Temporary Food Permit Checklist

The following items **MUST** be submitted with the temporary permit application. **If the application is not complete it will be mailed back.**

All applications must be mailed in or delivered in person directly to the Nashoba office (we do not accept emailed applications or faxed applications). The applications must come in with the fee in order to be processed.

Applications must be submitted at least 14 days prior to the event.

___ There is a $20.00 permit fee per day of the event. Nonprofit vendors with a federal ID are exempt from the fee.

___ Food Manager Certificate.

___ Allergen Certificate.

___ If you are a current licensed food vendor in another town (such as food truck or restaurant) you will need to submit a copy of your current food service permit and most recent inspection.

___ If you are a catering operation please submit a copy of your catering permit from the town you operate in and your most recent inspection.

___ A complete list of food items being prepared /sold must be attached to application.

___ Please make sure the handwashing section is complete.

___ If refrigeration is required please indicate how you will cold holding food products.

___ If hot holding is required please indicate how these food products will be hot held.

___ Are you prepared to wash/rinse and sanitize food contact surfaces?

___ Is the sketch of your food service/prep area complete?