

Application must be accompanied by the required fee(s) made payable to "Town of Sheffield".

Fee Paid: _____
Issue Date: _____

Town of Sheffield Board of Health (Revised August 2023)

Town Hall, 21 Depot Square, 2nd Floor, Sheffield, MA 01257
413-229-7000 Ext 157 Fax: 413-229-7010 Email: townhall@sheffieldma.gov

Food Establishment License Application

(All permits expire December 31st of the year issued)

Name of Establishment: _____

Business Location: _____

Business Mailing Address: _____

Telephone #: _____ Email: _____

Individual Owner, Corporate Officer or Responsible Person: _____

Food Establishments Preparing Time/Temperature Control for Safety/Potentially Hazardous Foods (TCS/PHF):

- Person Certified in TSC/PHF and Allergen Awareness: **(Attach Certifications)**
- #Seats _____ * #of Chokesaver Certified Staff (Required if ≥ 25 seats)
- Menu: Please attach a copy to application

Retail Food Sales: (Square Footage of Retail Food Service Section) _____

All Applications Must Attach:

- Completed and signed Tax Affidavit and Worker's Compensation Insurance Affidavit (forms found at www.sheffieldma.gov, under BOH downloadable forms)
- Days and Hours of Operation

Incomplete applications will not be processed: For questions please call the BOH office contact listed above.

Food License Type: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Milk and Cream (Pasteurized) |
| <input type="checkbox"/> Bed and Breakfast Food Service | <input type="checkbox"/> Mobile Food Permit |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Non-Profit Base Kitchen |
| <input type="checkbox"/> Farmers' Market (Out of Town Vendors) | <input type="checkbox"/> Non-Profit Temporary Food Service |
| <input type="checkbox"/> Frozen Dessert Production (Milk-Based) | <input type="checkbox"/> Residential Kitchen |
| <input type="checkbox"/> Farm Stand | <input type="checkbox"/> Retail Food Only |
| <input type="checkbox"/> Full-Service Restaurant/Food Establishment | |

Fees: Fee Schedule on reverse side. The fee includes the **annual permit fee** plus **inspection fee**, as show in highlighted column of the Fee Schedule.

Total Fee(s) Included with completed application (Permit Fee + Inspection fee)= \$ _____

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have provided accurate information and affirm that I will comply with all codes and allow the Board of Health access to my establishment as specified under 8-402 of the Merged Food Code, 2013 Edition with 2015 Amendment, as adopted by 105 CMR 590.

Printed Name of Applicant: _____ Position: _____

Signature of Applicant: _____ Date: _____

Apply 30 days in advance of opening a business requiring a license.

Sheffield Board of Health

Town Hall, 21 Depot Square, 2nd Floor, Sheffield, MA 01257-0325
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2023 Food Permit Fee Schedule

As adopted by Select Board and Board of Health November 2022

Type of Food Permit	Food Risk Level	Permit Fee	Inspection Fee	Total Fees Due with Application	Structure	Additional Notes
Bakery	2	\$ 50.00	\$ 50.00	\$ 100.00	Annual	Farmers' Market Permit Included
Bed and Breakfast Food Service (>6 Rooms)	1	\$ 50.00	\$ 50.00	\$ 100.00	Annual	Breakfast service for 6+ rooms. No license needed for under 6 rooms
Caterer	2	\$ 50.00	\$ 50.00	\$ 100.00	Annual	Farmers' Market Permit Included
Farmers' Market (Out of Town Vendors)	1	\$ 25.00	\$ 35.00	\$ 60.00	Annual	Included w/ other Sheffield-based food permits. No onsite food prep
Frozen Dessert Production (milk) stand-alone	2	\$ 25.00	\$ 35.00	\$ 60.00	Annual	For when no other Sheffield Food Permit issued. Monthly bacteria results required
Frozen Dessert Production (milk) w/other license	1	\$ 25.00	\$ -	\$ 25.00	Annual	For when additional Sheffield Food Permit issued. Monthly bacterial results required
Farm Stand	1	\$ 25.00	\$ 35.00	\$ 60.00	Annual	Retail Sales Only, Does not include Food Prep, Farmers' Market Permit Included
Full Service Restaurant/ Food Establishment	3	\$100.00	\$ 100.00	\$ 200.00	Annual	Inspection fee may vary depending on risk level by Board of Health
Milk and Cream (Pasteurized) stand-alone	1	\$ 25.00	\$ 35.00	\$ 60.00	Annual	No other food license, only milk/cream
Milk and Cream (Pasteurized) w/other license	1	\$ 25.00	\$ -	\$ 25.00	Annual	Inspection included with other food permit
Mobile Food Permit	1	\$ 50.00	\$ 50.00	\$ 100.00	Annual	Application must include inspection from base municipality
Non-Profit Base Kitchen	1	\$ -	\$ 50.00	\$ 50.00	Annual	For facility and owner use only. Outside users need own permit
Non-Profit Temporary Food Service	1	\$ -	\$ 35.00	\$ 35.00	Variable	Needed for periodic public events hosted by a non-profit.
Residential Kitchen Annual Permit	1	\$ 50.00	\$ 35.00	\$ 85.00	Annual	Low-Risk Foods Only, Farmers' Market Permit Included
Retail Food Only	1	\$ 50.00	\$ 50.00	\$ 100.00	Annual	No Food Prep, Farmers' Market Permit Included
New Food Establishment Plan Review	0	\$ -	\$ 100.00	\$ 100.00	Variable	Includes 2 hrs of review and site visits. Add fee of \$50/hr thereafter
Temporary/Mobile Food Vendor (one day)*	0	\$ 25.00	\$ -	\$ 25.00	One Day	Additional \$50 inspection fee may apply upon review of application
Follow up Food Insp. for Uncorrected Violations	0	\$ -	\$ -	\$ -	Variable	1st: \$50; 2nd: \$100, 3rd \$150

rev 12/6/2022