

Retail Food Establishment Change of Ownership Packet

Application Date: _____

Date of Ownership Change: _____

Thank you for inquiring about your plans to change ownership of a retail food establishment. Please fill out and submit the following packet for review.

ESTABLISHMENT INFORMATION						
Name of Proposed Establishment (DBA):						
Address:					Phone:	
City/State/Zip:					Fax:	
County:			Email:			
Website/Facebook Page:						
OWNERSHIP INFORMATION						
Individual(s) or Corporate Name:					Phone:	
Mailing Address:					Cell:	
City/State/Zip:			Email:			
CONTACT INFORMATION						
Name of Primary Contact:					Phone:	
Address:					Cell:	
City/State/Zip:			Email:			
LICENSING INFORMATION						
Name of Existing/Most Recent Establishment:						
Closure Date:		Mobile Units, County License Issued in:				
DAYS AND HOURS OF OPERATION						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
to	to	to	to	to	to	to
CHECK ALL MONTHS YOU PLAN TO OPERATE						
Jan	Feb	Mar	Apr	May	Jun	Jul
	Aug	Sep	Oct	Nov	Dec	
PROJECTED DAILY MAXIMUM NUMBER OF MEALS SERVED						
Breakfast		Lunch		Dinner		
TYPE OF RETAIL FOOD ESTABLISHMENT (<i>check all that apply</i>)						
	Full Service Restaurant			Market (geocery)		
	Coffee Shop			Convenience Store		
	Fast Food			Deli		
	Mobile Unit			Meat Market		
	Bar			Caterer		
	Other (please specify):					

1. Provide details on changes or alterations that increase or reduce the size of the kitchen or storage spaces. If no changes are to occur this is not applicable.
2. Number of seats in the establishment: Indoor _____ Outdoor _____
3. Number of restrooms in the establishment: _____
4. Are there alterations or revisions to the establishment or equipment that require a building or construction permit by local building authorities? **YES** **NO**
5. Will the menu be changing from that of the previous establishment? **YES** **NO**
6. Will equipment be added? **YES** **NO**
7. Please indicate any additional changes being made to the establishment that has not been addressed above.

Change of Ownership Establishment Requirements

- The establishment shall have adequate equipment to maintain food temperatures
- All hand sinks shall be supplied with soap and disposable paper towels
- All food shall be obtained from approved sourced that comply with the applicable laws relating to food and food labeling
- Food shall be protected from cross-contamination while stored, prepared, displayed, dispensed, packaged, or transported from all agents of public health significance
- Ill employees shall be excluded or restricted from the retail food establishment in accordance with *2-202 Colorado Retail Food Establishment Rules and Regulations. (see attached employee illness flowchart)
- In new or extensively remodeled establishments, bars, juice bars, coffee bars, drink stations, wait stations or other areas where soiled drinking glasses and mugs are emptied and staged for ware washing, a dump sink shall be provided and used for the sanitary disposal of liquid drink waste, ice and / or collection of debris emptied from glasses and mugs.
- Employees must be knowledgeable in food safety, which include but not limited to proper cooking and cooling foods, when to wash hands, how to prevent food from bare hand contact, and good hygienic practices.
- New or extensively remodeled establishments with food that require washing shall have a food preparation sink.
- Provide a probe-type thermometer that is capable of registering 0-220°F and is calibrated and accurate +/-°F

- Ensure that all necessary equipment is indirectly plumbed to the waste line (i.e., three-compartment sinks, coolers, ice machines, and food preparation sinks).
- Separate toilet facilities shall be required for each sex in establishments with seating capacity in excess of 20 patrons or more than 20 employees. Employees and patrons may use the same toilet facility provided that patrons have access to them without entering the food preparation, food storage, ware washing or utensil storage areas of the establishment.
- In new or extensively remodeled retail food establishments, at least one utility sink or curbed cleaning facility with a floor drain and hot and cold water shall be used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes. The use of hand washing lavatories, ware washing, or food preparation sinks for this purpose is prohibited.
- Other requirements and further guidance for provisions of a retail food establishment please see the Colorado Retail Food Establishment Rules and Regulations 6 CCR 1010-2. Copies are available from the department's website at <http://www.co.teller.co.us/publichealth/EnvHealth.aspx>



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Employee Illness: The Flowchart

Use this diagram to help you determine whether an employee should be restricted or excluded from food handling at your facility.

