



<b>For Office Use Only</b>	
Date Application Received: _____	By (Initial): _____
Date Payment Received: _____	By (Initial): _____

## CHANGE OF OWNERSHIP APPLICATION FOR FOOD SERVICE ESTABLISHMENTS

Retail food licenses are non-transferrable. Change of ownership requires an application for a new retail food license. As per Montana ARM 37.110.2 (§8-201.11), “the regulatory authority may require properly prepared plans and specifications for review and approval before issuance of a new license to a new legal licensee at the change in ownership of an existing food establishment.”

If the following requirements are met, the requirement for full plan review may be waived:

- No planned remodel or menu change prior to or upon change of ownership at existing establishment
- Establishment has full plan review on-file (no earlier than 2015)
- Establishment has corrected any prior violations noted on previous inspection report(s) to meet all pre-opening inspection requirements (see p.3 for checklist)

Establishments which do not meet these requirements will need additional applications and/or new ownership licensure may be delayed until the establishment can meet current licensing requirements.

**This change of ownership application is required in addition to any City/County/State permits.** The applicant is responsible for contacting other individual entities to ensure compliance with their requirements for change of ownership.

The completed Change of Ownership Application and \$100 change of ownership fee should be submitted to:

City-County Health Department, Environmental Health Department  
 Attn: Plan Review  
 115 4<sup>th</sup> St. South, Great Falls, Montana, 59401

Upon review, a pre-opening/licensing inspection will be scheduled. New owner (or proxy for new owner) should be present at inspection for completion of the license application and payment for state license fee.

***I hereby certify that I understand the information outlined above and confirm the establishment meets these requirements. Furthermore, I agree to contact the health department and complete all required plan review application(s) before making any future changes to the establishment.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of planned change of ownership: \_\_\_\_\_



# Change of Ownership Form

## Establishment Information

Current Name of Establishment:

Future Name of Establishment (if different):

Street Address:

City:

State:

Zip Code:

Phone:

Cell:

Fax:

E-mail:

## Business/Ownership Information

Individual or Corporate Name:

Street Address:

City:

State:

Zip Code:

Phone:

Cell:

Fax:

E-mail:

## Primary Contact Information (if different than above)

Name of Primary Contact:

Street Address:

City:

State:

Zip Code:

Fax:

Email:

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**Food Establishment Inspection Checklist**  
**for Pre-opening Health Department Inspection (day of licensing)**

- All plumbing, mechanical, and electrical inspections must be completed by the appropriate building authority.
- All refrigeration and freezer units must be on and at temperature (41°F or lower for refrigerators, 0°F for freezers). All units must have visible working thermometers.
- All refrigerated make tables, steam tables, warmers, or other temperature regulating units must be on, at temperature, and setup as if they were ready to serve food. Have all inserts or hot pans in the units and water in at least one insert per unit. Hot hold units must be able to hold 135°F or higher and cold units 41°F or lower.
- Have hot and cold running water at all sinks.
- Have soap and paper towel dispensers installed at each hand sink and stocked.
- Have sanitizer set up at the correct concentration. If you are using an automatic system, have it dispensing at the proper concentration.
- Have the appropriate test strips for the sanitizer you choose to use.
- Have your dishwasher ready and able to sanitize. If you have a chemical system, have the correct test strips available.
- Have all surfaces finished. This means floors, walls, ceilings, insides of walk-in units, cupboards, etc. - there cannot be any raw wood or unfinished surfaces. Any sections of the walls, floors, ceilings, or cupboards which have been cut away to accommodate plumbing, wiring, etc., must be tightly sealed to prevent pest entry and to aid cleanability.
- All floors, walls, and ceilings in food prep areas or areas subject to high moisture must be non-absorbent.
- All lighting must be shielded.
- All hoods must be properly installed, inspected, and serviced.
- Proper air gaps and backflow prevention must be in place where required.
- All equipment must be onsite and in place as per the approved floor plans.
- Restroom must be fully equipped.
- All construction activities must be completed, and all construction related equipment and debris removed from the premises.
- All conditions cited in the approval letter must be addressed.

You should prepare as though you intend to serve your first customer at the end of the pre-opening inspection. It is not necessary to have food onsite, however all of the equipment must be working and ready, and all of your facility cleaned and sanitized for service.

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### **Commercial Kitchen Equipment/Sink Guidelines**

- Food-contact surfaces must be (§4-202.11):
  - Smooth;
  - Free of breaks, open seams, cracks, chips, inclusions, pits, and similar imperfections;
  - Free of sharp internal angles, corners, and crevices;
  - Finished to have smooth welds and joints; and
  - Accessible for cleaning and inspection by one of the following methods:
    - Without being disassembled,
    - By disassembling without the use of tools, or
    - By easy disassembling with the use of handheld tools commonly available to maintenance and cleaning personnel such as screwdrivers, pliers, open-end wrenches, and Allen wrenches.
- Equipment should be easily movable:
  - Portable; mounted on casters, gliders, or rollers; or provided with a mechanical means to safely tilt a unit of equipment for cleaning; and
  - Having no utility connection, a utility connection that disconnects quickly, or a flexible utility connection line of sufficient length to allow the equipment to be moved for cleaning of the equipment and adjacent area.
- Equipment that is not easily moveable shall be either sealed to the floor or mounted on legs that provide at least six inches of clearance between the equipment and the floor (§4-402.12) or, in the case of counter-mounted equipment, 4 inches of clearance between the equipment and the counter.
- Equipment should be commercially rated (§4-205.10). “Homestyle” equipment (i.e. non-commercial refrigerators or ovens) is not designed for the continual use that a commercial kitchen demands and may fail to maintain proper temperatures or operate consistently.
- Temperature measuring devices must be placed so as to measure the air temperature, or product temperature, in the warmest part of a refrigerated unit or the coolest part of a hot hold unit.
- There must be a 3-compartment ware washing sink, even if there is a mechanical dish machine present. Sink compartments of a 3-compartment ware washing sink must be large enough to accommodate immersion of the largest equipment and utensils used in the kitchen, unless the equipment is clean-in-place (§4-301.12).
- A food preparation sink must be provided if food is placed into a sink or sink compartment for the purposes of thawing or cleaning (§4-301.12(F)).
- There must be enough handwashing sinks so that at least one is available for convenient use by employees in all food preparation areas of the establishment; there may be no less than one handwashing sink (§5-203.11). Handwashing sinks may be used for no other purpose than handwashing and must be accessible at all times (§5-205.11). Handwashing sinks must provide water that is at least 100°F. Self-closing faucets must provide a flow of water for at least 15 seconds without reactivation (§5-202.12).
- At least one service sink, or mop sink, must be provided and conveniently located for cleaning mops and other floor cleaning tools and for the disposal of mop water and other liquid waste. Toilets and urinals may not be used for disposal of mop water (§5-203.13).

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## **Resources**

### **General Information**

MT Department of Public Health and Human Services (DPHHS), Rules for Retail Food Establishments (Administrative Rules of Montana)

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/FinalRetailRule.pdf>

Food and Consumer Safety Section (FCSS), Retail Food

<https://dphhs.mt.gov/publichealth/FCSS/RetailFood> or quick search MT FCSS

FDA Food Code, 2013

<https://www.fda.gov/food/fda-food-code/food-code-2013>

PDF version for download

<https://www.fda.gov/media/87140/download>

2017 FDA Food Code (will be adopted in the near future)

<https://www.fda.gov/food/fda-food-code/food-code-2017>

Food Service Establishment Licensing – Cascade County

<https://www.cchdmt.org/environmental-health/food-establishment-safety/food-service-establishment-licensing/>

### **Food Recalls**

DPHHS

<https://dphhs.mt.gov/publichealth/fcss/recalls>

USDA

<https://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/current-recalls-and-alerts>

FDA

<https://www.fda.gov/Safety/Recalls/default.htm>

### **Food Safety News**

Subscribe to Food Safety News and receive an email (5 to 6 articles) every morning about food safety in the US and world

Food Safety News [info=foodsafetynews.com@send.aweber.com](mailto:info=foodsafetynews.com@send.aweber.com)

Federal Food Safety Information

<https://www.foodsafety.gov/news/index.html>

### **Employee Hygiene**

Employee Health and Personal Hygiene Handbook

<https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook>

PDF download

<https://www.fda.gov/media/77065/>

### Food Worker Handwashing and Food Preparation

[https://www.cdc.gov/nceh/ehs/ehsnet/plain\\_language/food-worker-handwashing-food-preparation.htm](https://www.cdc.gov/nceh/ehs/ehsnet/plain_language/food-worker-handwashing-food-preparation.htm)

### Sample Handwashing Policy

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/SampleHandwashingPolicy.pdf>

### Sample Written Employee Health Policies

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/WrittenEmployeeHealthPolicyExamples.pdf>

### Handwashing posters

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/HandWashingPosters.pdf>

## **Plan Review**

### 2016 MT DPHHS Food Service Establishment Plan Review Manual

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/plan-review-for-food-establishments-guide-2016-final.pdf?ver=2017-02-07-141842-683>

## **Miscellaneous**

### Bacteria and viruses as sources of food poisoning

<https://www.foodsafety.gov/food-poisoning/bacteria-and-viruses>

### Animals in Food Service Establishments

<https://dphhs.mt.gov/Portals/85/publichealth/documents/FCS/Animals%20in%20Food%20Service%200brochure.pdf>

### Food Allergy information

<https://www.fda.gov/food/buy-store-serve-safe-food/what-you-need-know-about-food-allergies>

### Temperature dangers

<https://www.webstaurantstore.com/article/29/following-food-safety-temperatures.html>

<https://www.foodsafety.gov/food-safety-charts/safe-minimum-cooking-temperature>

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/danger-zone-40-f-140-f>

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/how-temperatures-affect-food>

### USDA Food Safety Fact Sheets

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets>

## **What to do (or not to do) during an inspection**

### Inspection guidelines (General information)

<https://www.webstaurantstore.com/article/16/health-inspection-checklist.html>

<https://www.markelinsurance.com/-/media/specialty/risk-management/small-business/fc-policyholder-training-series/things-health-inspectors-look-for.pdf?la=en&hash=210E1830F3D1B1FCA48D618694A0028030006938>

<https://freshideas.maines.net/health-inspectors/>