



Town of Fairhaven

Board of Health

Town Hall • 40 Center Street • Fairhaven, MA 02719
Telephone: (508) 979-4023 ext. 125 • Fax: (508) 979-4079
BOH@Fairhaven-MA.gov

BOARD OF HEALTH ANNUAL PERMIT RENEWAL NOTICE FOR 2020

Dear Permit Holder:

Please be advised all renewal applications can be found on the Town website under the Health Department tab or you can follow this link -> <https://www.fairhaven-ma.gov/board-health/pages/permit-applications>
You can also pick up a paper application at the Health Department. Please complete all information on the forms. If it is not applicable, please N/A that section.

On December 31, 2019, your permit to operate in Fairhaven will expire. Please be sure to furnish all of the requested information and return the completed form **by mail, e-mail or in person** to the Board of Health office no later than **December 1, 2019 (Sunday)**. All applications must be received by our office. Applications can be submitted through email, in person or mailed to 40 Center Street. Any application(s) received after 11:59p.m. (online) on **December 1, 2019** will be subject to a \$100.00 late fee. Please note the Town Hall closure schedule at the end of this notice. All 2020 permits will be mailed to the establishment.

The **Food Establishment application** requires special attention to:

Line #8: Provide an **e-mail address** that is checked frequently! We will only email you regarding food code updates, emergencies, renewal notices and electronic copies of inspection reports.

Line #19: Provide name of **Food Protection Manager (ServeSafe) and Food Allergen Manager (Allergen Awareness)** (**copy of certificates required must be the same person**). **An anti-choking certification is required if your establishment seats 25 or more.**

Line #25: Provide owner's social security number if owned by an individual.

***Grease Trap Maintenance Log:** Complete this form and submit with application. https://www.fairhaven-ma.gov/sites/fairhavenma/files/pages/grease_trap_maintenance_log.pdf

YOU ARE RESPONSIBLE FOR PROVIDING COPIES OF ALL REQUIRED CERTIFICATIONS WHEN TURNING IN COMPLETED APPLICATION

Please note that if your establishment sells tobacco products, you can also find the application here:

https://www.fairhaven-ma.gov/sites/fairhavenma/files/pages/tobacco_permit_application_0.pdf

*****Our office now accepts payments made online through credit and debit transactions. Follow this link to pay for your permit renewal(s) -> <https://unipaygold.unibank.com/default.aspx>. Our office will be notified via email when you have completed your online transaction. You will still need to complete and submit the application you are renewing and submit all required certifications. Simply paying for the renewal ahead of time does not mean you will not be charged a late fee if the application and certifications are not stamped by our office before the December 1st deadline.**

Should you have any questions, please call the Board of Health office at (508) 979-4023 ext. 125 or email BOH@Fairhaven-ma.gov

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(PLEASE TURN OVER)

OFFICE HOURS AND TOWN HALL SCHEDULE:

The Board’s office hours are: Monday through Friday 8:30 AM to 4:30 PM with an hour closed for lunch from 1:30PM until 2:30PM. Town Hall will be closed on November 11, 28 and 29, 2019, December 24, 25 and 31, 2019 and January 1, 2020.

Always a pleasure,
Mary Freire-Kellogg, Health Agent

	FAIRHAVEN BOARD OF HEALTH	
Jeannine L. Lopes, Chair	Michael Silvia, Vice-Chair	Peter DeTerra, Member

2020 Fee Schedules:

Tobacco Sales Permit	\$250		
Food Establishment (Call for more specific fees for your establishment if required):			
Food Service-Restaurants, Bars, etc.	\$150	Bakery	\$100
Retail Food Stores	\$150	Catering	\$100
Retail-Supermarkets	\$150	Frozen Dessert (soft serve)	\$50

Changes have been made to the 2013 Federal Food Code. An updated version can be found at <https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/UCM374510.pdf>

Other requirements by the Board of Health

- Certified Food Protection Manager must be on-site during each shift.
- Each establishment must have a Vomit and Diarrhea policy in place. A sample version of this document has been provided on our website for use. <https://www.fairhaven-ma.gov/board-health/pages/food-establishment-information>
- Day and Date markings must be labeled on all food in storage.
- Hot holding temperature must reach 135 degrees.