



Town of Chelmsford
Board of Health
Sue Rosa, BSN, RN, CHO, Health Director
50 Billerica Rd
Chelmsford, MA 01824
Phone: 978-250-5241 Fax: 978-250-5244

Dear Business,

As per the Town of Chelmsford General Provisions, you are required to obtain a food permit to sell TCS (time/temperature controlled for safety) food at a Farmer's Market. **Note:** In addition to animal food being a TCS food, cut melons, cut leafy greens, cut tomatoes, or mixtures of cut tomatoes, are all TCS foods and require a permit.

Please see instructions below to apply for a Farmer's Market Food Permit.

All applications must be completed online. Paper applications are no longer accepted.

Please log on to www.townofchelmsford.us and click on *Online Permitting*, then *Board of Health*.

NOTE - Everyone is considered new to this portal site. You must pre-register before applying for a permit

To register, click on *Log on to Permitting here*. Once registered, log in by clicking *Click here to continue*. On the top of the screen, click on *New Application*, then *BOH*. A list of applications will pop up, click on *Farmer's Market*

No permits will be issued until all necessary documents are uploaded and permit is paid for. Permits can now be accessed and printed out through this portal site. The following documents are required for a new permit:

- Copy of current State or Local Board of Health Permit
- Copy of the menu
- ServSafe Certificate and Allergen Awareness Certificate

These documents need to be uploaded to our portal site with payment. The fee for a Seasonal Farmer's Market food permit is \$50.00 per season. (May 1st through October 31st OR November 1st through April 30th). If you will be attending multiple Farmer's Markets throughout the year, you may apply for an Annual Farmer's Market permit for \$100. This permit is valid from May 1st through April 30th. Farmers are not required to obtain a food permit.

Please feel free to call the office with any questions you may have.

Sincerely,

Susan M Rosa, RN, CHO

Health Director