



ENVIRONMENTAL PUBLIC HEALTH FOOD SAFETY PROGRAM
Food Establishment Change of Ownership Form

Under certain circumstances, SRHD can transfer a food establishment's existing permit to a new owner. Permits can only be transferred if the establishment's menu, operation, equipment, etc. remain the same as what the health district approved for the previous owner. If you plan to make any changes, transfer of the permit may not be allowed. SRHD Food Safety Program will determine if your ownership change qualifies for a permit transfer. If a permit transfer is allowed, the expiration date of the permit will remain the same. There is an administrative fee for a permit transfer. All permits must be renewed at the full permit fee by the expiration date shown on the permit.

FOOD SERVICE NAME AND LOCATION		
NEW ESTABLISHMENT NAME: <small>(THIS IS THE NAME THAT WILL APPEAR ON YOUR PERMIT)</small>		
PREVIOUS ESTABLISHMENT NAME:		
ESTABLISHMENT PHYSICAL STREET ADDRESS:	STATE:	ZIP CODE:
CHANGE OF OWNERSHIP/TRANSFER DATE:		
CURRENT OWNER(S) NAME:	PHONE:	

NEW OWNER MAILING/BILLING INFORMATION		
NEW OWNER(S) NAME:		
NEW OWNER(S) MAILING ADDRESS:	STATE:	ZIP CODE:
NEW OWNER(S) PHONE:	OTHER CONTACT/PHONE:	
NEW OWNER(S) EMAIL ADDRESS:		

ESTABLISHMENT CHECKLIST

- Will there be any changes to the menu: Yes No
- Will there be any changes to floor plan or equipment: Yes No
 ➤ A current floor plan may be required as part of the approval process.
- Have there been any changes in seating capacity: Yes No
- Will you be providing any off-site catering: Yes No

ATTACH ALL OF THE FOLLOWING ITEMS:

- Menu(s)
- SRHD application for permit to operate

Mail or bring the completed forms to SRHD- Environmental Public Health Division- Food Safety Program, 1101 West College Avenue, Room 402, Spokane, WA 99201 prior to ownership transfer.

OFFICE USE ONLY

Proof of sale or transfer of ownership verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Documentation Supporting Transfer:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Reviewed By:	Signature:	Date: