

Restaurant Ownership Change Form

Please provide all requested information as completely and accurately as possible. An Environmental Health Sanitarian will review the completed form 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 and/or changes.

Note:

- A Plan Review may be required. A determination will be made after consultation and/or review of the establishment's file.
- The local township and/or building department may also need to be contacted for approval to open.
- A Pre-opening Inspection will be required prior to opening. You will be contacted by an Environmental Health Sanitarian to schedule this inspection.

Restaurant Information

Current Restaurant Name

Proposed Restaurant Name

Street Address

City

Zip

Proposed Open Date

Water Supply

Municipal

Well

New Owner

Name

Phone

Email

Planned Changes *(attach additional pages as necessary)*

Menu

Building

Equipment

Office Use Only

Receipt

Return completed form to Food Program Area Inspector along with the following documents for review:

- | | |
|---|--|
| <input type="checkbox"/> Proposed Menu | <input type="checkbox"/> SOP's |
| <input type="checkbox"/> Manager Certification Certificates | <input type="checkbox"/> Type II Well Ownership Form- if applicable |
| <input type="checkbox"/> License Application and Fees | <input type="checkbox"/> \$150 change of ownership fee if no plan review |