



# CITY OF NEWBURYPORT HEALTH DEPARTMENT

FRANK P. GIACALONE, R.S.  
DIRECTOR OF PUBLIC HEALTH

NEWBURYPORT CITY HALL  
TEL: 978-465-4410

60 PLEASANT STREET

NEWBURYPORT, MA 01950  
FAX: 978-465-9958

[FGIACALONE@CITYOFNEWBURYPORT.COM](mailto:FGIACALONE@CITYOFNEWBURYPORT.COM)

[WWW.CITYOFNEWBURYPORT.COM](http://WWW.CITYOFNEWBURYPORT.COM)

## Procedures for Obtaining a Mobile Food Kitchen Permit (Please Read Carefully and If You Are Unsure, Please Inquire)

In order to obtain a Mobile Food Kitchen Permit from the City Health Department the documents listed below must be submitted prior to the inspection. Inspections CANNOT be performed if information is incomplete.

You are required to obtain a copy of the Massachusetts State Sanitary Code 105 CMR 590.000 "Minimum Standards for Food Establishments" and the U.S. Department of Health & Human Services Food & Drug Administration 1999 Federal Food Code.

Items that must be submitted:

- Application for Mobile Food Kitchen Plan Review including plans and all requested documentation. The City Health Department has **30 days** to review or disapprove plans.
- Application for Permit to Operate a Mobile Food Kitchen is submitted after your Plan Review has been approved
- Verification letter, copy of food permit and copy of last inspection report from the licensed establishment that will serve as the base of operations. You are required to operate from a fixed, licensed establishment and must report twice daily to such location for all food supplies and for all cleaning and sanitizing of units and equipment.
- If you sell potentially hazardous foods, you are required to have a full time on site certified food manager assigned to the mobile food kitchen operation – NO EXCEPTIONS
- Copy of your Massachusetts Hawkers & Peddlers License from the Massachusetts Division of Standards Consumer Affairs & Business Regulations
- Name and final disposal location of solid waste
- Name and final disposal location of fats, oils and grease
- Name and final disposal location of onsite mobile gray water
- Name of (IPM) Integrated Pest Management company –Mobile unit to be inspected monthly
- Frozen Desserts - If you are manufacturing frozen desserts from a soft serve machine, you are required to have monthly reports submitted to the Health Department confirming that bacterial counts are within Massachusetts standards.
- You are required to provide sign-off approval and/or permits from other City Departments before you can obtain a City Health Department Permit:
  - Building/Zoning Department
  - Public Works Department
  - City Fire Department: If you are using propane, generators, open flam or the use of a suppression system