INSTRUCTIONS FOR CHANGE-OF-OWNERSHIP SUBMISSION (COO)

Per Article II Section 5.3(a) Rules and Regulations of the Thurston County Board of Health Governing Food Service, a permit transfer (aka Change-of Ownership) is required to transfer a food establishment permit from one permit holder to another.

Due Diligence: Prospective owners and/or lessees whom are interested in acquiring new ownership with an existing food establishment are encouraged to contact our department at 360-867-2667 in advance to arrange a time to review our health department records of the food establishment (i.e. health inspections) prior to the ownership change.

New Owner/Operator Consultation:
Thurston County Health Department provides a free 30 minute consultation service with new owner(s) in order to discuss the COO process and expectations to meet retail food code requirements. Appointments are conducted at Thurston County Public Health and Social Services located at 412 Lilly Road NE, Olympia, WA. The minimum requirements to schedule this meeting is to provide the necessary information (indicated above) at the time of the meeting. To schedule, please call (360) 867-2667.

REQUIRED COO Documentation and Fees:
The new owner shall provide the following information to initiate the COO process:

1. A signed copy documenting proof of ownership in the form of a lease agreement, deed, or other legal document that would indicate the COO date and new ownership of the food establishment.
2. A COO application signed by the new legal owner of the food establishment.
3. The initial COO application fee of $225. This fee covers the first hour of review to complete the process. After the first hour of COO review, each additional hour is billed at $225/hour.
4. An updated menu. Even with no menu changes to occur, provide a current copy of the menu.
5. If necessary, a food flow describing the processing steps based on food(s) offered on the menu.
6. A written statement from the new owners of the food establishment that there is no intent to remodel the existing establishment. If otherwise, this COO application is not applicable.
7. If applicable, an updated food establishment layout. This can be waived if the existing layout is available in the facility file and closely matches the current layout of the food establishment.
8. If connected to “onsite sewage”, submit Onsite Supplementary Form and submit for review. (Note: food establishments on septic systems can sometimes take a longer time to review)

New owner(s) or lessees found operating a previously approved food establishment, without any COO application received, shall be notified in writing and allowed two weeks to submit their COO application. Failure to submit the COO application within two weeks is cause for immediate closure and shall remain closed until the COO process has been completed with an issued permit.

Applicants NOT eligible as a COO per the below criteria’s or the food establishment has been closed or vacated for over 30 days, shall apply with a different application and as a NEW food establishment. In such cases, these food establishments must remain closed until final approval of the NEW food establishment has been granted.

Change-of-Ownership Request_v1 (December2018)
A COO applicant may remain in continual operation while taking over a previously approved food establishment, but only under the following circumstances and conditions:

- The current food establishment has no record of unresolved significant facility and/or maintenance issues that require an excessive amount of work needing repairs and/or replacement.
- **Current and valid food worker cards for the person-in-charge during all hours of operation.**
- The food establishment has NOT been closed for longer than 30 days prior to the date reflected on the lease, execution date of the sales document and/or Thurston County assessor’s records.
- The facility has no immediate plans to modify the existing menu that would ultimately change the type, number, and layout of equipment; thus, affecting the entire layout of the food establishment since it was last reviewed and approved by our department.
- After taking ownership, the new owner(s) hasn’t started any major renovation and/or remodeling.
- The applicant is prepared to undergo a facility and maintenance assessment of the food establishment in approximately 30-days from the date first submitting the COO application.
- At the conclusion of the assessment, there shall be no critical violations left unresolved. Failure or evidence of critical violations observed during the assessment may result in immediate closure until the COO process has been completed, all applicable fees are paid and a permit issued. Follow-up assessments shall be scheduled in a timely manner to verify corrections are made.

**Food Establishment Facility Assessment:**

An assessment of your food establishment is required as part of the COO application process. After we have reviewed and accepted the above required information, we shall contact the owner(s) listed on the COO application to schedule the assessment in approx. 30 days. To expedite this process and to assure a successful assessment, we recommend owners conduct their own assessment to assure it is indeed ready.

*Be advised, a recently passed routine health inspection does not always guarantee that the existing food establishment’s facility construction/maintenance, finish schedule, facility conditions, lighting, plumbing, HVAC and food service equipment currently meet retail food code requirements and standards.*

Below is a partial list of facility maintenance and equipment deficiencies often overlooked prior to an assessment or commonly not in compliance; thus, needing to be addressed prior to COO final approval:

- Inadequate hot water supply: At the 3-compartment sink, fill two of the three compartments with hot water at minimum 120°F. All hand sinks, including restrooms, shall have at minimum 100°F.
- Inadequate refrigeration and freezer storage space and without working and interior thermometers.
- Commercial refrigeration not operating at the correct cold holding temperature of 41°F or less.
- Three compartment sink is not available or not sized correctly based on size of equipment.
- Food preparation sink not available, yet required based on the menu and food flow.
- Inadequate lighting directly over the food preparation area. (50 foot candles minimum)
- Equipment not working correctly as specified by the manufacturer and in unsanitary conditions.
- The soda carbonation backflow device not tested and/or tagged within the last 12 months.
- Drain lines required for specific plumbed equipment fail to have at least a 1 inch air gap.
- Exterior door seals and/or openings in ceiling or walls allow easy entrance of vermin.
- Refrigerated door seals are torn or missing.
- Food equipment missing the appropriate food safety certification marks (i.e. NSF, UL, ETL)
- Floor, walls, and ceiling (including food and nonfood contact surfaces) in unsanitary conditions or in disrepair.
- Missing splash shield(s) in areas prone to potential cross contamination adjacent to specific sinks.

