

Office of Board of Health, Belchertown, Massachusetts  
167<sup>th</sup> Belchertown Fair – September 25, 26 and 27, 2026

**Application to Operate a Temporary/Mobile Food Unit**

**IMPORTANT:**

FAIR PERMIT APPLICATIONS ARE  
**DUE BY FRIDAY SEPTEMBER 11, 2026**

Submit to the Board of Health Office.  
Checks payable to Town of Belchertown

PERMIT# FAIR 26 - \_\_\_\_\_ FEE \$ \_\_\_\_\_

Temporary Food Permit ..... \$25.00  
Mobile or Pushcart Permit ..... \$100.00 (valid until end of year if requested/issued)  
Non-Profit Organizations ..... No Charge

**IMPORTANT: Vendors must be ready for inspection on September 25, 2026 at 12:00 PM**

**Mobile food units and pushcarts shall operate in full compliance with 105 CMR 590.000 –  
Minimum Sanitation Standards for Food Establishments**

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Base of Operation (if using one): \_\_\_\_\_

Base of Operation Address: \_\_\_\_\_

Base of Operation Phone #: \_\_\_\_\_

Type of Unit: Temporary (fixed location): \_\_\_\_\_ Mobile/Pushcart: \_\_\_\_\_

**Please provide the items listed below (incomplete applications will not be accepted):**

- List of all foods to be sold
- List source(s) of food (where it will be purchased or prepared)
- Provide copies of your **Food Protection Management** certificate (Serv-Safe certification and Allergen Awareness certification). If you believe your temporary food activities are exempt, provide a list of reasons. Your exemption request will be reviewed, and you will be notified by the Health Department.
- Provide name, address, and telephone number for mobile unit base of operation (if using one). A commissary kitchen is strongly recommended for establishments that cannot prepare or store food directly on their truck.
- First time applicants only:
  - Photos of unit including front, sides, and back. Unit must be easily identifiable with name of business.
  - Layout of mobile food truck including construction materials and finish schedules

For specific requirements of your unit, please review **Mobile and Temporary Pre-Operation Guidance Document** prior to your inspection (attached).

**NO TEMPERATURE CONTROLLED FOR SAFETY FOODS WILL BE ALLOWED TO BE SOLD TO THE PUBLIC UNLESS THE VENDOR IS EQUIPPED WITH HOT WATER, HANDWASHING FACILITIES, MECHANICAL REFRIGERATION, SANITIZERS, AND THERMOMETERS.**

**If food cannot be prepared on the truck a commissary kitchen is required. NO FOODS PREPARED AT A PRIVATE RESIDENCE WILL BE ALLOWED unless with a valid residential kitchen permit from the local Board of Health.**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **QUABBIN HEALTH DISTRICT**

Suite D, 126 Main Street  
 Ware, Massachusetts 01082  
 Ware District Office: (413) 967-9615  
 Belchertown Office: (413) 323-0406  
*Serving the Communities of Belchertown, Ware and Pelham, MA*

### **Mobile and Temporary Pre-Operation Guidance Document** **ARE YOU READY?**

**First Identify your Risk Level**

**General Risk Levels:**

<b>Level</b>	<b>Description</b>	<b>Examples of Foods</b>
<b>0</b>	<b>Sale of Pre-Packaged Non-TCS Food and Drink</b>	<b>Chips, Soda, Candy, Baked Goods, Whole Produce, Pure Maple Products, Unprocessed Honey, Farm Fresh Eggs held at &lt;45°F</b>
<b>1</b>	<b>Non-TCS foods are being Sold: Some Minor Preparation of Low Risk Foods- No Cooking Performed</b>	<b>Popcorn, Cotton Candy, Fried Dough, Nachos, Hot Prepared Beverages with no Milk, Fresh Lemonade</b>
<b>2</b>	<b>Low Risk TCS Foods are being Sold: Reheating or Handling of Pre-Cooked/Pre-Processed TCS Food</b>	<b>Hot Dogs, Pre-packaged Dairy Products, Canned Chili</b>
<b>3</b>	<b>High Risk TCS Foods are being Sold: Some Food Preparation which may involve a more extensive menu and handling of raw ingredients. Complex preparation of food including cooking, cooling and reheating</b>	<b>Burgers, Baked Potatoes, Any Foods Starting from Raw TCS Ingredients</b>

**Risk Level 0:**

Your booth likely does not need to be permitted or inspected by our Health Department. Please double check with our department to confirm whether or not you will need to be permitted.

