



Commonwealth of Massachusetts
Town of Wrentham
Board of Health
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5480
FAX: (508) 384-5449

Dear Retail Food Establishment:

Please return the following documents to file a complete application packet for a Retail Food Permit.

1. Application for Food Service Establishment: Please fill out the entire form and be sure to check off all the definitions that pertain to your establishment; please note that the emergency contact number should not be the store location. It is best to list a contact that is in the general proximity of the location.
2. Workers' Compensation Insurance Affidavit: Massachusetts General Law Chapter 152 requires all businesses submit the affidavit.
3. If your organization does carry workmen's compensation, you must submit a Certificate of Liability with your application. The certificate of liability must be obtained from your insurance company, be dated within two weeks of you application and list the Town of Wrentham as a Certificate Holder.
4. Good Standing Approval: If you (owner) or the organization owns property in the Town of Wrentham, you must have this form processed by the Town Treasurer's office. Please provide a fully-executed Good Standing Approval form with your application.
5. The Fee Schedule: The application fee for a Retail Food Application is \$138.

All checks should be made payable to the Town of Wrentham/Board of Health. The Town of Wrentham cannot process credit or debit cards. The Board of Health office hours are Monday 8am to 2pm, Tuesday 12pm to 7pm, Wednesday 8am to 1pm and Thursday 11am to 4pm. Please contact the office at the 508-384-5480 should you require further assistance.