To successfully complete the change-of-ownership (COO) application process, the new owner/applicant shall understand, and acknowledge the following information and instructions by signing the COO application:

Change-of-Ownership Request v1 (December2018)
CHANGE OF OWNERSHIP (COO) REQUEST
FOOD ESTABLISHMENT

DATE OF LEGAL OWNERSHIP CHANGE: ____________ NEW OWNER PROJECTED OPENING DATE: ____________

IS THE FOOD ESTABLISHMENT STILL OPEN FOR BUSINESS: ☐ YES ☐ NO IF NO, DATE BUSINESS CLOSED: ____________

FOOD ESTABLISHMENT NAME: ____________________________ FORMER NAME: ____________________________

DAYS OF OPERATION: ____________ HOURS OF OPERATION: ____________ MONTHS OF OPERATION: ____________

FOOD ESTABLISHMENT PHYSICAL ADDRESS: ____________________________

CITY: ____________ STATE: ______ ZIP CODE: ____________ ASSESSOR PARCEL #: ____________

FOOD ESTABLISHMENT PHONE NUMBER: ____________________________

NEW FOOD ESTABLISHMENT OWNER(S) NAME(S): ____________________________

OWNER’S BUSINESS/CORPORATION NAME (IF APPLICABLE): ____________________________

OWNER’S PHONE NUMBER: ____________ OWNER’S EMAIL ADDRESS: ____________________________

OWNERS MAILING ADDRESS: ____________________________

CITY: ____________ STATE: ______ ZIP CODE: ____________

SEWAGE: CITY SEWER OR ONSITE SEPTIC ____________ PUBLIC WATER SOURCE: SYSTEM NAME ____________

Please read and INITIAL next to the following statements to acknowledge and agree to them:

_____ I understand my facility will be assessed by Thurston County Public Health (TCPH) as part of the COO.

_____ I understand changes or improvements may be necessary as part TCPH requirements.

_____ I will complete all changes or improvements by the given date or sooner per the assessment report.

_____ I understand my facility may be closed if changes or improvements are not completed by the date given.

_____ I understand prior approval by TCPH is required before making any changes to the menu, equipment, and/or remodeling a food establishment.

_____ I understand I may need to make changes that were NOT addressed and/or corrected by the previous owners.

Date Rec’d ___ / ___ / ___ Fee ___ Receipt ____________ Permit # ____________ Area ____________

Change-of-Ownership Request_v1 (October2017)
Food Establishment Information

Please check the boxes that apply and list square footage for the category. Your establishment may include more than one category. Square footage must include food preparation area, seating area and storage area.

- **FOOD SERVICE ESTABLISHMENT** (Restaurant, deli, and similar facilities)
  - Total Square Footage

- **MEAT MARKET**
  - Total Square Footage

- **MOBILE FOOD UNIT** (Fully self-contained mobile unit)
  - Total Square Footage

- **MOBILE FOOD UNIT** (Push Cart)
  - Total Square Footage

- **ESPRESSO / SPECIALTY DRINKS**
  - Total Square Footage

- **CATERER** (catering service only)
  - Total Square Footage

- **CATERING IN CONJUNCTION WITH FOOD SERVICE ESTABLISHMENT**
  - Total Square Footage

- **PUB/TAP-ROOM** (No food preparation)
  - Total Square Footage

- **GROCERY / CONFECTIONARY**
  - Total Square Footage

- **BED & BREAKFAST**
  - Total Square Footage

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Food Preparation Information

Please check the following boxes that apply to how potentially hazardous foods are prepared and served in the establishment:

- Cook to order only
- In advance and discarded at end of day
- Using time as a public health control
- Potentially hazardous foods are prepared in advance with two or more of the following steps: cooking, cooling, reheating, hot or cold holding, freezing or thawing.
- Potentially hazardous foods are prepared for delivery to and consumption at off premise location.
- Foods prepared and served to a highly susceptible population (elderly and young children).
- Only non-potentially hazardous foods prepared.
- Raw produce prepared and/or meats received frozen

The undersigned attests to the accuracy of the information provided in this application. The applicant agrees to comply with Chapter 246-215 Washington Administrative Code Food Service and Article II Rules & Regulations of the Thurston County Board of Health Governing Food Service and allow the regulatory authority access to the establishment as per the code requirements.

