



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

HEALTH DEPARTMENT

BOARD OF HEALTH
PATRICIA L. ANDRADE, M.D.
CRAIG LONGO, M.D.
ATHENA XIFARAS, M.D.

DIRECTOR OF HEALTH
BRENDA K. WEIS, M.S.P.H, PH.D.

ENVIRONMENTAL HEALTH DIVISION

2016
ANNUAL FOOD SERVICE/RETAIL FOOD ESTABLISHMENT
PERMIT RENEWAL LETTER

PLEASE READ THIS FIRST!

Dear Business Owner,

It is time to renew your fiscal permit. **Please put a reminder in your calendar as this is the last year we will be mailing out renewal notices.**

Enclosed within this letter you will find the link for future use to download a renewal advisory letter, a permit application form, a worker's compensation affidavit form and a "condensed fee schedule" for the food industry. If necessary, you may also come to the Health Department at 1213 Purchase Street and pick up the forms.

Please complete 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 the;

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 1st, 2015 or a late filing fee (20%) will apply.**

INCOMPLETE APPLICATIONS WILL BE RETURNED
THEY WILL NOT BE PROCESSED!

WEBSITE LINK

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

1 2 1 3 PURCHASE STREET • NEW BEDFORD, MA 02740
TEL. (508)991.6199 • FAX (508)991.6292 • TTY/TTD (508)979.1739