



Change of Food Facility Owner Questionnaire



The County of San Diego, Department of Environmental Health, Food and Housing Division, Plan Check Unit strives to enhance Public Health by assisting and ensuring permitted facilities are operating within the framework of current codes and standards. This document is to help assess if your facility is required to obtain plan check approval prior to applying for a health permit and opening for business. Plan check is required for any changes to the facility including, but not limited to, menu, equipment, finishes, etc. It is also required when nonconforming structural issues pose a public health hazard. Please provide as accurate information as possible below to help streamline the permitting process so that your facility can open and operate as soon as possible.

- A **menu** is required from all new applicants. After reviewing your questionnaire, we will guide you to the right process to get your facility permitted (e.g., permit change, plan check consultation, or full plan submission). If a plan check review is required, a permit will be issued after the Plan Check Unit approves the facility to open and operate. *NOTE: An application submitted without a menu will be processed, but your permit **will not** be issued until we receive a menu and are able to review its content.*
- For a change of ownership without plan review all of the below items must be **YES**:
 - Facility is currently open and operating with a valid health permit.
 - No changes or modifications occurred to menu, equipment, finishes (floors, cove base, walls, and ceiling) of the kitchen, janitorial area, food storage area, and restrooms.
 - No modifications to the enclosures to include walls, windows, and doors.
 - No pending plan check issues or inadequacies.
 - Facility history is subject to review.

ADMINISTRATIVE DATA

What type of food related business are you starting?

Restaurant Market Market & Deli Other: _____

Business Name of NEW permit: _____

Current address of facility: _____

OLD permit number: _____

Business name under the OLD permit: _____

Is the facility currently OPEN and operating? Yes No

Opening date of the facility? _____

Hours of operation? _____

Will the menu change? Yes No *If yes, this may require plan submittal.*

Do you have documentation indicating you have legal right to occupy space? Yes No

If yes, what type of document? (e.g., lease agreement, business license, escrow documents, etc.)

FINISHES

Are the floors, walls and ceiling in good repair? Yes No

Will there be repairs, replacing, or newly installed floors, walls, cove base, or ceiling? Yes No

EQUIPMENT

Is ALL of the equipment still in place from the OLD owner? Yes No

NOTE: Previously installed equipment may not have been approved by this Dept. for installation and use, therefore might require removal or upgrades to comply with current codes.

Will you be making any equipment changes? Yes No

Will there be any new equipment installed or replaced? (e.g., cooking equipment, exhaust hood, water heater, espresso machine, etc.). Yes No

If yes, please describe the changes: _____

PLUMBING

Does your food facility have a three-compartment sink with dual integral drain boards: Yes No

If no, describe the warewashing sink: _____

Are all liquid waste producing equipment and sink fixtures, including the three-compartment sink, preparation sink, utility, or dump sink draining indirect to a floor sink (excluding hand and mop sinks):

Yes No

If no, describe the sink fixtures or equipment draining direct to sewer:

Does your food facility have a current grease trap/grease interceptor: Yes No

If yes, where is the existing grease trap located? _____

NOTE: If none currently exists, please contact the waste water authority in the jurisdiction your food facility is located for grease trap/grease interceptor requirements. Be aware, if a grease trap/grease interceptor is required by your local waste water authority, the Department of Environmental Health will determine its location within your food facility.

ENCLOSURE

Does the facility have windows? Yes No If yes, are the windows operable? Yes No

If the windows are operable, do they have permanently installed fixed 16 sq. inch mesh screens?
 Yes No

Are all food processing areas fully enclosed? Yes No If no, identify the food processing area(s) not fully enclosed: _____

Check all doors which apply to the food facility:

Self-closing single door(s) Self-closing double door(s) Roll-up door(s)
 Bi-fold door(s) Accordion door(s) Other _____

If the food facility is found to have existing nonconforming or unapproved structural conditions that pose a health hazard, these issues will need to be corrected per current code standards and will require plan check review and approval by all Authorities Having Jurisdiction. Some examples are:

- Water heaters are installed are not adequately sized for the installed plumbing fixtures.
- Cooking equipment is under an inadequate or missing exhaust hood.
- Specialized operations like operating molluscan shellfish tank, Sous Vide, reduced oxygen packaging (ROP), curing, using additives, smoking for preservation, or acidification are observed.
- Food processing areas are not fully enclosed.
- Floor, wall, cove base, and/or ceiling finishes are changed.

New owner acknowledges upon any inspection if facility is found noncompliant with all applicable current codes and standards, the facility is subject to upgrades and will require plan submittal, plan check review, and approval. New owner further acknowledges that current observed facility conditions and operations does not in any way indicate that those conditions and operations have been approved by the County of San Diego, Department of Environmental Health.

New owner signature: _____ Date: _____

Print Name and Title: _____

(For office use only)

*ATTACH LAST ROUTINE INSPECTION REPORT

OPEN PLAN CHECK OR COMMENTS FOR PLAN CHECK AT SITE: YES, # _____ NO

REQUIRED: Plan Submission Consultation Apply for Health Permit

APPROVED BY: _____

REHS only

CALIFORNIA RETAIL FOOD CODE REFERENCES

114380.

(a) A person proposing to build or remodel a food facility shall submit complete, easily readable plans drawn to scale, and specifications to the enforcement agency for review, and shall receive plan approval before starting any new construction or remodeling of any facility for use as a retail food facility.

(b) Plans and specifications may also be required by the enforcement agency if the agency determines that they are necessary to assure compliance with the requirements of this part, including, but not limited to, a menu change or change in the facility's method of operation.

(c) (1) All new school food facilities or school food facilities that undergo modernization or remodeling shall comply with all structural requirements of this part. Upon submission of plans by a school authority, the Office of the State Architect and the local enforcement agency shall review and approve all new and remodeled school facilities for compliance with all applicable requirements.

(2) Except when a determination is made by the enforcement agency that the nonconforming structural conditions pose a public health hazard, existing public and private school cafeterias and licensed health care facilities shall be deemed to be in compliance with this part pending replacement or renovation.

(d) Except when a determination is made by the enforcement agency that the nonconforming structural conditions pose a public health hazard, existing food facilities that were in compliance with the law in effect on June 30, 2007, shall be deemed to be in compliance with the law pending replacement or renovation. If a determination is made by the enforcement agency that a structural condition poses a public health hazard, the food facility shall remedy the deficiency to the satisfaction of the enforcement agency.

(e) The plans shall be approved or rejected within 20 working days after receipt by the enforcement agency and the applicant shall be notified of the decision. Unless the plans are approved or rejected within 20 working days, they shall be deemed approved. The building department shall not issue a building permit for a food facility until after it has received plan approval by the enforcement agency. Nothing in this section shall require that plans or specifications be prepared by someone other than the applicant.

114381.

(a) A food facility shall not be open for business without a valid permit.

(b) A permit shall be issued by the enforcement agency when investigation has determined that the proposed facility and its method of operation meets the specifications of the approved plans or conforms to the requirements of this part.

(c) A permit, once issued, is nontransferable. A permit shall be valid only for the person, location, type of food sales, or distribution activity and, unless suspended or revoked for cause, for the time period indicated.

(d) Any fee for the permit or registration or related services, including, but not limited to, the expenses of inspecting and impounding any utensil suspected of releasing lead or cadmium in violation of Section 108860 as authorized by Section 114393, review of HACCP plans, and alternative means of compliance shall be determined by the local governing body. Fees shall be sufficient to cover the actual expenses of administering and enforcing this part. The moneys collected as fees shall only be expended for the purpose of administering and enforcing this part.

(e) A permit shall be posted in a conspicuous place in the food facility or in the office of a vending machine business.

(f) Any person requesting the enforcement agency to undertake activity pursuant to Sections 114149.1 and 114419.3 shall pay the enforcement agency's costs incurred in undertaking the activity. The enforcement agency's services shall be assessed at the current hourly cost recovery rate.

114387. Any person who operates a food facility shall obtain all necessary permits to conduct business, including, but not limited to, a permit issued by the enforcement agency. In addition to the penalties under Article 2 (commencing with Section 114390), violators who operate without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit.

114395. Except as otherwise provided in this part, any person who violates any provision of this part or regulation adopted pursuant to this part is guilty of a misdemeanor. Each offense shall be punished by a fine of not less than twenty-five dollars (\$25) or more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

114397. The owner, manager, or operator of any food facility is responsible for any violation by an employee of any provision of this part or any regulation adopted pursuant to this part. Each day the violation occurs shall be a separate and distinct offense.