



Environmental Health Division

FOOD TRANSFER OF OWNERSHIP REQUIREMENTS



Ukiah Office: 860 N Bush Street
Ph: 707-234-6625

enviroh@mendocinocounty.gov

Fort Bragg Office: 120 W Fir Street
Ph: 707-961-2714

Below are the requirements by Environmental Health to do a change of ownership on a food facility:

1. Make sure the facility is in compliance with the State food standards. As the new operator, you will be responsible for upgrades required by the health inspector to bring the facility into compliance with current codes and laws. It's a good idea to contact Environmental Health at 707-234-6625 to discuss the facility and any possible upgrade requirements.
2. If any remodeling of the facility is planned, the facility operator must contact the health inspector to discuss the scope of work to be done. Remodeling and changes in equipment must be approved by Environmental Health prior to beginning any work.
3. Fill out and submit an *Application for a Permit to Operate a Food Facility* with any required documentation, and cut sheets/plans, if applicable.
4. If the facility is currently open and operating, you will be required to submit proof of the change of ownership. This can be a bill of sale, deed, rental agreement, or a letter from the current owner.
5. If the facility is currently out of business, you will not be required to submit proof of the change of ownership.
6. A change of ownership fee of **\$109.00** is required with the submittal of your application. If you are also doing a remodel or upgrading equipment, a plan check fee may also be required.
7. Upon approval of the change of ownership by Environmental Health, a new Permit to Operate a Food Facility will be issued.