



Food Service Facility Change of Ownership Declaration Form

Date: \_\_\_\_\_ Date of Ownership Change: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Please answer all questions below:

- 1. Is the name of the facility changing with this change of ownership?
If yes, indicate the name of the previous facility:
If the facility name is changing, the Permit Center requires a building permit for a change of tenant.
Provide the building permit number:
2. Is the facility currently open and operating under the new ownership?
If yes, what date did the new owner begin operation?
If no, how long has the facility been closed?
3. What equipment, structural, or cosmetic changes have been made to the facility?
List any equipment changes made:
List any structural/plumbing changes made:
List any cosmetic changes made (e.g., painting, repairs, etc.):
4. Do you plan to make any equipment, structural/plumbing or cosmetic changes to the facility in the near future?
If yes, list all proposed changes:
5. Will this facility be applying for a liquor license?

Please initial below to confirm the following:

I confirm that no equipment or structural changes have been made to the facility without required approval and permits and understand that any alterations to the facility including equipment and/or equipment layout changes require an equipment and floor plan review as well as applicable building permits.

I hereby certify that all the information provided in this document is true, accurate, and complete to the best of my knowledge and belief.

Printed Name of Owner, Operator, or Responsible Party

Signature of Owner, Operator, or Responsible Party

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Internal Use: Date of last inspection:
Building permit required: YES NO

Unresolved violations: YES NO
Inspection required: YES NO