



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

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Cohasset Board of Public Health
Mobile Food Truck Application Checklist

Dear Mobile Food Truck Applicant,

The mobile food truck permitting process is conducted online via e-permitting. Instructions for filling out the application are provided below.

You will also need to upload the following information:

- **A copy of the vehicle registration.**
- **A copy of an agreement with an associated commercial permitted kitchen (if applicable).**
- **A copy of the ServSafe (or other acceptable) Food Service Manager certificate(s).**
- **A copy of the Certificate of Completion of Training for Allergen Awareness, as is required by 105 CMR 590.009[G],**
- **A completed copy of the Commonwealth of MA Worker's Compensation Insurance Affidavit.**

In addition, you can also pay the associated fee online. The annual mobile food truck permit fee is \$75.00 for two or more events in the calendar year in Cohasset. Alternatively, a one-day permit fee is \$40.00.

Instructions for Filling Out a Mobile Food Truck Permit

1. Search online *Cohasset Permit Eyes*
2. Register with a username and password by clicking *New User Register Here*. (If you are a returning vendor, you can sign in, click *Renew*, and then pay the fee).
3. When you sign in, click on *New Application*, Select permit type – *Mobile Food Truck*.
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 Public 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 to identify any missing information.