



# TOWN OF WATERTOWN

Board of Health

Administration Building  
 149 Main Street  
 Watertown, MA 02472  
 Phone: 617-972-6446  
 Fax: 617-972-6499  
 www.watertown-ma.gov

### OFFICE USE ONLY:

- Complete Application
- \$200.00 Permit Fee
- \$50.00 Initial Plan Review Fee
- Hawker's License
- Worker's Comp Form
- Propane Permit
- Food Permit-Base of Operation
- Copy of Base of Operations agreement
- ServSafe Form
- Food Allergy Form
- Compliance with Ice Cream Vendor Regulation

## MOBILE FOOD VEHICLE PERMIT APPLICATION

Date: \_\_\_\_\_

BUSINESS INFORMATION	
Name of Owner/Applicant:	Phone:
Name of Person In Charge:	
Business Address:	
Mailing Address (if different):	
Email Address:	

MOBILE FOOD VEHICLE INFORMATION	
Name of Mobile Food Vehicle:	Registration/ Plate Number:
Make, Model & Year of Vehicle:	
Name of Vehicle Operator:	Operator Cell Phone:
Days and Hours of Operation:	
Provide Route and/or Locations of Food Service in Watertown:	
<input type="checkbox"/> Provide a copy Base of Operations/Commissary Food Service Permit	
<input type="checkbox"/> Provide a copy of the complete commissary agreement	
Name of Base of Operations (Commissary Name):	
Address of Base of Operations (Commissary Address):	
Mobile Food Operations:	<input type="checkbox"/> Retail sale of commercially pre-packaged foods (i.e. bottled soda, candy, chips, packaged ice cream products, etc.) <input type="checkbox"/> Preparation and retail sale of non-potentially hazardous foods (i.e. coffee and hot dogs) <input type="checkbox"/> Preparation and retail sale of potentially hazardous foods (i.e. sandwiches, cooked rice, salads, hamburgers, soup, chili, cooked, pasta, cooked vegetables, etc.)

**TURN OVER APPLICATION TO COMPLETE**

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<b>PERMIT FEE</b>	
<input type="checkbox"/> Pre-Packaged Ice Cream Only, Permit Expires Dec. 31 <sup>st</sup>	\$ 100.00
<input type="checkbox"/> Canteen Vehicle, Permit Expires Dec. 31 <sup>st</sup>	\$ 150.00
<input type="checkbox"/> Mobile Kitchen, Permit Expires Dec. 31 <sup>st</sup>	\$ 200.00
<input type="checkbox"/> Temporary Mobile Food Permit (per day), minimum notice of 2 weeks	\$ 50.00
<input type="checkbox"/> Frozen Dessert Machine	\$ 50.00

<b>MANUFACTURE FROZEN DESSERT OR SOFT SERVE ICE CREAM</b>	
Complete the following if you manufacture frozen dessert or soft serve ice cream:	
Provide name of company where frozen dessert/ice cream mix is purchased.	
Is frozen dessert/ice cream mix pasteurized? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In accordance with 105 CMR 561.000, I understand that I am required to submit monthly bacteriological lab reports from a certified lab for the frozen dessert or soft serve ice cream products that I manufacture.	
	_____ Initials

<b>ICE CREAM VENDOR TRUCK REQUIREMENT</b>
If Ice Cream is listed on your menu, then compliance must be achieved with the Department of Public Safety requirements of M.G.L. c. 270 § 25 and 520 CMR 15.00, Permitting of Ice Cream Truck Vendor Regulations.

<b>FOOD SOURCE</b>	
According to Food Code, FC 8-201.12, the applicant is required to provide the intended list of food to be prepared or distributed in or from the Mobile Food Establishment. Indicate the source of the food or the location where the food items were purchased. Submit additional documents if necessary.	
List Food Items, note if any served raw or cooked-	Where was the food purchased?

<b>PLUMBING, HAND WASH, WAREWASH, AND WATER FACILITIES</b>	
Is a separate handwashing facility provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is handwash facility stocked with soap, paper towels, and handwash signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is running potable hot and cold water provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Combination faucets/ mixing valve (110°F)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size of holding tank for potable water	
Tank made of safe/ food grade materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size of waste holding tank	
Drain provided for waste tank	<input type="checkbox"/> Yes <input type="checkbox"/> No
Separate food preparation sink provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Separate three compartment sink with drain boards provided	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>PHYSICAL FACILITIES</b>	
Name, Address, Phone # on Mobile Food Vehicle (Min. 3" Lettering)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are windows and doors screened?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are sneeze guards and overhead protection provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are light fixtures shielded in food preparation area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exhaust and ventilation system approved by Fire Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check off type of finish floor material provided in food preparation area: <input type="checkbox"/> Quarry Tile <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> VCT Tile <input type="checkbox"/> Other, please describe: _____	
Check off type of finish wall material provided in food preparation area: <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> FRP <input type="checkbox"/> Other, please describe: _____	
Check off type of finish ceiling material provided in food preparation area: <input type="checkbox"/> Sheetrock <input type="checkbox"/> Vinyl faced <input type="checkbox"/> FRP <input type="checkbox"/> Stainless steel <input type="checkbox"/> Other, please describe: _____	

