



Bri Dupras, REHS/RS  
Health Director

# CITY OF EASTHAMPTON

## BOARD OF HEALTH

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**Public Health**  
Prevent. Promote. Protect.

## 2023 Permit Renewal

### 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 important updates.
2. Renewal forms are due back to the Health Department no later than **Wednesday, December 14, 2022**. There is a 10% late fee for renewals received after this date. Failure to renew by January 1, 2023, will result in a hearing regarding your permit status in front of 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. Based on your permit type history, we have checked off all applicable permits for your business on pages 3 & 4. If you believe your permit assignment is inaccurate, please contact us before sending in the renewal and payment to avoid reimbursements/delays.
5. The following establishments are required to submit supporting documentation:
  - A. **Food Establishment Risk 3-5, Caterer, Bed & Breakfast, Non-Profits, 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 for Cigarettes, Cigars, and/or Electronic Nicotine Delivery Systems (if applicable)
  - 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. Proof of compliance with the American National Standard ASME A112.19.8 – 2007 Suction Fittings for Use in Swimming Pools, Wading Pools, Spas, and Hot Tubs
- iv. Lifeguard Certificate(s) (if applicable)
- v. Bi-annual bacterial testing (if applicable)

6. Failure to submit the above-noted documents will result in a delay of your renewal.

Please fill out the following information clearly and legibly.

<b>Business name:</b>	
<b>Business address:</b>	
<b>Owner name:</b>	
<b>Owner phone #:</b>	
<b>Owner email:</b>	
<b>Person-in-Charge (PIC)/Local contact for daily operation:</b>	
<b>PIC phone #:</b>	
<b>PIC email:</b>	
<b>Address to send permit:</b>	
<b>Type of Permit(s):</b> <i>List all that apply</i>	
<b>Attachments included?</b> <i>See #5 above</i>	_____ yes      _____ not applicable
<b>Total cost:</b>	

<p><b>For Health Department Staff Only:</b></p> <p>Date Rec'd: _____</p> <p>Amount Rec'd: _____</p> <p>Cash/Check #: _____</p> <p>Attachments Included? _____</p> <p>Notes: _____</p> <p>_____</p>
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# Easthampton Health Department Annual Permit Fee Schedule

Check ALL That Apply	Permit Type	Fee	Notes
	<b>Food</b>		
	Food Establishment: <b>Risk 1</b>	\$100	Sale of pre-packaged, non-time/temperature controlled for safety foods only.
	Food Establishment: <b>Risk 2</b>	\$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: <b>Risk 3</b>	\$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: <b>Risk 4</b>	\$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: <b>Risk 5</b>	\$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	

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

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HEALTH DEPARTMENT**

