

Food Establishment permits are not transferrable between people or places. Additionally, all new owners must undergo a review of the menu, food processes, and physical facilities **before** Snohomish Health District will issue an annual operating permit. In an effort to avoid the need to stay closed until a complete review can be completed, establishments that meet the following criteria may choose to obtain a **conditional operating permit**, which is separate from the annual operating permit:

- No changes to menu
- No changes to processes
- No changes to equipment
- Is equipped with a 3-compartment sink
- No changes to commissary (if a mobile food unit)
- Is in continuous operation (not closed)
- No significant changes to the kitchen (i.e. no remodeling, changes to plumbing)



Establishments that meet all of the criteria above may undergo the following steps to avoid the need to remain closed until an inspection can be conducted:

1. Submit all items on the *Change of Ownership of Existing Food Establishment Checklist* and pay for your conditional operating permit. Once received, you may begin operating immediately.
2. Within 30 days, you will receive a change of ownership inspection to determine if your facility meets minimum equipment standards. You may be required to submit for plan review if during the change of ownership inspection it is determined that additional equipment is necessary for your operation.
3. Upon passing your change of ownership inspection, **you must purchase your annual operating permit**. An invoice for the permit will be emailed to the operator.

Establishments that do not meet all of the above criteria will not be granted a conditional operating permit. These establishments will need to remain closed until an inspection by Snohomish Health District has been conducted to ensure that the facility meets minimum equipment and food safety requirements. Please see our *Reopening a Former Food Service Establishment Packet*, available at www.snohd.org/Food/Starting-a-Food-Business.

For mobiles and food stand concessions, you will be required to provide copies of your commissary agreement letter and your restroom agreement letter upon your change of ownership inspection. Letter templates are provided in this packet. A restroom agreement letter is not required for mobiles that are at the sale site for less than 1 hour.