Kalamazoo County
Health & Community Services
Environmental Health

Food Service Establishment Change of Owner Application

Name of Establishment: _____

Establishment Address: _____

City: _____ State: _____ Zip Code: _____

Establishment Phone: _____ Fax: _____

Establishment e-mail: _____

Proposed Opening Date: _____ Seating Capacity: _____

Name of Owner: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Fax: _____

Planned Building Changes: _____

Planned Menu Changes: _____

Planned Equipment Changes: _____

Signature:_____ Date:_____

Please provide to Kalamazoo County Environmental Health Bureau:

- MDA Food Service License Application with appropriate fee
- Kalamazoo County Change of Owner Application
- Standard Operating Procedures
- Menu
- Copy of Food Manager Certificate

You will be contacted by an Environmental Health Specialist to set up a Change of Owner evaluation appointment.

3299 Gull Road • P.O. Box 42 • Nazareth, MI 49074-0042
Ph (269) 373-5200 • Fax (269) 373-5363 • www.kalcounty.com

Required Standard Operating Procedures Checklist

Included	Not Applicable	
		All Food Establishments
		Handwashing
		Personal hygiene, including cuts and sores
		Preventing bare hand contact with ready-to-eat food (gloves, utensils, etc.)
		Employee Illness
		Purchasing food from approved sources
		Cleaning and sanitizing food contact surfaces
		When applicable to the establishment
		Cross-contamination prevention
		Warewashing
		Date-marking ready-to-eat, potentially hazardous food
		Using time only (not time and temperature) as a method to control bacterial growth
		Time and temperature control for thawing potentially hazardous food
		Time and temperature control for cooking potentially hazardous food
		Time and temperature control for cooling potentially hazardous food
		Time and temperature control for reheating potentially hazardous food
		Time and temperature control for hot holding potentially hazardous food
		Time and temperature control for cold holding potentially hazardous food

If you need assistance in writing Standard Operating Procedures, go to www.kalcounty.com/eh under Restaurant/Food Service Facilities (left side of web page) click on Food Safety Standard Operating Procedures.

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