbox"/> Sale of Commercially Pre-Packaged Non-TCS food <input type="checkbox"/> Sale of Commercially Pre-Packaged TCS food <input type="checkbox"/> Delivery of Packaged TCS food <input type="checkbox"/> Reheating of Commercially Processed Foods for Service within 4 hours <input type="checkbox"/> Customer Self-Service of Non-TCS and Non-Perishable Foods Only <input type="checkbox"/> Preparation of Non-TCS food <input type="checkbox"/> Customer Self-Service <input type="checkbox"/> TCS and RTE Foods Prepared for Highly Susceptible Population Facility <input type="checkbox"/> Prepares Food/Single Meals for Catered Events or Institutional Food Service <input type="checkbox"/> Use of Process Requiring a Variance and/or HACCP Plan (ex. bare hand contact of TCS food, time as a public health control etc.)	<input type="checkbox"/> TCS Cooked to Order <input type="checkbox"/> Preparation of TCS food for Hot and Cold Holding for Single Meal Service <input type="checkbox"/> Hot TCS food Cooked and Cooled or Hot Held for More than a Single Meal Service <input type="checkbox"/> Sale of Raw Animal Foods Intended to be Prepared by Consumer <input type="checkbox"/> Offers Raw or Undercooked Food of Animal Origin <input type="checkbox"/> Vacuum Packaging/Cook Chill <input type="checkbox"/> Offers RTE TCS food in Bulk Quantities <input type="checkbox"/> Juice Manufactured and Packaged for Retail Sale <input type="checkbox"/> Ice Manufactured and Packaged for Retail Sale <input type="checkbox"/> Retail Sale of Out-of-Date or Reconditioned Food <input type="checkbox"/> Other - Please Describe: _____
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I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the food establishment operation will comply with 105 CMR 590.002 and all other applicable law. I have been instructed by the Board of Health on how to obtain copies of 105 CMR 590.002 and the Federal Food Code.

Signature of Applicant

Date



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

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

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 #:** _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**"

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia