



BOH Forms: #14 Permitting Checklist by Type

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** is organized by permit type and highlights many of the steps needed to process a permit.

The checklist is designed to be used in tandem with the **BOH SOP and Appendices**. BOXES CAN BE CHECKED WITH the CURSOR.

All Permits

- Application must be complete, signed and with all required supporting documents.
- Estimated fees must be paid.
- Other required Permit Applications must also be completed as required.
 - Food Establishment.
 - Pool/Spa.
 - Beach.
 - Lodging.
 - Dumpster.
 - Portable Toilet.
 - Business Permit.
 - Building Permit.
 - Fire Permit.
 - Conservation Sign-off.
 - Others as Required.
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- Well water test may be required if not on a Public Water Supply.
- Approval from other Town/City boards of departments may be required.
- Pre-Approval Letter may be issued for up to 1 year.
- Pre-Opening Inspection may be required. Schedule 30 days in advance.
- Final Fees must be paid.
- Permit may be issued, subject to conditions.
- Additional Inspections may be required.
- Full Operations may begin after Permit is issued, subject to all permit conditions.
- Any substantial changes in Application/Permit details must be reported immediately to the BOH.
- Permits are NOT transferrable.

Beach - Public and Semi-Public

- Initial beach water quality test required before the beach opens each season.
- Beach water quality tests required weekly unless variance issued. Must file results with State.
- Photo of required posted signs.
- Dumpster Permit, if trash cans used – highly recommended to control litter.
- Portable Toilet Permit required for portable toilets – highly recommended to control human wastes.

Body Art Establishment

- Client Advisories and Warning.
- Client Application and Consent Form.
- Establishment Aftercare Instructions.
- Establishment Exposure and Infection Control Plan.
- Establishment Complaint Procedures.
- Autoclave testing results.
- Medical Waste Hauler Agreement.
- Pre-Opening Inspection required. Schedule 30 days in advance.

Body Art Practitioner/Technician/Apprentice

- Proof of Identity – must be government issued photo ID.
- Certifications.
- Documentation of experience and training.
- Medical Certificate.

Children's Recreational Camp

- Building Inspector's Occupancy Permit.
- Fire Inspector inspection.
- Food Permit if food serviced.
- Pool Permit if pool/spas.
- Beach Permit if beach.
- Dumpster Permit.
- Portable Toilet Permit.
- The following plans, policies and procedures must be part of the Permit Application.
 - List of all staff that supervise children. This includes junior counselors and activity staff.
 - Written procedures for review of staff background checks.
 - Copy of all promotional materials and literature, including electronic materials and websites.
 - Procedure for reporting suspected child abuse or neglect.
 - Healthcare policy.
 - Discipline Policy.
 - Fire Evacuation Policy – must be approved by the local Fire Department.
 - Emergency/Disaster Plan.
 - Lost Camper Plan.
 - Lost Swimmer Plan is swimming is an activity.
 - Traffic Control Plan.
 - Day Camp Contingency Plan
 - Primitive Trip or Travel Camp Activity – Written Plan including itinerary, emergency care, contingencies.
- The following are required before the camp opens:
 - Staff CORI/SORI checks.
 - Healthcare Records for all staff and campers.
 - BOH inspection and review of all facilities and documents.

Food Establishment

- Exempt Operations:** If open to the public, must display a sign, *“Not regulated or inspected by the Board of Health.”*
 - Whole, uncut produce, unprocessed honey, maple syrup products, eggs held at 45F,
 - Unprocessed honey, maple syrup products,
 - Venues offering only commercially packaged non-TCS foods like chips and coffee/tea (shelf stable cream only).
 - Non-Commercial Community Potlucks or Block Parties.
 - Residential Kitchens for specific non-profit events (Bake Sales, Soup Kitchens).
 - Residential Kitchens for Day Cares and B & Bs with 6 bedrooms or less serving only freshly made breakfast.
 - Private Events (Note: caterers must be licensed in their home community).
 - Cooking Classes, Non-Commercial Church Socials, Class Parties (may need permission from school),
 - Home Delivery Service for Take Out Food/Groceries (Assumes food is packaged and delivered in a timely manner.)
- Bakery, Frozen Dessert, Milk Vendor:**
 - If part of a larger Food Establishment Operation may be added to that permit with an additional fee.
- Catering:**
 - Food Protection Manager Certificate.
 - Allergen Awareness Certificate.
 - Anti-Choking Training if more than 25 seats.
 - Local Board of Health Permit for “base” or Commissary Kitchen.
 - Water test if not part of a Public Water Supply.
 - Must inform each local Board of Health when operating in each jurisdiction.
- Food Service/Basic Food Establishment Form, Retail Foods, Stand-Alone Bakery/Frozen Dessert:**
 - Food Protection Manager Certificate.
 - Food Handler Certificate for Staff.
 - Allergen Awareness Certificate.
 - Anti-Choking Training if more than 25 seats.
 - Dumpster Permit.
 - BCBOHA Temporary Food Training if planning to provide food at temporary events.
 - Massachusetts Permit to Operate from the local Board of Health.
- Special Event/Temporary Food Establishment: (up to 14 days)**

- Food Protection Manager Certificate.
- Food Handler Certificate for Staff may be required.
- Allergen Awareness Certificate.
- Anti-Choking Training if more than 25 seats or a large venue.
- BOH permit for Kitchen where food is prepared.
- Water test for water source if not part of a Public Water Supply.
- No Menu changes without BOH approval.
- Sketch of Booth layout.
- Dumpster Permit.
- Portable Toilet Permit.
- Building Permit for tents may be required. Tents must have fire resistant tags.
- Fire permit may be required for open flames or propane tanks.
- Pre-opening inspection required. Must be scheduled 1 week in advance.
- Tax Exempt certificate for non-profits.
- BCBOHA Temporary Food Training may be required.
- Massachusetts Permit to Operate from the local Board of Health.

Mobile Food

- Food Protection Manager Certificate.
- Food Handler Certificate for Staff.
- Allergen Awareness Certificate.
- Anti-Choking Training.
- Must have a Local Board of Health Permit for “base” Commissary Kitchen.
- Water test for Commissary Kitchen if not part of a Public Water Supply.
- Attach a layout sketch of the truck, trailer or cart.
- Ice Cream Trucks also require a police permit.

Funeral Director

- Funeral Directors**, but not Funeral Homes, are licensed by the local BOH as part of Regulated Services:
 - Water Department Inspection Report.
 - State Board of Registrations.
 - State Funeral Home Registration.

Garbage

- Solid Waste Haulers**, including those hauling garbage for compost, need a BOH Hauler’s Permit.
- Composting Site Assignments** for small composting operations can get a DEP General Permit to operate.

Hotel, Motel, Lodging, Inn

- Water Test if not on a Public Water Supply.
- Food Permit if more than 6 BR and serving food other than coffee and foods that do not require refrigeration.
- Pool Permit if pool/spa open to guests.
- Fire/Building Inspector’s Reports/permits.

Pool/Spa

- Certified Pool Operator Certificate.
- Pool water test must be done by a certified lab.
- Testing Logs must be completed daily, every 4 hours.

Septic/Title 5

- DWCP (Disposal Works Construction Permit):**
 - Plans required for NEW and UPGRADED septic systems. Electronic copies are encouraged, but 2 paper copies must also be delivered to the BOH office along with the Permit Application and all Fees.
 - Determine if a BOH upgrade approval or variance is required.
 - Determine if a Conservation Commission sign-off is required.
 - Pre-Approval may be granted subject to all conditions for up to one year. PERMIT still MUST be issued to a licensed Installer.
- Certificate of Compliance:**
 - Engineer Approval Letter/Sign Off after all work is completed.
 - Installer Approval Letter/Sign Off after all work is completed.

<input type="checkbox"/> As-Built drawings after all work is completed. <input type="checkbox"/> Copy of maintenance contract for all Innovative/Alternative technology used. <input type="checkbox"/> Copy of any Deed Restrictions and proof of registry. <input checked="" type="checkbox"/> DWIP (Disposal Works Installer's Permit): <input type="checkbox"/> Copy of BCBOHA Installer Card. <input type="checkbox"/> SAS location must be staked by Designer/Engineer or a Surveyor. <input type="checkbox"/> Installer MUST notify BOH and Designer/Engineer at least 48 hours before beginning construction. <input type="checkbox"/> Installer MUST notify BOH and Designer/Engineer at least 24 hours before requesting any inspections: <ul style="list-style-type: none"> <input type="checkbox"/> Excavation inspection before filling <input type="checkbox"/> Final covering/grading with naturally occurring soil. <input type="checkbox"/> Outlet riser must be to grade to facilitate filter cleaning. <input type="checkbox"/> Final grading must divert water around the septic system or SAS. <input type="checkbox"/> All disturbed ground must be properly raked and seeded. <input type="checkbox"/> Hoisting License maybe required. <input checked="" type="checkbox"/> Perc Witnessing: <input type="checkbox"/> Perc must be scheduled with the BOH/Health Department. <input type="checkbox"/> Perc results must be filed with the BOH within 60 days or are not valid. <input checked="" type="checkbox"/> Title 5 Inspection Witnessing: <input type="checkbox"/> All Title 5 Inspection Witnessing must be scheduled with the BOH/Health Department. <input type="checkbox"/> All Title 5 Inspection Reports must be submitted to the BOH/Health Department within 30 days. <input type="checkbox"/> All Title 5 Inspection Reports are subject to a 30-day review by the BOH/Health Department. Title 5 report is not valid until accepted by the BOH/Health Department. <input type="checkbox"/> Septic Package Water Test needed if the SAS is closer than 100 feet to a well or the BOH feels it is needed. All water tests must be taken by a third party. <input type="checkbox"/> DWCP needed if the septic system needs repair or upgrading. <input type="checkbox"/> BOH may allow minor repairs if first notified and completed/noted as part of the Title 5 Inspection Report. <input type="checkbox"/> Copy of any Deed Restrictions and proof of registry. <input checked="" type="checkbox"/> Septage Pumping: <input type="checkbox"/> All septage pumping reports must be filed within 30 days. <input type="checkbox"/> Pumper must call if any outbreaks are observed or any repairs are needed.
<input checked="" type="checkbox"/> Solid Waste Hauler, including Bio/Infectious Wastes <input type="checkbox"/> Copy of Disposal Site Agreement. <input type="checkbox"/> Invoice for Medical Wastes.
<input checked="" type="checkbox"/> Tanning <input type="checkbox"/> Client Advisories and Warnings. <input type="checkbox"/> Client Consent Form.
<input checked="" type="checkbox"/> Wells, Private <input type="checkbox"/> State Well Driller's Certificate. <input type="checkbox"/> Map/Plan showing all septic systems, structures, lot lines, wetlands, roads, driveways, etc. <input type="checkbox"/> Hearing maybe required if the well does not meet all setback requirements. <input type="checkbox"/> Pre-approval may be granted for up to 1-year subject to all conditions. PERMIT must still be issued to the well driller. <input type="checkbox"/> Well Completion Report must be submitted within 30 days of the well completion. <input type="checkbox"/> DEP Application required for all geo-thermal or injection wells. <input type="checkbox"/> Well location must be staked by a surveyor or engineer. <input type="checkbox"/> Water Quality Analysis by a third party, certified lab that includes Chloride, Copper, Fluoride, Hardness, Iron, Lead, Manganese, pH, Sodium Total Coliform, E. coli bacteria, and Nitrate/Nitrite completed BEFORE occupancy or use. <input type="checkbox"/> Final grading must divert ground water away from the well casing.
<input checked="" type="checkbox"/> Nail Salon <input type="checkbox"/> Ventilation Plan. <input type="checkbox"/> Nail Salon Technicians are regulated by the State. <input type="checkbox"/> Emergency Plan for toxic spills and waste disposal. <input type="checkbox"/> Employee Protection Plan. <input type="checkbox"/> Client Advisories and Warnings.

Instruction for Clients on filing complaints.

Other Regulated Activities

Tobacco:

Demolition Permits from Building Inspector may require the removal of toxic/ hazardous materials and rodent baiting

Baiting must be for at least a week with BOH/LHD inspection before beginning demolition work.

Beavers must be threatening septic, well, road, house, etc. ConCom Approval is required for dam/wetlands work.