



**TOWN OF SAUGUS
BOARD OF HEALTH**
298 CENTRAL STREET, SUITE 9
SAUGUS, MASSACHUSETTS 01906



Public Health
Prevent. Promote. Protect.

*Board of Health
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Director of Public Health*

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APPLICATION CHECKLIST FOR NEW FOOD ESTABLISHMENTS

REQUIRED DOCUMENTS

The following checklist has been developed to help you with your application submission of these required documents. Application must be completed in full, all requested documents must be submitted and all fees and taxes owed must be paid to complete processing your application.

- ☐ 1. Application to operate a Food Establishment filled out completely.
- ☐ 2. Proper fee made payable to the Town of Saugus
- ☐ 3. Workman's comp Liability form:
- ☐ 4. For all Sushi establishments with a HACCP Plan:
 - ☐ Annual Sushi rice acidification Ph lab test results
- ☐ 5. Copy of contracted services:
 - ☐ Last pumping record from your Grease trap pumping/service company (Pumping records must be submitted to the Board of Health)
 - ☐ Pest Control invoice/contract.
 - ☐ Hood Duct Cleaning Company invoice/contract
- ☐ 6. Current Department of Revenue Tobacco License.
- ☐ 7. Food Safety Manager Certificate
- ☐ 8. Anti-Choking Certificate (25 seats or more)
- ☐ 9. Allergen Training Certificate

Incomplete or missing documents will result in delay of your application.