

**TRI-TOWN HEALTH DEPARTMENT**  
**Lee ~ Lenox ~ Stockbridge**

**FOOD SERVICE- SPECIAL EVENT PERMITTING POLICY**  
**(Revised 4.1.2014)**

**Permit Required:** You **must** obtain a permit from the Health Department to sell or distribute any food to the public other than those exempted and itemized in the below segment on this page.

**Permit Application Documents Submitted to Tri-Town Health Department:**

- **Completed Food Service- Special Event Application.**
- **Check made payable to the town in which the event is located.**  
Fee: \$25 per event or \$65 for Seasonal Farmer's Market.
- **Current Food Manager's Certificate**  
**\*\*\*Important: Food Handler Card is NOT Accepted\*\*\***
- **Allergy Awareness Certificate.**
- **Copy of your local Board of Health permit/license (not Common Vic or Business.)**  
(Licensed establishments in Lee, Lenox or Stockbridge are not required to resubmit the above documents as long as they are current and on file.)

**Additional Requirements:**

- **Food vendors** must be in compliance with guidelines set forth in **105 CMR 590.000: Minimum Standards for Food Safety, State Sanitary Code, Chapter X.**
- **All vendors preparing and serving food** shall have sanitary hand washing mechanisms available as well as non-latex gloves.
- **Open fire or Propane use:** contact the Fire Department.
- **Tent:** contact the building inspector.
- **Processed meats:** all processed meats shall remain frozen and bear a USDA approved stamp with identification number on each package.
- **Canning jams, jellies and/or other potentially hazardous foods** shall be prepared and processed in an approved/licensed Board of Health kitchen.

**Exempted/Permit Not Required:** You will **not** be required to obtain a permit from the Health Department to sell or distribute the following foods:

- **Eggs:** Farm fresh eggs stored and maintained at 45°F (7.2°C.)
- **Honey:** Unprocessed/ raw defined by the National Honey Board: honey as it exists in the beehive or obtained by extraction, settling or straining without added heat.
- **Maple syrup:** Syrup only is exempt; maple products, such as candy, are not exempt.
- **Produce:** Fresh uncut fruits and vegetables.

**Please note:** foods prepared in private homes and/or residential kitchens will **not** be permitted per Tri-Town BOH local regulations.

If there are any questions please do not hesitate to contact this office.  
On behalf of the Boards of Health please have a safe and fun event!

James J. Wilusz, R.S.  
Health Director/Registered Sanitarian