



TOWN OF COHASSET
Board of Public Health
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Public Health
Prevent. Promote. Protect.

Board of Public Health
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Instructions for Filling Out Farmers Market Food Permit

To process your renewal application(s) please follow the steps below:

1. Navigate to the following link:
<https://permiteyes.us/cohasset/loginuser.php>
2. Register with a username and password by clicking *New User Register Here*
3. When you sign in, click on *New Application*. Select permit type – Farmers Market.
4. Please fill out a new application. Items starred with a red * indicate information that is required. When the application is completed click the *Submit* button on the bottom of the page.
5. After completing your application, review the Thank You page to determine what other forms or licenses will need to be attached.
6. Return to the home screen where you will now see your new application in the list. Click the eye icon to the left of your application to open the Transactions menu and review your application.
 - The paperclip icon on the Transactions menu will allow you to add attachments.
 - You can pay your fee using a credit card by clicking on Pay Fee on the Transactions menu.
 - The chat bubble allows you to communicate with the Board of Health. If you see a red chat bubble on your homepage, you have a new chat message from the Health Department.
7. Once completed, the Health Department will review your information and send you an email to alert you pick up your permit or identify any missing information.

The following items must be attached to all Applications:

- A copy of the establishment's current local Food Permit or Caterer's Permit, or a Massachusetts Wholesaler License if permitted outside Cohasset.
- A copy of the ServSafe or Food Service Manager Certificate
- A copy of the Certificate of Training for Allergen Awareness