<b>KITCHEN FACILITIES/ EQUIPMENT</b>	
Is equipment National Sanitation Foundation (NSF) Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is mechanical refrigeration provided that holds food product temperature at 41°F and below? How many provided? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a freezer unit provided and how many? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are secondary thermometers in refrigerators and freezers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check off type of cooking equipment provided: <input type="checkbox"/> Stove <input type="checkbox"/> Grill <input type="checkbox"/> Convection oven <input type="checkbox"/> Fryer <input type="checkbox"/> Pizza oven <input type="checkbox"/> Microwave oven <input type="checkbox"/> Broiler <input type="checkbox"/> Rice cooker <input type="checkbox"/> Rotisserie <input type="checkbox"/> Steam kettles <input type="checkbox"/> Other, please describe: _____	
Are steam tables provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>FOOD HANDLING DESCRIPTION</b>	
Check which operations apply to your mobile food vehicle operations: <input type="checkbox"/> Cook & Serve <input type="checkbox"/> Cook, Hot Hold, Serve <input type="checkbox"/> Cook, Hot Hold, Cool, Reheat, Serve <input type="checkbox"/> N/A	
Provide number of Food Handlers	
Are uniforms and hair restraints provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide location of toilet facilities for employee use:	
What type of disposable gloves are used:	
Describe employee education on critical risk factors, food handling which included proper food temperature for cooking and storage, cooking, cooling and re-heating procedures, handwashing, employee health and hygiene, and glove use	
Do you have an employee Reporting Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>CRITICAL RISK FACTORS</b>	
Describe how is food stored and prepared at base of operation:	
Method of separation of raw and ready-to-eat food:	
How are food temperatures determined?	
Are foods labeled and dated?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>REQUIRED ACTIONS TO OBTAIN A MOBILE FOOD VEHICLE PERMIT</b>	
<input type="checkbox"/>	Provide a <b>menu</b> with consumer advisory language for raw/undercooked food and food allergen language
<input type="checkbox"/>	Schedule a pre-operational inspection with the Health Department, (617) 972-6446
<input type="checkbox"/>	Pay annual permit fee
<input type="checkbox"/>	Provide completed Worker's Compensation Affidavit form
<input type="checkbox"/>	Provide a copy of the Massachusetts Hawkers & Peddlers License
<input type="checkbox"/>	Provide a copy of your Watertown Fire Department Propane Permit (if propane is used on your Mobile Food Vehicle)
<input type="checkbox"/>	A copy of the Base of Operations/Commissary Food Service Permit
<input type="checkbox"/>	A copy of the complete commissary agreement
<input type="checkbox"/>	Contact Watertown Police Department for Ice Cream Truck Permit (if applicable)
<input type="checkbox"/>	If you prepare and distribute/retail food, provide a copy of: <ul style="list-style-type: none"> <li>- Certified Food Protection Manager Certificate or ServSafe Certificate</li> <li>- Food Allergen Training Certificate</li> </ul>
<input type="checkbox"/>	Review the Mobile Food Permit Requirements, 105 CMR 590.009 (Attached)

Pursuant to MGL Chapter 62C, § 49A, I certify under the penalties of perjury that to the best of my knowledge and belief have filed all State tax returns and paid all State taxes required under law. I certify that the above information is correct and understand that if any changes are made to the plans or the above information without permission from the Health Department may nullify this approval.

I have reviewed the Mobile Food Permit Requirements, 105 CMR 590.009: Special Requirements as outlined below and agree to comply with requirements.

\_\_\_\_\_  
 Federal ID Number  
 OR

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Corporate Officer (if applicable)

