



TOWN OF ROCKLAND

Board of Health

Town Hall
242 Union Street
Rockland, Massachusetts 02370

APPLICATION TO OPERATE A RESIDENTIAL KITCHEN

An application to Operate A Residential Kitchen in the Town of Rockland is required each year for consideration. Applications must be filed with the Board of Health Office. Documents and / or questions can be emailed directly to Healthdepts@rockland-ma.gov

All renewals received after December 1 annually, will be assessed a \$25.00 late fee Please provide the following documents: (checking off the boxes below ensures all supporting documents are enclosed)

- **Completed signed Application**
- **Insurance Information**
 - ☐ Completed Workers' Compensation Affidavit
 - ☐ Certificate of Workers Comp Liability (if applicable)
 - ☐ Certificate of General Liability Insurance

All Insurance Certificates must include the Town of Rockland as a certificate holder:

The Town of Rockland BOH, 242 Union St Rockland, MA. 02370

It is the responsibility of the Establishment to provide the BOH with all policy renewals

- **Certificates**
 - ⇒ Food Protection Manager Certificate (**at least one person per shift**)
 - ⇒ Food Handler certificate (**all staff**)
 - ⇒ Allergen Awareness Certificate (**all staff**)
 - ⇒ Town of Rockland Business Certificate

***Please Note:** If the person(s) in charge with demonstrated knowledge of food safety is transferred, terminated, or terminates employment, the owner or permit holder shall notify the board of health in writing and have 60 days to employ a replacement. The board of health may grant an extension not to exceed an additional 60 days to comply with this requirement if deemed necessary."

- **Miscellaneous**
 - Menu
 - State Wholesale Certificate (if applicable)
 - Most Recent Pest Control Report
 - Proof of Ownership
 - Most Recent Trash Hauler Invoice (only if private service)
- **Payment**

Check made payable to the Town of Rockland in the appropriate amount

Residential Kitchens may only make "Cottage Food Products." These are foods that can be safely held at room temperature, including baked goods, jams, and jellies. 105 CMR 590.001(C); FC 1-201.10 (B)

It is important the applicant signs and completes all sections of the application. Incomplete applications will be returned. Any business that does not renew their permits will be considered "**Out of Business**", operating without a license and must start the entire process of submitting plans and filing a new application to operate a Food Establishment in the Town of Rockland. A \$25.00 late fee will be assessed on all applications received after December 1st. **NO EXCEPTIONS.**



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Application to Operate a Residential Kitchen

Date: _____ FID #: _____

Legal Business Name: _____

DBA: _____

Business Address: _____

Mailing address: _____

Name of Owner: _____

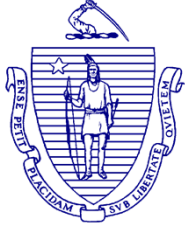
Address of Owner: _____

Phone #: B: _____ C: _____ H: _____

Email Address: _____ (PRINT CLEARLY)

<u>Type of Establishment</u>	<u>Fee</u>	<u>Amount to be paid</u>
Residential	\$ 125.00	\$ _____
Late Fee(renewals received after Dec 1,)		\$ _____
Total Due: \$		_____

Applicant's Signature _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an **employee** is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An **employer** is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."** Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia