

RESIDENTIAL FOOD APPLICATION

A Food Establishment Permit must be obtained if food is prepared in or distributed from a “Cottage” or “Residential” Food Operation for sale according to the **Massachusetts State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments 105 CMR 590.010 (E)**. The applicant should review and be familiar with these requirements to avoid common application errors. Likewise, a Home Occupancy Permit must be obtained prior to this application. The applicant should be aware that the City of Lynn requires the applicant to confirm that no municipal taxes, fees or fines are owed as pre-condition to issuance of a permit. Should an applicant be a renter, the location of the Residential Food Operation must be registered under the City of Lynn Rental Program.

In order to obtain a Residential Food Operation Permit, answer the following questions, complete the application and submit the applicable documents to the Lynn Inspectional Service Department for review and approval.

1. Who would you like to sell your product(s) to?

- A) The end user (a person who will consume the product) such as at a Farmer’s Market or on the Internet.
- B) To a Food Establishment (an establishment who will sell the product to the end user) such as a Retail Market, Restaurant etc.

If you selected B, the City of Lynn will require you to complete this application and obtain a Food Processor License from the State. Wholesale Operations (selling to retail stores, restaurants etc.) require a food processor license obtained from the State of MA Food Protection Program (FPP). Contact the State FPP at 617- 983-6770 or visit: <https://www.mass.gov/guides/starting-a-wholesale-food-business>

Note: The use of brokers, wholesalers and warehouse by residential kitchen operators to store, sell and distribute foods prepared in A residential kitchens is **prohibited**. Food products made in Residential kitchens may not be sold-out-of state (FDA does not recognize these foods)

2. Will your final food product(s) require refrigeration?

- Yes- If Yes, your application process **STOP** here. Only non-TCS (Time / Temperature Control for Safety Food) Foods (foods that do not require refrigeration and / or a variance) shall be prepared in or distributed from a Residential Food Operation for sale to the public. Non-TCS products include, but are not limited to, Baked Goods such as Cakes, Cookies, Brownies, Candies, Jams & Jellies. Please contact the Department if you have questions or require additional information regarding approved products that can be sold from a Residential Food Operation.
- No- If No, continue with the application filing instructions.
- Unknown- if it is unknown that your final food product is a TCS food, you maybe asked to send your prepared food for laboratory testing at your cost. The city will not be responsible for the cost of the shipping, testing or delay of obtaining a Residential Food License.

Filing Instructions

Completed application materials, including all required supplemental documentation, must be received AT LEAST 30 DAYS prior to expiration, planned opening or event. Incomplete renewal applications will be deemed untimely and may be subject to a daily \$10.00 late fee up to \$250.00 and/or daily citations up to \$300, per day.

- All food residence must identify Only one (1) person per residence who can produce food at a time, no outside employees can be used.
- Certificates Required: Food Protection Managers Certification and Allergy Awareness. NOTE: Food Protection Manager training must be completed with one of the following providers:
 - Thomson Prometric (formerly Exterior Assessments)
 - ServSafe
 - National Registry of Food Safety Professional
 - 360training.com (Learn2Serve)
 - Workman's Compensation Affidavit MGL c. 152 §25A
 - Intergraded Pest Management. Detailed plan of finding and extermination plan

If first time applying, the following will also be needed:

- A signed letter from the property owner/manager, if applicant is a renter. Landlord must have the rental units registered with the City of Lynn Rental Program. (See Guide)
- A full list of all food item(s) that will be produced and distributed
- A full list of sources for all ingredients used
- Copy of label that will be affixed to products
- Photographs and/or drawings showing where food is stored
- The type and brand of sanitizer that will be used. Please note, two kinds of sanitizer are allowed (See Guide)

RESIDENTIAL FOOD PERMIT APPLICATION

Permit Length: Annual Seasonal

Status: New Residence Change of Address Change of Name

Residential Information

Name: _____

Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

24 Hour Emergency Number: _____

Home Owner Information (if different from Applicant)

Name: _____

Address: _____

Water Source: _____ Sewage Disposal: _____

Dumpster: Yes No (If yes, a separate dumpster application is required.)

Waste Hauler: _____

Food Supplier Name: _____

Food Supplier Address: _____

List of Foods that will be produced and distributed in the Residential Kitchen:

Describe where the food and the ingredients will be stored:

Describe where soiled equipment will be stored prior to washing:

How will food contact surfaces be cleaned and sanitized:

What type of brand name sanitizer will be used?

- Chlorine Brand Name: _____
- Quaternary Brand Name: _____

If a domestic or home-style dishwasher is to be used, attach a picture of the Maximum Registering Thermometer or the Thermolabel results:

Attach Picture here

Note: The Sanitizer chemical shall state on the manufacturers label that it is approved and/or instructions for use on food contact surfaces. The label will also specify the amount of time (contact time) required to properly sanitize. Be sure to Read the Sanitizer Manufacturers Label. Sanitizer is NOT a cleaner and shall only be used after proper washing with soap and rinsing with potable water.

Pets in household, If yes how many: _____

How will the pet(s) be excluded:

I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the Residential Food 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.

Applicant Signature _____ Date _____