



BOARD OF HEALTH

CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High Street • P.O. Box 478 • Warren MA 01083-0609 • Tel. 413- 436-5701 ext:112 • Fax 413- 436-9754

STANDARD OPERATING PROCEDURE RESIDENTIAL KITCHEN

Purpose:

To establish a standardized process for the review, approval, and oversight of residential kitchens operating within the Town of Ludlow in accordance with local and state public health regulations.

What is a Residential Kitchen?

A Residential Kitchen is a kitchen in a private home. Certain food-based activities in Residential Kitchens require a license or permit either as a Retail Residential Kitchen or as a Wholesale Residential Kitchen. If a Retail permit is required, the Residential Kitchen must comply with certain requirements in the Retail Food Code (105 CMR 590). If a wholesale license is required, the Residential Kitchen must comply with certain requirements in the regulations for Good Manufacturing Practices (105 CMR 500).

What activities in a Residential Kitchen require a permit?

Anyone producing food for sale “direct to the consumer” is considered a **Retail Residential Kitchen** and is required to have a permit under 105 CMR 590.

Procedure:

The Warren Board of Health issues residential food permits and conducts yearly inspections.

New Applicants:

Anyone looking to apply for a residential kitchen permit should first make sure they are complying with the state of Massachusetts residential kitchen (cottage foods) requirements.

1. [Retail Food Code Standards for Permitted Residential Kitchens](#)
2. [Residential Kitchen Questions and Answers](#)

Any questions regarding requirements, etc. should be directed to both the Health Inspector and the Board of Health Administrator.

New applicants should be given:

1. The residential kitchen permit application and
2. The residential kitchen inspection checklist.

Completed applications should be given to either the Health Inspector or the Board of Health Administrator for review. Once applications are reviewed, a residential kitchen pre-operational inspection will be scheduled.

Permits will be issued once the applications are reviewed and signed off and the pre-operational inspection is completed.



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Renewals:

Residential kitchen applications expire on June 30th. All renewal letters and applications are mailed out in the first week of June.

Town of Warren EVENTS:

The following procedure will be followed for residential kitchens in regard to Town of Warren events:

Residential Kitchen (Warren):

- Application fees will **not** apply to residential kitchen permits for kitchens permitted **within the Town of Warren**.
- Applicants must complete the temporary food event permit application form.
- Only the proposed **menu** needs to be submitted with the application.

Residential Kitchen (Outside of Warren):

- Residential kitchens located **outside of the Town of Warren** must submit **all required documentation** along with the Town of Warren temporary food event permit
- A \$25 application fee will apply for these permits.
- Applications will be reviewed by either the health inspector or board of health administrator
- Once applications have been reviewed and signed off on, a permit will be issued.