



Board of Health

City Hall Annex, Room 306
20 Korean Veterans Plaza
Holyoke, MA 01040

Mobile Food Permit Checklist

FORMS TO BE COMPLETED

Note: All forms with an (X) checked off in the box must be completed before returning your application to our office with the required fees.

- 1) Food Establishment Application fee \$100.00
- 2) Please submit a floor plan & pictures of your truck & pictures of your pushcart.
- 3) Base of Operation/Service Area Application
- 4) Worker's Compensation Application (2 sided)

INFORMATION HANDOUTS AND REGULATIONS TO READ

- 1) Attention All Mobile Unit/ Pushcart Vendors
- 2) Departments to contact
- 3) ServeSafe and Allergen Awareness (information only)



Sean Gonsalves
Director

City of Holyoke
Board of Health
City Hall Annex, Room 306
Holyoke, MA 01040
Tel 413-322-5595
Fax 413-322-5596

Mobile Food Permit Application

APPLICATIONS MUST BE SUBMITTED TO OUR OFFICE NO LESS THAN 30 DAYS BEFORE OPENING DATE
PLEASE SUBMIT ALL REQUESTED PAPERWORK. INCOMPLETE APPLICATIONS WILL BE RETURNED.
NO PERMITS WILL BE ISSUED IF TAXES ARE OWED.

Food Permits Expire June 30th of each year.

Name of Establishment _____ Date _____

Owner's/Applicant's Name _____ SSN XXX-XX- _____
(If corporation, please list name of contact person)

Owner's/Applicant's Address _____

Telephone _____ Emergency Tel. _____

Fax _____ Email _____

Person Responsible for Daily Operations _____ Telephone _____

Please Enclose current copies of:

- Food Safety Manager Certification Food Allergen Awareness Certification

ESTABLISHMENT TYPE (Check all that Apply) ----- **MOBILE FOOD FEE \$100.00** -----

- Vehicle with Roof (Truck, Van, etc) Tables, Tents, Umbrellas & Equipment
 Mobile Food Cart with Umbrella Other (Describe) _____
 Vehicle has a self-contained Refrigeration Unit

IS YOUR UNIT STATIONARY?

- If Yes; please specify location/address _____
 NO

IF YOUR UNIT ROTATES PLEASE PROVIDE A COPY OF YOUR HAWKERS/PEDDLERS LICENSE?

Please List Foods Sold _____

Means of Handwashing _____

Name and address of food source(s): _____

I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the food establishment operation will comply with 105 CMR 590.000 and all other applicable law. I have been instructed by the Board of Health on how to obtain copies of 105 CMR 590.000 and the Federal Food Code.

Signature of Permit Holder: _____ Date _____

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state taxes required under law.

Signature of Corporate Representative (i.e. President, CFO, COO) _____ Date _____

For Office Use Only-Make all checks payable to the City of Holyoke-HLT 05					
Date Received	Amount Received	Check No.	Received by	Customer #:	Invoice #:



Mayor Joshua A. Garcia

Sean Gonsalves, Director

City of Holyoke

Board of Health

BASE OF OPERATIONS/SERVICING AREA

TO: Mobile Food Vendors
 FROM: Sean Gonsalves, BOH Director
 DATE: January 23, 2022
 RE: Base of Operations/Servicing Area – Mobile Food Vendors

The Holyoke Board of Health requires that all mobile units must operate from a fixed, licensed food establishment, food processing plant or servicing area, and shall report at least daily to such locations for all food, water, supplies, and for all cleaning and servicing operations.

Servicing Area: "Means an operating base location to which a mobile FOOD ESTABLISHMENT or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

In addition to completing the annual food permit application, you must also complete this Base of Operations/Servicing Area form in its entirety. A permit will not be issued to any mobile unit unless these forms have been completed and reviewed by the Board of Health.

Thank you for your cooperation.

Mobile Food Unit Permit Holder:

Owner's Name: _____

Address: _____

City/Town: _____

Telephone: _____

Food Product(s) Being Sold: _____

Base of Operations/Permit Holder

Business Name: _____

Address: _____

City/Town: _____

Telephone: _____



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 Lafayette City Center
 2 Avenue de Lafayette, Boston, MA 02111-1750
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

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 § 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 (check 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 Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
Lafayette City Center
2 Avenue de Lafayette,
Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

www.mass.gov/dia



Mayor Joshua A. Garcia

City of Holyoke

Sean Gonsalves, Director

Board of Health

ATTENTION

ALL MOBILE UNITS/PUSHCARTS & OPEN AIR VENDORS

An **Open Air Vendor License** is required if you will be operating in a fixed area (i.e. you will **not be moving** your unit throughout the City). This license can be obtained from the **Holyoke License Board**, City Hall Annex, Room 401, Holyoke, MA 01040.
Tel. 413-322-5599.

Per City Ordinance, you are required to obtain a **Hawkers & Peddlers License** if you are operating at any place within the City other than from a fixed place of business (i.e. you will be moving your unit throughout the City). This license can be obtained from the **Holyoke Police Department**. For more information please contact the Police Department at 413-536-6431.

You are not required to obtain an Open Air Vendor License or a Hawkers & Peddlers License if you possess a State License.

Remember you need **either** an Open Air Vendor License OR a Hawkers & Peddlers License-**NOT BOTH!!!**

If you have any questions, please call 413-322-5599.

Thank you.



Mayor Joshua A. Garcia
City of Holyoke

Sean Gonsalves, Director
Board of Health

Departments to contact

To All Mobile Food Vendors:

a todos los vendedores de establecimientos moviles de alimentos:

Please remember to contact:

City Clerks- 413-322-5520 - Your application needs to be seen by City Council.

License Board- 413-322-5599 - For Open Air or Common Victauller's permit.

DPW- 413-322-5645 - If you are going to be a vendor on City property.

**Police Dept – 413-536-6431 - Hawker Pedlar permit (if you are not going to be in one place)
Or one from the State. Either one.**

Fire Dept – 413-534-4515 - If you are using a propane tank on your truck or trailer.

It is important that you contact these departments before you sell your products.

**Es importante que usted se ponga en contacto con estos departamentos antes
de abrir su establecimientos movile.**

**Holyoke Board of Health
20 Korean Veterans Plaza room 306
Holyoke, MA 01040
413-322-5595**