



RESTAURANT CHANGE OF OWNER APPLICATION

Please complete this application thoroughly. A sanitarian will review the application to determine if the existing restaurant (equipment, amount of refrigeration, hot water capacity, storage space, hand wash facilities, etc.) can accommodate the proposed new restaurant.

Note that a Plan Review may be required. A determination will be made after consultation and/or review of the establishment's file. You may also need to contact your township and local building department for approval to open.

An inspection will be required prior to opening. You will be contacted by an Environmental Health sanitarian to schedule this Change of Owner inspection.

Prior to your approval to operate, you must submit:

- Proposed menu
- Standard Operating Procedures/SOP's (if the menu is different from the existing restaurant's menu)
- Manager Certification Certificate(s) (ServSafe, National Registry of Food Safety Professionals or Thomson Prometric)
- Allergen Training Certificate(s) (unless exempt)
- License application
- License fee

Restaurant & Owner Information

Existing restaurant name		
Proposed restaurant name		
Street address	City	Zip
New owner name	New owner phone	
New owner email	Proposed open date	

Planned menu changes: (attach additional pages as necessary)

Planned building changes: (attach additional pages as necessary)

Planned equipment changes: (attach additional pages as necessary)

Office Use Only

Receipt

Sanitarian to return application to Food Team CSS once the following are completed and the facility is approved to open:

- Menu Received
- SOP's Received
- Manager Certification Received
- Allergen Training Certification Received (unless exempt)
- Application & Fee Received