



**Food Service Establishment (FSE) Change of Owner (COO) Application**

Please complete this application. An Environmental Protection Officer (EPO) will review this application to determine if the existing restaurant (equipment, amount of refrigeration, storage space, hand wash facilities, etc.) can accommodate the proposed food service establishment.

**Will there be any equipment changes/upgrades/remodeling/renovations?** Yes No

If Yes, please explain and submit additional documentation:

**\*NOTE\*** If extensive changes/upgrades/remodeling/renovations are being proposed, a Plan Review may be required (which includes an additional fee).

**\*NOTE\*** An inspection will be required prior to opening. You may also need to contact your township/local building department for approval to open.

**Prior to your approval to operate, you must submit to our office:**

- Proposed menu (if the menu is different from the existing facility’s menu)
- Standard Operating Procedures (SOP). Use of the SOP builder at [www.muskegonhealth.net](http://www.muskegonhealth.net) is highly recommended.
- Documentation of food safety certified manager
- License application (in addition to this COO application)
- License fee + COO fee
- Well and Septic Approval, if applicable

**Name of existing FSE:** \_\_\_\_\_

**Name of proposed FSE:** \_\_\_\_\_

**FSE address:** \_\_\_\_\_

**Name of new owner:** \_\_\_\_\_

**New owner phone number:** \_\_\_\_\_

**Proposed open date:** \_\_\_\_\_

I hereby certify that all information provided in this application is true and complete.

**Applicant’s**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

EPO (initial/date): \_\_\_\_\_

Please complete the following and return form to EPO II once approved to open:

- Menu Received
- SOPs Received
- Manager Certification Received
- Applications & Fees Received

Area reserved for receipt information.
Amount Received:
Received By:
Receipt No:
Check No: