



Change of Ownership Procedure Existing Food Service Establishment

Submit information to the Western Upper Peninsula Health Department for review and approval; please allow 30 days for paperwork review and scheduling an on-site review/opening inspection.

- A completed license application and applicable fees.
 - Change of ownership fee: \$200.00
 - Licensing fees depend upon menu and operation
- The proposed menu with applicable consumer advisory.
- A completed Michigan Department of Agriculture plan review worksheet.
- Standard Operating procedures (SOP's)
 - 30 page Microsoft word document available at www.wuphd.org
- Certified Food Manager course: copy of certificate
- Allergen Certification: copy of certificate
- If the owner has plans to remodel the facility or the health department requires any remodeling, plans and specifications shall be reviewed and approved by the health department prior to construction. If construction is completed, as built plans and specifications are required.
- Contact the local health department to complete an on-site review of the existing facility to determine the performance and condition of existing equipment (e.g. cooking equipment, refrigerators, walk in coolers, water heater(s), dishwashing facilities, restrooms, plumbing etc.), on site water supply and sewage system capability, if applicable, and the general condition of the physical appearance. Food flow, preparation procedures and any physical changes to the facility that are necessary will be reviewed with the new operator. Should the local health department have concerns about the adequacy of the building's structure, plumbing, electrical or mechanical systems; the owner may be required to obtain and submit a review from the local building department.
- The health department completes a pre-opening licensing inspection. The license application must be approved in writing by the health department prior to operation.

Contact information:

Western Upper Peninsula Health Department

540 Depot St.

Hancock, MI 49930

Phone: 906-482-7382

Fax: 906-482-9410

www.wuphd.org