



Town of Hatfield
Board of Health
59 Main St.
Hatfield, MA 01038
Ph. (413) 247-9200 ext. 105
Fax. (413) 247-5029

APPLICATION FOR A FOOD AND/OR TOBACCO PERMIT

8-302.11 Submission 30 Calendar Days Before Proposed Opening. An applicant shall submit an application for a PERMIT at least 30 calendar days before the date planned for opening a FOOD ESTABLISHMENT or the expiration date of the current PERMIT for an existing facility.

Name of Establishment _____

Business Address _____

Cell Phone# _____ Email: _____

Mailing Address (if different) _____

Name and Title of Applicant _____

Address of Applicant _____

Name of Owner (if different) _____

If corporation or partnership, give name, title and home address of officers or partners.

Name:	Title:	Home Address:

State of Incorporation _____ FID # _____

Name & Address of Local Agent _____

Emergency Response Person: _____ Cell # of Response Person: _____

Type of Establishment:

☐ Retail Food
☐ Food Service
☐ Caterer
☐ Mobile Food*
☐ Residential Kitchen
☐ Tobacco Retail**

Duration of Permit:

☐ Annual
☐ Temporary
☐ Seasonal

Permit Fee:

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

PAYMENT DUE WITH APPLICATION

TOTAL \$ _____

*Mobile Food units or push carts must include a list of hand washing and toilet facilities available on each route. Attach separate sheet.

** If this is an application for Tobacco Retail, applicant must review the Hatfield Tobacco Regulations and sign below.

Hatfield Board of Health Fee Schedule:

Service:		Fee:
Food Establishment	0-50 seating capacity	\$150.00
Food Establishment	51-100 seating capacity	\$225.00
Food Establishment	101-plus seating capacity	\$275.00
Prepacked Food		\$25.00
Bed & Breakfast		\$125.00
Catering (per owner)		\$150.00
Catering (single function)		\$30.00
Church (annual)		\$30.00
Frozen Dessert		\$100.00
Mobile Food Server (with state license)		\$150.00
Temporary Food Event		\$50.00
One Day Food Permit (non-profit)		\$10.00
Residential Kitchen		\$100.00
Retail (variety with deli)		\$100.00
Retail (variety, candy, etc.)		\$50.00
**Tobacco Retail License		\$300.00

You must check with the Fire Department to sign off on this permit before presenting to the Board of Health for Heat source for food preparation for mobile truck, catering, temporary and one-day food permits: ☐ Propane ☐ wood ☐ charcoal ☐ electric ☐ other source _____ Fire Department approval: _____

Days and Hours of Operation: _____

Location of Operation: _____

This application applies to one location only.

If Restaurant, Number of Seats: _____

Copy of ServSafe Certification attached: YES _____ NO _____

Copy of Allergen Awareness Certification attached: YES _____ NO _____

Person Trained in Anti-Choking Procedures
(25 seats or more): YES _____ NO _____ N/A _____

Tobacco Retail

****Hatfield Tobacco Regulations available on the town website at:**

<https://www.townofhatfield.org/board-health> under Hatfield Tobacco Regulations

I have reviewed and understand the Hatfield Tobacco Regulations

Signature _____

N/A _____

Signature of Applicant _____

Date _____

MASSACHUSETTS DEPARTMENT OF REVENUE
ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

TOWN OF HATEFIELD
MASSACHUSETTS

I hereby declare under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

*Signature of individual or Corporate Names (Mandatory)

By: Corporate Officer (Mandatory, if applicable)

** Social Security Number or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

**Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

This request is made under the authority of M.G.L. Chapter 62C, Section 49A.



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. Also be sure to sign and date the affidavit. The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia