

**APPLYING FOR A FOOD ESTABLISHMENT LICENSE**

**NEW ESTABLISHMENT or REMODELED ESTABLISHMENT**

Upon approval of your Plan Review Application, please complete the following:

Submit your completed Food License Application (filled out completely).

Pay the application fee.

**Note:** A pre-opening inspection will be required prior to issuance of a food establishment license. The food establishment operator must request the pre-opening inspection prior to opening (minimum 48-hour advance notice required). The pre-opening inspection will be followed by the first regular (unannounced) inspection within sixty (60) days.

**CHANGE OF OWNERSHIP OF EXISTING FACILITY** (If no remodeling)

Previous establishment name: \_\_\_\_\_

Submit your completed Food License Application (filled out completely).

Pay the application fee.

Provide a copy of the proposed menu.

**Note:** If the establishment closed during change of ownership, the operator must schedule a pre-opening inspection prior to opening (minimum 48-hour advance notice required). If operations will not be interrupted during the change of ownership, the new operator must schedule a pre-opening inspection IMMEDIATELY following legal change of ownership.

**I have read and understand the above:**

\_\_\_\_\_  
**Name** **Date**

\_\_\_\_\_  
**Name of Food Establishment**