**Risk Level 1:**

\_\_\_\_\_ **Sale of Cottage Foods:** Cottage foods (baked goods, jams) may be sold at temporary events if prepared at licensed residential kitchens. Current wholesale permit or residential kitchen permit should be posted during event. However, if you are classified as a non-profit, baked goods from private home kitchens are allowed without an inspection if a sign is posted stating that the baked goods were prepared in residential kitchens that were not inspected or permitted by the local health department.

\_\_\_\_\_ **Allergen Consumer Advisory Posted:** Statement saying "Please Inform your server if anyone in your party has a food allergy" must be posted by food service area and/or on your menu board.

\_\_\_\_\_ **Food Protected:** Food is stored off the ground and are covered. Food should be protected from miscellaneous sources of contamination including but not limited to precipitation, animals/insects, dust, and bodily fluids. Direct contact with ready to eat foods should be limited. If outdoors, overhead cover will be needed over food preparation and service areas. Public access should be limited. Toxic materials should be labeled and stored so they cannot contaminate food, equipment and utensils.

\_\_\_\_\_ **General Cleanliness/Sanitation:** Equipment, utensils and outerwear are observably clean and in good repair. Extra clean utensils are available. Disposable gloves and hair restraints are available if there could be direct hand contact with food. Hand jewelry may not be worn or should be limited.

\_\_\_\_\_ **Labeling of Foods:** If food or ingredients are removed from their original packaging, they should be labeled with their common name if not easily identifiable. All packaged foods for sale should be labeled noting all distinct ingredients in product and separately listing major food allergens present in product.

**Risk Level 2:**

In addition to items listed above,

\_\_\_\_\_ **Handwash Station:** A minimum of one handwash station dedicated to your operation must be conveniently available for use. For certain temporary events an enclosed container with hot water, spigot, catch basin, hand soap, “employees must wash hands” sign, paper towels can be substituted for a plumbed handwash sink.

\_\_\_\_\_ **Coolers with Ice or Mechanical Refrigeration/Freezers:** TCS Foods are held at 41°F or below. Accurate scaled thermometers to measure air temperature should be in all cold storage units.

\_\_\_\_\_ **Hot Storage Units:** TCS Foods are held at 135°F or above.

\_\_\_\_\_ **Electric Source Present**

### **Risk Level 3:**

In addition to items listed above,

\_\_\_\_\_ **Water, Wastewater and Waste Disposal:** Water must be from an approved source. If water is from a private well, a well water test must be submitted to our office prior to the event. All wastewater, garbage, rubbish and grease/waste oils should be stored and disposed of appropriately.

\_\_\_\_\_ **Warewash Station/Food Contact Surface Sanitation:** If no extra utensils are present, a 3-Bay Sink provided with bays large enough to submerge the largest equipment and utensils must be available. If there is extensive food preparation, a warewash station is required. A food grade sanitizer must be available along with corresponding test strips.

\_\_\_\_\_ **Required Certifications and Postings:** All postings must be in a conspicuous place for the public. Post current Allergen Awareness and Food Protection Certifications and Permit. If you have a mobile unit, unit should be identifiable with business name and a sign stating “A Copy of the Most Recent Inspection Report is available upon request” must be posted. If undercooked animal derived products are being offered, these items must be starred and there must a notice on the printed menu and/or menu board stating: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”

\_\_\_\_\_ **Thermometers:** An accurate metal stem or probe thermometer is present to check internal temperatures of hot and cold TCS foods. Thermometer should be properly sterilized after use.

\_\_\_\_\_ **Food Safety Policy:** If event is indoors or you are operating in an enclosed truck or trailer, a written policy should be present going over procedures to safely clean up after an incident of diarrhea or vomiting, to prevent the spread of communicable diseases such as Norovirus. A kit containing items as listed in the written policy should also be present. In addition, a verifiable record or signed copies of Employee Reporting Agreement for every active food employee must be present documenting that food employees are aware of requirements to report certain symptom and disease diagnosis as per listed in 105 CMR 590.2-201. Employees should not eat, drink from open containers or smoke in food preparation/serving areas. Food employees must wash hands at dedicated hand sink after leaving food service area or after using toilet facilities, smoking, eating, drinking, or other activities that may contaminate hands.

\_\_\_\_\_ **Physical Facilities:** If you are a mobile unit, walls, floors and ceiling surfaces should be constructed of materials that are smooth, durable, non-absorbent and easily cleanable. Lights should be shatter resistant.

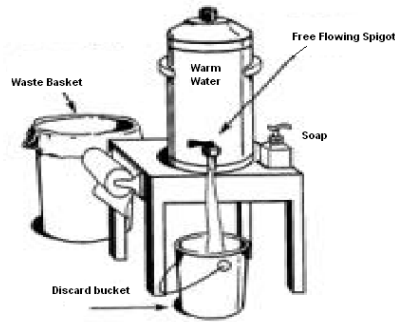
\_\_\_\_\_ **Compliance with Fire Code:** Check in with Local Fire Department if your operation produces grease laden vapors or uses flammable compressed gas. If required, an inspection from fire department is required prior to issuance of any food permit.

