

Online Permit Application Instructions for Food Vendors

I have attached the updated Permit Application for food vendors as a PDF and below are the instructions to apply online for a Temporary Food Permit.

If you have any questions please let me know.

NEW USER (First time only)

1. Click on renewal permitting link:

http://fctpermit.com/sites/alliance/boh/user_login_new.asp

2. This link will take you to the webpage where you will register as a new user. You will automatically be linked with any permit associated with your email, so please call the BOH office at [413-528-0680](tel:413-528-0680) if it either does not appear or you would like to change the primary email on the account. *Note: This system serves Great Barrington, Egremont, Adams, Becket and New Marlborough so you may already have login information that can be used to access your 2018 permit application

3. Once you submit your Username and Password you will be taken to your homepage. Select APPLICATION at the top of the home page → NEW APPLICATION → GREAT BARRINGTON & TEMPORARY FOOD PERMIT/ FARMER'S MARKET.

4. To access the toolbar click on the button on the left of your application on the home page. You can upload certifications or licenses directly to the application by clicking on the PAPERCLIP icon. You can submit payment by clicking the PAYMENT HISTORY tab.

Thank you,

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