



TOWN OF CONCORD

BOARD OF HEALTH
141 KEYES ROAD
CONCORD, MA 01742
(978) 318-3275 FAX: (978) 318-3281

Residential Retail Kitchen Application

Name of Business: _____

Name of Applicant: _____

Address of Residential Kitchen: _____

Phone Number: _____ Email: _____

In accordance with 105 CMR 590.000, Minimum Standards for Food Establishments, Chapter X, Federal Food Code 1999, please be advised that only non-potentially hazardous foods and/or foods that do not require refrigeration may be prepared in or distributed from a residential kitchen (i.e., baked goods, confectioneries, jams, jellies, cakes and cookies) for sale to the public.

Please submit the following information with your application form:

- A proposed list of food(s) intended to be prepared or distributed. *(Please use the attached sheet).*
- A sketch of the proposed kitchen, preparation and storage areas
- Attach a sample product label (requirements as defined by [105 CMR 520.00](#))

Prior to issuance of a permit to Operate a Residential Retail Kitchen, the operator must obtain a Serve Safe certification as food safety manager by passing a test that is part of an accredited program recognized by the Department as well as a certificate in Food Allergen Awareness Training. www.mass.gov/dph/fpp

- All food employees shall conform to employee health and hygiene requirements
- Only immediate family members residing in the household may prepare food for retail sale in an approved residential kitchen
- Pets may be present on the premises, but must be kept out of food preparation and dining areas during food preparation. Are there pets on site? YES NO

Applicant Signature _____

Date _____

Tax ID (or SS#) _____

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

Food Products

Food products made in residential kitchens may not be sold-out-of state. (The FDA does not recognize foods prepared in a residential kitchen as an approved source, therefore all ingredients used in the product must be obtained from such an entity). Please provide a list of the sources for all ingredients used.

Describe where the food and the ingredients will be stored. Ingredients must be stored separately from “private use” foods.

Hand and Ware-Washing

The kitchen sink may be used for food preparation and ware-washing provided it is cleaned and sanitized prior to and between use. It may **NOT** be used for hand-washing after toilet use.

How will sinks be set up for hand-washing? _____

How will sinks be set up for ware-washing? 3-bay sinks are required to wash, rinse and sanitize all cookware. Which type of sanitizer will be used? Bleach or Quaternary Ammonium Solution.

Describe food contact surfaces and how they will be cleaned and sanitized. Where will soiled equipment be stored prior to washing? Please describe:

Domestic Dishwasher

A domestic dishwasher may be used in an approved Residential Retail Kitchen provided the operator can demonstrate it has the capability to maintain a minimum of 150 F after the final rinse cycle. A thermometer or a heat thermal label may be utilized. Temperature log records would be required to be kept on file for 30 days.

NOTE:

The use of brokers, wholesalers and warehouses by Residential Retail Kitchen operators to store, sell and distribute foods prepared in approved residential kitchens is prohibited. Wholesale operations (selling to retail stores, restaurants etc.) require a food processor license obtained from the State of MA Food Protection Program.

Phone number (617) 983-6770. Website: www.gov/dph/fpp

Permits issued by the Health Division **DOES NOT** indicate that the property complies with the Zoning Bylaw which is enforced by the Building Division. Please contact the Building Division at (978) 318-3280 to learn what sections of the Zoning Bylaw relate to operating this type of business out of a residential property.

List of Products

PRODUCT	LIST OF INGREDIENTS (In order of predominance by weight)	LOCATION AND NAME OF ESTABLISHMENT(S) WHERE SOLD
PRODUCT 1		
PRODUCT 2		
PRODUCT 3		
PRODUCT 4		
PRODUCT 5		
PRODUCT 6		
PRODUCT 7		
PRODUCT 8		