\_\_\_\_\_ **Base of Operations:** A letter from your base of operations as well as their current permit must be submitted to our office prior to the event. A base of operations is a commercial kitchen licensed by a local health department where TCS foods can be stored and prepared for your operation. If you are a mobile unit with extensive food preparation, this is might have to be a commissary kitchen where your food truck or trailer can be maintained, cleaned and serviced. If all ingredients are purchased the day of service and all extra food is discarded, and your facilities at the event allow for the safe preparation of TCS foods on location, then no base of operation is required.

PLEASE CALL THE HEALTH DEPARTMENT AT (413) 323-0406 IF YOU HAVE ANY QUESTIONS.

## 15 Steps to Safe Temporary Events

1. Permits. Before you do anything else, check with your local health department about permits and code requirements. They will especially want to know what you plan for a menu; how you will prepare it and the precautions you will take to prevent contamination.
2. Booth. Design your booth with food safety in mind. The Ideal booth will have an overhead covering and be entirely enclosed except for the serving window. Only one door or flap for entry. Clear plastic or bright colored screening and sidewalls will aid visibility. Only food workers should be permitted inside the booth: animals should be excluded.
3. Safety. Cooking surfaces should be located toward the back of the booth, at least four feet from the customers' reach - to protect from burns or splashes of hot grease.
4. Menu. Keep your menu simple and keep potentially hazardous foods to a minimum. Avoid using pre-cooked foods such as leftovers. *Cook to order*, so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from start to finish, is the key to safe food service.
5. Cooking: Use a thermos meter to check on cooking and cold holding temperatures of potentially hazardous foods. Hot dogs require an internal temp of 140°F; hamburgers, 155° F; chicken, 165°F, pork, 170°F. Salads, cut melon, refrigerated entrees, 40°F. Most outbreaks at temporary events can be traced to lack of temperature control.
6. Re-heating. Heat foods on a grill or propane stove to bring food temperature to 165°F within 30 minutes. Do not attempt to heat foods in crock-pots, steam tables or other hot holding devices, or oven sterno. These slow-cooking mechanisms may activate bacteria and never reach killing temperatures.
7. Cooling. Foods that require refrigeration after preparation (i.e., potentially hazardous foods such as potato salad, egg salad, chili, taco meats, cut melon, etc.) must be cooled to 40°F within 4 hours. Use an ice water bath, stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and store in a refrigerator. Check temperature periodically.
8. Transportation. If food needs to be transported from one Location to another, take pains to provide adequate temperature controls, using refrigerated trucks or insulated containers to keep hot foods hot (*140 °F*) and cold foods cold (*40 °F*).
9. Hand washing in a pinch, a large urn of hot water, a soap dispenser, a roll of paper towels and a bucket to collect wastewater may do the trick. Even with the use of disposable gloves, hand-sanitizing lotions, towels, all of which are helpful, frequent and thorough hand washing remains essential for preventing food borne diseases.



10. Hygiene. No one who shows symptoms of a communicable disease - cramps, nausea, fever, vomiting, diarrhea, Jaundice, etc. or has open sores on hands should be permitted to work in the food booth. Workers should wear clean outer garments and should not be allowed to smoke in the booth.
11. Service. Whenever practical, use disposable gloves, tongs, napkins or other implement to handle food. Touching food with bare hands transfer's bacteria to the food.
12. Utensils. Keep your hands off the food contact surfaces and never reuse a single service item. Wash equipment and *utensils* in a four step sanitizing process: washing in hot soapy water, rinsing in hot water, sanitizing and air-drying.
13. Ice. Ice is both a coolant and a food, but the two functions should not be confused Keep Ice for drinks separate from ice used to cool foods and beverages. Ice can become contaminated with bacteria.
14. Wiping cloths Store your wiping cloths in a bucket of sanitizer (a capful of liquid bleach in one gallon of cold water). Change the solution frequently and check on its potency with test strips. Well-sanitized countertops, besides preventing cross contamination have been shown to discourage pests, the scourge of outdoor events.
15. Wastes. Use buckets to collect wastewater and dispose of the waste properly e.g. in a public toilet. Have a refuse container with a tight-fitting lid available for garbage and paper wastes. The proper management of wastes can reduce your insect problems and *keep* your booth attractive to customers.

***State Sanitary Code 105 CMR 590.000  
Minimum Standards for Food Establishments  
PLEASE REVIEW!***