



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

(508) 839-5335 x 119 * Fax: (508) 839-8559

E-mail: healthdept@grafton-ma.gov

HEALTH AGENT
Lois Luniewicz, REHS/RS, CHO
(508) 839-5335 X 128

PUBLIC HEALTH NURSE
Patricia Pighetti-Parent, R.N.
(508) 839-5335 X 129

BOARD OF HEALTH
Deborah A. Chouinard RNC, MSN
Philip E. Dumas
Karen Gwozdowski Gauvin
Richard J. Kirejczyk
Ernest W. Peters

November, 2011

PLEASE READ CAREFULLY / CHANGES IN DATES

TO: ALL Holders of Licenses / Permits

RE: 2012 Renewal Applications

Please note that **ALL** Licenses/Permits expire December 31st of each year. Enclosed is your 2012 renewal application. All applications must be **completely filled out** and returned with the proper fee to the Board of Health Office **on or before December 19, 2011**. **Any applications received after December 19, 2011 will incur a non-compliance fee of \$100.00 and you will not be licensed to legally operate in the Town of Grafton.**

ATTN: SEPTAGE HAULERS

If your company applies for Portable Toilet Permits please use the enclosed application form.

ATTN: SOLID WASTE HAULERS

If your business is not in the following Zoning Districts (Neighborhood Business, Commercial Business, Office and Light Industry) you must enclose a copy of your Home Occupation Permit you received from the Building/Zoning Department. Failure to enclose this copy will also result in delay of issuance of your 2012 license (Grafton businesses only).

All applications are also on line at www.town.grafton-ma.gov by clicking on Boards and Commissions then Board of Health then Additional Links where you will find Applications.

We thank you for your cooperation in these matters and if you have any questions please feel free to contact the office at anytime.

For the Board,

Lois Luniewicz, REHS/RS, CHO
Health Agent

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Enclosures



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TOBACCO & NICOTINE DELIVERY PRODUCTS SALES PERMIT APPLICATION

Date of Application: _____ State Cigarette License: **MUST ATTACH A COPY**

Business Name: _____

Address _____ Town _____ State _____ Zip Code _____

Mailing Address (if different): _____

Business Telephone No.: _____ E-Mail Address: _____

Owners Name: _____

Address _____ Town _____ State _____ Zip Code _____

Owners Telephone No.: _____ Owners E-Mail Address: _____

TYPE OF ESTABLISHMENT

Food Service _____ Retail Food Service _____ Lounge/ Bar _____ Gas Station _____
Package Store _____ Mobile Food Service _____ Pharmacy _____ Retail _____ Other _____

TYPE OF SALES

Over the Counter _____ Other _____

If Corporation or Partnership include Name, Title and Address of Partners:

State of Incorporation: _____ State and Address of Local Agent: _____

Please return this completed application form with the required fee of **\$100.00** (check made payable to the Town of Grafton) to: Board of Health, 30 Providence Road, Grafton, MA 01519.

All licenses expire **December 31st** of the year they were issued.

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the pains of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all State taxes required under law and further that I consent to unannounced, periodic inspections of my retail establishment to ensure compliance with this regulation.

_____ Signature of Applicant

Social Security No. or Federal I.D. No.

_____ Corporate Officer (if applicable)

Date

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Are you an employer? Check the appropriate box:

1. I am an employer with _____ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. [No workers' comp. insurance required]**
4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance required]

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-Profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporation officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury, that the information provided above is true and correct.

Signature: _____

Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License #: _____

Issuing Authority (circle one):

1. Board of Health
2. Building Department
3. City/Town Clerk
4. Licensing Board
5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**"

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
Tel. # 617-727-4900, ext. 406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia