

Welcome to New England



December 13, 2021

Eastern States Exposition Health Permit Requirements - Non Fair Events

The permit application process is now completely online. The City of West Springfield is now using OpenGov online permitting system.

In order to use the new system, you will need to visit:

- <https://westspringfieldma.viewpointcloud.com/>
 - o Select Health
 - o Set up a username and password, and apply for permits online.

The required documentation you would normally submit with the paper application, will need to be scanned in and uploaded so please keep that in mind.

NOTES:

1. APPLICATIONS MUST BE SUBMITTED TO THE ONLINE PORTAL MORE THAN **30 DAYS PRIOR TO OPENING DAY OF YOUR EVENT**. FAILURE TO DO SO, WILL LEAD TO YOUR APPLICATION BEING DENIED.
2. The use of electronic cigarettes is PROHIBITED wherever smoking is prohibited, including in food service establishments.
3. We use fax numbers and email addresses to notify you of food recalls and other important information. If you provide us with your fax number and email address we can include you in these notifications. (For chains, please provide the fax number and or email address for the unit in West Springfield.)
4. Information on food and other recalls is available on our website.
5. Our other applications are also available through OpenGov.
6. The town ordinance banning the use of plastic bags has gone into effect as of September 15, 2021. Please discontinue the use of plastic bags as soon as possible. For more information on the ordinance, visit this website: <https://ecode360.com/34424175>
7. Polystyrene Foam Products will be banned by town ordinance starting June 1, 2022. Please plan ahead. For more information, please visit this website: <https://ecode360.com/36339189>

As always, the health department is available by phone and via email, (413) 263-3206 |allhealth@tows.org.

Please complete the application thoroughly, accurately and include all required documentation, and pay the appropriate fee 30 days or more before your event.

All Non Fair Events are required to submit a list of requested food vendors to your ESE event coordinator at least 45 days prior to your event. This list will be forwarded from ESE to the West Springfield Health Department to confirm Eastern States Exposition approval of food vendors BEFORE any applications will be approved by the Health Department.

Any questions, please contact Darlene Smith at 413-205-5019.

Thank you,

Since 1916