\_\_\_\_\_  
 Date

**Mobile Food Permit Requirements, 105 CMR 590.009: Special Requirements**

**(B) Mobile Food Operations.**

- (1) Mobile food operations shall comply with the requirements of the federal 1999 Food Code and other applicable provisions of 105 CMR 590.000 except as otherwise provided in 105 CMR 590.009(B). The board of health may impose additional requirements and restrictions to protect against health hazards related to the conduct of the mobile food operation and may prohibit the sale of some or all potentially hazardous foods.
- (2) Mobile food operations not equipped with an adequate water and waste system to facilitate handwashing and the cleaning and sanitizing of utensils shall be limited to the preparation and service of frankfurters and non-potentially hazardous foods and to the sale of pre-packaged food prepared at a food processing establishment licensed in accordance with 105 CMR 500.000, except that pre-packaged food may be prepared by the mobile food operator at a licensed food establishment for which he or she holds a permit in accordance with 105 CMR 590.000.
- (3) Mobile food operations equipped with an adequate water and waste system to facilitate handwashing and the cleaning and sanitizing of utensils may prepare potentially hazardous foods requiring limited preparation for immediate service, provided that any advanced food preparation, if necessary, is conducted by the mobile operator in a licensed food establishment.
- (4) Mobile food operations shall provide only single-service articles for use by the consumer.
- (5) Condiments, cream and sugar shall be served only from a sanitary dispenser or in individually wrapped servings.
- (6) Mechanical refrigeration or insulated containers with ice or gel packs must be used to maintain product temperature for pre-packaged, ready-to-eat foods which are required to be held at or below 45° F (7° C) or 41° F (5° C). The storage of packaged food in contact with water or undrained ice is prohibited. Wrapped ready-to-eat foods such as sandwiches shall not be stored in direct contact with ice. Effective July 1, 2005, all mobile food operations selling or distributing ready-to-eat PHFs must be equipped with mechanical refrigeration that can maintain PHFs at or below 41° F (5° C).
- (7) Bulk food shall not be used unless purchased from an approved source. Bulk PHFs, with the exception of frozen desserts, must be sold or served on the same day as purchased. All hot food shall be discarded if not used or sold by the end of the day.
- (8) A convenient hand-washing facility must be available on site for employee hand-washing whenever handling unpackaged foods. This facility shall consist of at least sufficient warm running water, soap and individual paper towels. The board of health may approve the use of chemically treated towelettes in lieu of hand-washing facilities if only frankfurters, non-potentially hazardous foods and non-perishable

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foods are served and there is no bare-hand contact. Chemically treated towelettes must be made available for use by customers in self-service operations.

- (9) A sign shall be provided at consumer self-service operations, which states that the use of bare hands by consumers for self-service is prohibited by state law.
- (10) Equipment.
- (a) Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the equipment and establishment.
  - (b) Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination. Mobile food operations, which cook or reheat unpackaged food for hot holding shall be fully enclosed unless equipped with air curtains to prevent the contamination of food and food contact surfaces with environmental contaminants.
  - (c) Ware-washing facilities, when required, shall be available in accordance with the FC for cleaning in-use utensils and food contact surfaces.
- (11) Operators of mobile food operations shall obtain the use of adequate and suitable toilet facilities where handwashing facilities are available.
- (12) Mobile food operations shall operate from a fixed, licensed food establishment or food processing plant and shall report at least daily to such locations for all food, water and supplies and for all cleaning and servicing operations. Mobile food operators shall retain the list of ingredients and the receipt for all bulk foods, which must indicate the name of the food item, the date purchased and the name of the approved food source licensed in accordance with 105 CMR500.000.
- (13) Servicing areas shall be provided with overhead protection except that areas used only for the loading of water, packaged food or the discharge of sewage and other liquid waste, through the use of a closed system of hoses, need not be provided with overhead protection.
- (14) Mobile food operations shall have identification, i.e., person's name and/or business name, city and telephone number in letters not smaller than three inches, on the left and right door panels of the vehicle or on the left and right sides of the trailer or pushcart.

***Department of Public Safety requirements of M.G.L. c. 270 §25 and 520 CMR 15.00, Ice Cream Vending. Ice Cream Truck Vendor Regulations Frequently Asked Questions.***

**Q: What am I required to do under the Ice Cream Truck vendor regulation?**

**A:** If you engage in Ice Cream truck vending or operation, this regulation requires that you obtain a permit from the Permitting Authority within the municipality where you live or plans to operate the Ice Cream Truck.

**Q: How do I know if the Ice Cream Truck regulation applies to me?**

**A:** Every person who intends to engage in Ice Cream Truck vending must obtain a valid permit issued by the Permitting Authority. Ice Cream Truck vending is defined as the selling, displaying or offering to sell ice cream or any other prepackaged food product from an ice cream truck.

**Q: I operate a food Truck that does not serve Ice Cream products. Will I be required to obtain a permit?**

**A:** No. The regulation provides that every person who intends to engage in ice cream truck vending must obtain a permit and defines an ice cream truck as any motor vehicle used for selling, displaying, or offering to sell ice cream. If your truck does not carry ice cream products, then you will not be required to obtain a permit.

**Q: My service areas include a number of municipalities. Will I be required to apply for permits from each city or town in which I operate?**

**A:** There are two ways to obtain a permit: either by applying to the municipality where the applicant lives or by applying to the municipality where the applicant plans to operate the Ice Cream Truck. An applicant who obtains a permit in the municipality where he or she lives may operate without restriction in any other municipality. However, an applicant who obtains a permit in a particular municipality where he or she intends to operate is restricted to operating in that municipality.

**Q: What is a Permitting Authority?**

**A:** The Permitting Authority is the chief of police or the board or officer having control of the police in a city or town. The Permitting Authority may also be a person authorized by the chief of police, the board or officer.

**Q: Will the information contained in my criminal record become public record?**

**A:** No, the information contained in an applicant's criminal record will be used solely for the purpose of determining the applicant's eligibility for a permit.

**Q: I own an Ice Cream Truck vending business and employ Ice Cream Truck operators. Is each individual required to obtain a permit?**

**A:** Yes, every person who intends to engage in ice cream truck vending is required to obtain a permit.

**Q: Do I have to have my permit with me at all times?**

**A:** Yes, a validly issued permit must be conspicuously displayed and clearly visible on the windshield of the Ice Cream Truck.