



CITY OF NEW BEDFORD  
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## FOOD SERVICE/RETAIL FOOD ESTABLISHMENT PERMIT RENEWAL ADVISORY

### **PLEASE READ THIS FIRST!**

Dear Business Owner,

The Board of Health wishes to remind you that it is time to renew your food establishment permit. The fiscal year ends on June 30<sup>th</sup> and all permit renewal applications are due by June 1<sup>st</sup>.

The applications/forms are available here on our website or you may obtain them at the Health Department, 1213 Purchase Street, New Bedford, MA.

Please complete, print out and sign both the permit application and the State required Worker's Compensation Affidavit forms.

Attach all the necessary documents (see below) and return it with payment by check or money order payable to the "City of New Bedford" to;

**New Bedford Health Department  
1213 Purchase Street, New Bedford, MA 02740**

### **Necessary Document Checklist**

*To expedite processing of your application, please **attach copies** of all requested documents below.*

- Certified Food Protection Manager Certificate*
- Current CPR Certification (Establishments with 25 seats or more)*
- Massachusetts Allergen Awareness Certificate (must be the same person as the food protection manager)*
- Workers Compensation Affidavit form and Policy Declaration Page if applicable*
- \*Completed Application with check for correct fee made out to; CITY OF NEW BEDFORD*

**\* Renewal Applications are due by JUNE 1<sup>st</sup> or a late filing fee of (20%) will apply.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED  
THEY WILL NOT BE PROCESSED!**

WEBSITE LINK

<http://www.newbedford-ma.gov/health-department/doh-applications>

All permit and license forms are also available at the New Bedford Health Department