



NATICK BOARD OF HEALTH
13 East Central Street
Natick, MA 01760
508-647-6460 Fax 508-647-6466

PROCEDURES for NEW FOOD ESTABLISHMENT PERMIT APPLICATIONS

1. Food Establishment Permit Application must be submitted in full with appropriate fee. *See attached application and fee schedule.*
2. With the Food Permit Application, you must include the following:
 - a. A copy of the proposed menu.
 - b. The number of seats for patrons and the number of staff per shift.
 - c. Copies of all applicable employees' Food Safety Manager and Allergen Awareness Certifications.
 - d. For all Food Establishments with **twenty-five (25) or more seats** for patrons, a copy of employees' certification in Anti-Choking procedures (one employee with this training is needed on the premises for every shift).
3. For existing food establishments that are **ONLY** a change of ownership, a general diagram of the facility with all food service equipment labeled must be included with the application. ***Please Note: The Board of Health may require the additional installation or replacement of food service equipment, kitchen finishes (e.g. floors, walls, and ceilings) or external grease traps.***
4. For any new construction or remodeling, please refer to the attached document; **“PROCEDURES for NEW CONSTRUCTION or REMODELED FOOD ESTABLISHMENTS”**.
5. Contact the Board of Selectman for additional licensure that may be required, such as a Common Victualer License or Liquor License.
6. Contact a Health Agent from the Natick Board of Health to review all procedures (including HACCP plans) and policies.
7. Schedule a preoperational inspection with a Natick Board of Health Agent

A copy of Massachusetts Regulations 105 CMR 590.000: State Sanitary Code Chapter X-Minimum Standards for Food Establishments can be found at www.mass.gov/lists/massachusetts-retail-food-code

PLEASE NOTE: No Permit to Operate a Food Establishment shall be issued by the Natick Board of Health until a completed application is submitted with appropriate fee, reviewed, and approved. Application fees are non-refundable