



# CITY OF NEWBURYPORT

## HEALTH DEPARTMENT

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

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

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.

You are required to submit a City Health Department Mobile Food Establishment Plan Review Application with plans and all requested documentation to the City Health Department before you obtain a City Health Department Application for Permit to Operate. The City Health Department has 30 days to review or disapprove plans.

You are required to operate from a fixed, licensed food establishment and shall report twice daily to such location for all food supplies and for all cleaning and sanitizing of units and equipment – **Verification letter from licensed commissary or food service establishment.**

If you sell potentially hazardous foods, you are required to have a full time on site certified food manager assigned to the mobile food operation – NO EXCEPTIONS

You are required to submit Massachusetts Hawkers & Peddlers License from the Massachusetts Division of Standards Consumer Affairs & Business Regulations

You are required to submit mobile physical service invoices if applicable:

- 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 grey water
- Name of (IPM) Integrated Pest Management company –Mobile unit to be inspected monthly
- Bacterial Quality Frozen Desserts: If you are manufacturing frozen desserts from a soft serve machine, you are required to have a lab that will test your machines once a month and submit those reports to the City Health Department

You are required to provide sign-off approval and/or permits from other City Departments before you can obtain a City Health Department Permit. If applicable:

- City Fire Department: If you are using propane, generators, open flame or the use of a suppression system
- Building/Zoning
- Public Works