

Town of Sudbury

Board of Health

Sudbury Health Department
275 Old Lancaster Road
Sudbury, MA 01776
978-440-5479
Health@sudbury.ma.us

Food Truck/Mobile Food Permitting Checklist

*Please be advised that the following items shall be completed and submitted to the Sudbury Health Department **3 weeks** prior to the event date.

The food truck operator shall submit the following to the Sudbury Health Department:

- ☐ Completed Food Permit Application (enclosed)
 - ☐ Please clearly indicate location, date and hours of operation
- ☐ Worker's Compensation Form (enclosed)
- ☐ Mobile Food Permit fee, checks made out to Town of Sudbury
 - ☐ Temporary (up to 14 consecutive days): \$75.00, or,
 - ☐ Annual Mobile Food Permit, \$200.00
- ☐ Propane Permit from Sudbury Fire Department. **Contact Assistant Fire Chief Kyle Gordon with any questions, GordonK@sudbury.ma.us**
- ☐ State Hawker's and Peddler's Permit
- ☐ Operator's Servsafe Food Safety Manager Certificate
- ☐ Onsite staff's Allergen Awareness Certificates
- ☐ Commissary kitchen agreement
- ☐ Commissary kitchen permit from local municipality
- ☐ A copy of the menu for the event
- ☐ Last inspection report from their licensed Town/City

Once everything is received and reviewed, a Health Inspector will reach out to the food truck operator to schedule an inspection prior to the event date. **Inspections will not occur the day of the event.**

Please note, if everything is not received **3 weeks** prior to the scheduled event date, a permit will not be issued.



TOWN OF SUDBURY HEALTH DEPARTMENT

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FOR BOARD OF HEALTH USE ONLY

Date Received

Date Inspected

Approved By

Permit # Issued

Fee

Food Establishment Permit Application

1) Establishment Name:	
2) Establishment Address:	
3) Establishment Mailing Address (if different):	
4) Establishment Telephone #:	Emergency #:
5) Applicant Name and Title:	
6) Applicant Address:	
7) Applicant Telephone No:	Email address:
8) Owner Name and Title (if different from applicant):	
9) Owner Address (if different from applicant):	
10) Establishment Owned By: ☐ An association ☐ A corporation ☐ An individual ☐ A partnership ☐ Other Legal entity _____	11) If a corporation or partnership, give name, title and home address of officers or partners: <u>Name:</u> _____ <u>Title:</u> _____ <u>Address:</u> _____ _____ _____ _____ _____ _____
12) Person Directly Responsible for Daily Operations (Owner, Person in Charge, Supervisor, Manager etc.)	
Name & Title :	
Address:	
Telephone No:	Fax:
Emergency Telephone No:	
13) District Or Regional Supervisor (if applicable)	
Name & Title :	
Address:	
Telephone No:	Fax:

14) Source of Water _____ Sewage Disposal		15) Rubbish Disposal Co. _____ Rendering Co. (For Grease)	
16) Days and Hours of Operation:		17) No. of Food Employees	
18) Name of Person In Charge Certified in Food Protection Management: Required as of 10/1/2001 in accordance with 105 CMR 590.003(A). Please attach copy of certificate.			
19) Person Trained In Anti-Choking Procedures (if 25 seats or more): ☐ Yes ☐ No			
20) Location: (check one) ☐ Permanent Structure ☐ Mobile Reg.#: _____ Base of Operation: _____		21) Establishment Type (check all that apply) ☐ Retail (sq.ft) ☐ Caterer ☐ Food Service (Seats) ☐ Food Delivery ☐ Food Service-Takeout ☐ Mobile Food ☐ Food Service-Institution ☐ Mobile Food Walk-on (< Meals/Day) ☐ Commissary (< Beds) ☐ Bakery ☐ Frozen Dessert Manufacturer <u>Other (Describe):</u> _____ _____	
22) Length of Permit: (check one) ☐ Annual ☐ Seasonal/Dates ☐ Temporary/Dates/Time _____			
23) Food Operations: (check all that apply):		Definitions: TCS – time /temperature controlled for safety foods Non-TCS -no time/temperature controls required RTE-ready-to-eat foods (Ex. Sandwiches, salads, muffins which need no further processing)	
☐ Commercially Pre-Packaged Non-TCS foodss	☐ TCS Cooked To Order	☐ Hot TCS Cooked and Cooled or Hot Held for More Than a Single Meal Service	
☐ Commercially Pre-Packaged TCSs	☐ Preparation of TCS For Hot And Cold Holding For Single Meal Service	☐ TCS and RTE Foods Prepared For Highly Susceptible Population Facility	
☐ Preparation of Non-TCSs	☐ Sale of Raw Animal Foods Intended to be Prepared by Consumer	☐ Vacuum Packaging/Cook Chill	
☐ Reheats Commercially Processed Food for service within 4 hours	☐ Customer Self-Service	☐ Use Of Process Requiring a Variance and/or HAACP Plan	
☐ Customer Self-Service Of Non-TCS and Non-Perishable Foods Only	☐ Ice Manufactured and Packaged for Retail Sale	☐ Offers Raw or Undercooked Food of Animal Origin	
☐ Delivers Food Within 1 Hour of Preparation	☐ Juice Manufactured and Packaged for Retail Sale	☐ Prepares Food/Single Meals for Catered Events or Institutional Food Service	
To Be Completed by the Board of Health Total Permit Fee: _____ Payment is due with application	☐ Offers RTE TCS in Bulk Quantities		
	☐ Retail Sale of Salvage, Out-of Date or Reconditioned Food		
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 590.000 and all other applicable law. I have been instructed by the board of health on how to obtain copies of 105 CMR 590.000 and the federal 2013 Food Code and 2015 supplement.			
24) Signature of Applicant: _____			
Pursuant to MGL Ch. 62C, sec. 49A, I certify under the penalties of perjury that I , to my best knowledge and belief, have filed all state tax returns and paid state taxes required under law.			
25) Federal ID: _____			
26) Signature of Individual or Corporate Name: _____			



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
Lafayette City Center
2 Avenue de Lafayette, Boston, MA 02111-1750
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

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 § 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 (check 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 Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents

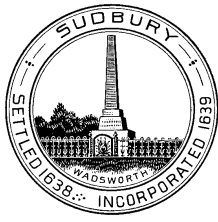
Office of Investigations

Lafayette City Center
2 Avenue de Lafayette,
Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

www.mass.gov/dia



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RE: Acknowledgement and Understanding of the following Sudbury Bylaws:

Bag and Bottle Ban
Polystyrene (Styrofoam) Ban
Plastics Ban

Food Vendors/Establishments,

Please see the highlighted links to the Sudbury Bylaws [prohibiting the sale of water in bottles sized 1 liter or less](#). The use of [thin gaged plastic bags](#). The use of serving containers or cups made of [styrofoam](#). The use [of plastic straws, stirrers, lids, cups and other disposable plastics](#). We ask that you read the by-laws, fill out the information below and sign and date acknowledging that you fully understand and will adhere to the by-law restrictions.

I acknowledge that I have read and understand the conditions of the bylaws and will remain compliant while conducting business within the Town of Sudbury Massachusetts.

Name of Business

Name of Event

Location of Event

Print Name

Signature

Date: _____

Submit this signed document with application and other required paperwork.