

REQUIREMENTS FOR “CHANGE OF OPERATOR” OF A RETAIL FOOD FACILITY

- **A new operator of a food facility must obtain a permit to operate from Environmental Health Services (EHS). A PERMIT to operate a FOOD FACILITY is non-transferable (CALCODE § 114381(c)).**
- **A FOOD FACILITY shall not be open for business without a valid PERMIT (CALCODE § 114381(a)).**
- Before a permit is issued to a new operator, a “Change of Operator Inspection” must be performed by EHS, and all deficiencies listed on the inspection report must be corrected. In some cases, EHS may issue a temporary permit to allow the business to operate while the deficiencies are corrected. Failure to correct the deficiencies in the time frame covered by the temporary permit may result in immediate closure of the facility.
- Failure of the new operator to obtain a permit or temporary permit to operate may result in the immediate closure of the facility.
- A private sewage disposal system (septic system) must be approved by EHS Land Use division for the type of food preparation and sales being proposed.
- **To schedule a change of operator inspection, submit an application and fee to EHS.**
- It is strongly recommended that both the current operator and prospective operator be present at the inspection.

An inspection may be made at the request of the current operator or prospective operator to determine what changes/upgrades may be required in order for a permit to operate a food facility to be issued to a new operator. If this inspection is requested by the current operator, it is assumed that the new operation will be similar to the existing one, that is, the type of food storage, preparation, and sales will be the same as is currently approved. **Any changes** in the operation will have to be evaluated in light of the existing equipment, storage space and utilities (septic system, well) before approval will be granted.

Any remodeling or equipment changes must be approved by the local enforcement agency (EHS). Changes to the floor or wall surfaces must first be approved by EHS. In most cases, approval for remodeling requires the submission of plans and plan-check fee to EHS, and subsequent submission of EHS-approved plans to the local building department for building permits. Remodeling a food facility without plan approval from EHS is subject to fines approved by the Board of Supervisors.

The following must be accomplished in order for a change of operator to be approved:	<u>Done</u>
1. “Change of Operator Inspection” of food facility to determine compliance with CAL CODE. Septic system and/or well may need to be investigated by EHS to determine current condition.	1. <input type="checkbox"/>
2. Obtain permits for any remodeling or equipment changes, including required building permits.	2. <input type="checkbox"/>
3. Comply with reports or permits issued in Steps 1 & 2.	3. <input type="checkbox"/>
4. Submit application and fee for a Permit to Operate a Food Facility (Health Permit).	4. <input type="checkbox"/>
5. Obtain all other required permits to do business (business license, use permits, fire, etc.).	5. <input type="checkbox"/>
6. Final inspection by EHS to issue a Permit to Operate a Food Facility.	6. <input type="checkbox"/>

Food Facility: _____

Comp. # _____

Received by: _____

Date: _____

REHS: _____

Date: _____

cc: Land Use Division (septic system and wells)