

FOOD SERVICE- TEMPORARY FOOD EVENT~CATERING PERMITTING POLICY

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 segment below on this page.

Permit Application Documents Submitted to Otis Health Department through the Permit Eyes Permitting Portal (No paper copies are accepted):

- **Completed Application based on the event and/or type.**
- **Check made payable to the town of Otis or paid online.**
- **\Current Food Manager's Certificate (example: Serv Safe.)**
- **Allergy Awareness Certificate.**
- **Copy of your local Board of Health permit/license for Establishments not located in the Town of Otis (NOT Common Victualer or Business License.)**

Additional Requirements:

- **Food vendors** must maintain 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. Restroom facilities are also required.
- **Open fire or Propane use:** contact the Fire Department.
- **Tent:** contact the building inspector.
- **Processed meat:** 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.
- **Other than permitted Residential Kitchens who are permitted to only prepare non potentially hazardous foods, Otis Board of Health does not allow the use of private homes for preparing or serving food.**
- **All potentially hazardous foods (PHF) must be prepared in a dedicated commercially licensed kitchen approved and inspected by the Health Department.**

Exempted/Permit Not Required for 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.
- **Pot-Luck Events:** Pot-Luck Events may be exempted from local board of health permitting but only if it meets the following conditions as set forth in MGL Chapter 94, section 328A:
 - People are gathering to share food AND
 - There is **no compensation** provided to anyone involved in the Potluck Event AND
 - The gathering is **not** for commercial purposes AND
 - Participants are clearly informed that neither the food nor the facilities have been inspected or permitted and it's at their own risk.

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

Adopted on Aug 11, 2026