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Health Agent

CITY OF EASTHAMPTON

BOARD OF HEALTH

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Public Health
Prevent. Promote. Protect.

2021 Permit Renewal

It is that time of year again to renew your 2021 Permit. Due to the COVID-19 pandemic, and the unprecedented and uncertain times you are all facing, the Board of Health agreed to reduce total permit renewal fees by 50%. We also want to extend our gratitude to all of our permitted businesses who have worked tirelessly to continuously learn and adapt to the ever-changing state and local safety requirements. To view the full press release regarding the reduction in fees, please visit the "Current Events/Recent News" tab on our website:

<https://easthamptonma.gov/health-department.html>

Permit renewals will be similar to last year; however, there are a few changes. Please read this document in its entirety.

Important Instructions/Notes:

1. Please fill out the required information on page 2 completely and legibly. It is extremely important for us to have an updated email address, phone number, and **local** contact person. Email has been our primary way to contact businesses and provide updates, especially during the COVID-19 pandemic.
2. Renewal forms are due back to the Health Department no later than **Tuesday, December 15, 2020**. There is a 10% late fee for renewals received after this date. Failure to renew by January 1, 2021 will result in a hearing regarding your permit status in front the Board of Health at their January meeting.
3. Payment can be made with either cash or checks only. Checks can be made out to the City of Easthampton.
4. We have checked off all applicable permits for your business on page 3 & 4 based on your permit type history. If you believe your permit assignment is inaccurate, please contact us prior to sending in the renewal and payment to avoid reimbursements/delays.
5. Total permit fees are reduced by 50% effective until March 1, 2020.
6. The following establishments are required to submit supporting documentation:

- A. Food Establishment Risk 3-5, Caterer, Bed & Breakfast, or Cottage Food Operation, please submit current copies of the following:
 - i. Food Protection Manager Certificate
 - ii. Allergen Awareness Certificate
 - iii. Anti-Choking Procedure Certificate (for establishments with 25+ seats)
- B. Retail Tobacco Sales
 - i. Department of Revenue Tobacco Sales Permit
- C. Body Art Practitioners
 - i. Bloodborne Pathogen Certificate
 - ii. CPR/First Aid Certificate(s)
- D. Pool/Spas/Float Tanks
 - i. Certified Pool Operator Certificate
 - ii. CPR/First Aid Certificate(s)
 - iii. Lifeguard Certificate (if applicable)

7. Failure to submit the above-noted documents, will result in a delay of your renewal. If you need to renew Food Protection Manager, Anti-Choking, or Allergen Awareness, there are lists of local trainers listed on our website at:

<https://easthamptonma.gov/index.php/government/forms-documents/health>

Please fill out the following information clearly and legible.

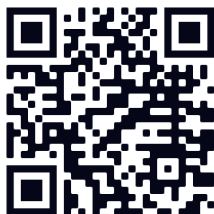
Business name:	
Business address:	
Owner name:	
Owner phone #:	
Owner email:	
Person-in-Charge (PIC) of daily operation:	
PIC phone #:	
PIC email:	
Address to send permit:	
Type of Permit(s): <i>List all that apply</i>	
Attachments included? <i>See #6 above</i>	_____ yes _____ not applicable
Total cost:	
50% reduction of total cost:	

Easthampton Health Department Annual Permit Fee Schedule

Check ALL That Apply	Permit Type	Fee	Notes
	Food		
	Food Establishment: Risk 1	\$100	Sale of pre-packaged, non-time/temperature controlled for safety foods only.
	Food Establishment: Risk 2	\$150	Sale of pre-packaged, time/temperature controlled for safety foods. Limited food preparation of non-TCS foods such as coffee/tea and/or hot dogs, etc. Example: retail store with coffee, convenient store with hot dog steamer, bar only
	Food Establishment: Risk 3	\$250	Preparation of time/temperature controlled for safety foods, limited menu, majority of foods are prepared/ cooked and served immediately for quick service. No cooking, cooling, and re-heating required. No raw foods on site. Example: Coffee shop with breakfast & lunch sandwiches, sandwich shop only, ice cream shop, convenient store with several prepared food options available.
	Food Establishment: Risk 4	\$350	Full service establishments with extensive menu and handling of raw ingredients. Complex preparation of food including cooking, cooling, and re-heating. Example: full size restaurant, diner, pizza shop
	Food Establishment: Risk 5	\$400	Establishments serving a highly susceptible population such as a preschool, hospital, or nursing home. Includes establishments that conduct specialized processing requiring a variance and/or HACCP plan such as smoking/curing food, reduced oxygen packaging for extended shelf-life, etc. Includes establishments with several departments such as a grocery store. Example: grocery store, nursing home, hospital
	Caterer	\$100	
	Mobile Food/Push-Cart	\$100	
	Bed and Breakfast Establishment or Home	\$100	
	Cottage Food Operation	\$100	Limited to non-TCS foods
	Frozen Dessert	\$60	
	Frozen Dessert Manufacturer	\$50	
	Religious Organization/Non-Profit	\$50	
	Seasonal Food Permit (maximum 6 months)	\$75	

	Septic/Title 5		
	Septic Installer	\$100	
	Septage Hauler/Pumper	\$100	
	Pools/Spa		
	Pool/Spa	\$125 per pool/spa	
	Float Tank Establishment	\$100	
	Body Art		
	Body Art Establishment	\$175	
	Body Art Practitioner	\$100	
	Miscellaneous		
	Lodging House/Dormitory	\$75	
	Funeral Director	\$75	
	Trash Hauler	\$50 + \$200/truck	
	Tanning Salon	\$150	
	Tobacco Sales Permit	\$175	
Total			

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Department