I, the undersigned, have read instructions provided, and understand and agree to the COO process:

Owner’s Signature: ___________________________ Print Name: ___________________________ Date ____________

Change-of-Ownership Request_v1 (October2017)
Example Product Flow Chart

Raw Frozen Chicken → Chicken thawed in refrigerator / walk-in cooler → Trim chicken and rinse in food preparation sink

Hot hold at steam table at 140°F or above ← Grill chicken to 165°F or above ← Marinate in buckets in walk-in cooler

SERVE
Left-over chicken cooled in two-inch depth metal pan in walk-in cooler

Cold hold left-over chicken in walk-in cooler at 41°F or below → Left-over cold chicken re-heated to +165°F and served to customers
Description of Food Preparation Process

Please refer to the examples below of how to complete the information on food preparation process.

Examples:

✧ Teriyaki Chicken with Salad

30 pounds of raw chicken delivered frozen 3 times a week → Chicken thawed in refrigerator on bottom shelf → Once thawed, chicken is trimmed (process takes approximately 30 minutes) and rinsed in food preparation sink → Marinated in bucket in refrigerator → Cooked on grill to 165°F (temperature is taken using a stem thermometer) → Hot held in steam table at 140°F or higher → Chicken order is grilled quickly prior to serving → Leftover chicken is transferred to a shallow two-inch depth metal pan, level of food not exceeding two inches, uncovered and immediately refrigerated to 41°F or below → Per order, leftover chicken is taken from the refrigerator and reheated on the grill to 165°F and served until fresh product is needed.

4 boxes of lettuce delivered 3 times a week → The lettuce is stored in the refrigerator on top shelf → Food preparation sink is cleaned and sanitized → Lettuce is rinsed in food preparation sink (gloves worn) → Lettuce is then cut on sanitized cutting board (gloves worn) → Stored in plastic bins in refrigerator on top shelf → Per order, lettuce is dispensed with tongs to serving plate → Served with packaged dressing.

✧ Cheeseburger

40 pounds of beef patties are delivered twice a week. Product is transferred and stored in walk-in cooler on the bottom shelf at 41°F or below. Small quantities of hamburger patties are transferred to refrigerated drawer located under grill. Per order, hamburger patty is retrieved from drawer with metal tongs and placed on grill. While hamburger is cooking, hamburger buns are toasted (gloves worn). Once the patty has reached a cooking temperature of 155°F or higher (checked with thermometer), cheese is added and melted. Beef patty is then placed on the bun and condiments are added (ketchup, mustard, shredded lettuce, tomatoes and onions). Product is wrapped and served.
EQUIPMENT SCHEDULE

1. Mop Sink
2. Hot Water Heater
3. 3 Compartment Pot and Pan Wash Sink
4. Dishwasher with Pre-Rinse Sink
5. Hand Sink
6. Water Fill Station
7. Sandwich Preparation Refrigerator
8. Reach-in Refrigerator
9. Ice Machine
10. Food Preparation Sink
11. Work Counter with Slicer
12. Walk-in Refrigerator
13. Walk-in Freezer
14. Garbage Area

FINISH SCHEDULE

Floor

Kitchen: Vinyl Comp Tile with Base Coving
Restroom: Vinyl Comp Tile with Base Coving
Dining: Low Fill Carpet
Garbage: Sealed Concrete

Wall

Kitchen: Gypsum Board
Cook Line: Stainless Steel
Dishwash: Gypsum Green Board with FRP* BD**
Restroom: Gypsum Board with FRP* BD**
Dining: Gypsum Board with Enamel Paint

Ceiling

Kitchen: Gypsum Board with Enamel Paint
Dining: Suspended with Acoustical Tile
Restroom: Suspended with Acoustical Tile

* FRP - Fiber Reinforced Plastic
** BD - Board

This plan meant to illustrate health requirements only
FOOD ESTABLISHMENT
PLAN REVIEW SCHEDULE EXAMPLES

Example Equipment Schedule

The following table is for example purposes only. Equipment lists will vary depending on the needs of each individual food service facility. Manufacturer names and model numbers shown are fictitious and for example purposes only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Equipment</th>
<th>Manufacturer/ Model #</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Handwash sink</td>
<td>Clean Hands Inc #HS1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Food prep sink</td>
<td>Sinks for Veggies #VS1</td>
<td>With one drainboard</td>
</tr>
<tr>
<td>#3</td>
<td>Dish sink</td>
<td>Clean Products Ltd. #DS1</td>
<td>3-compartment, 2 drainboards</td>
</tr>
<tr>
<td>#4</td>
<td>Mop sink</td>
<td>Clean Products Ltd. #MS1</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Prep refrigerator</td>
<td>Keep It Cold Co. #PR1</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Walk-in</td>
<td>Keep It Cold Co. #W12</td>
<td>Prefab stainless panels</td>
</tr>
<tr>
<td>#7</td>
<td>Oven/Range</td>
<td>Hot Stuff Now #O-R2</td>
<td>Combination unit</td>
</tr>
</tbody>
</table>

Example Plumbing Schedule

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fixture</th>
<th>Drain</th>
<th>Cold Water</th>
<th>Hot Water</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Handsink</td>
<td>Direct</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Prep sink</td>
<td>Indirect</td>
<td>Yes</td>
<td>No</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#3</td>
<td>Dish sink</td>
<td>Indirect</td>
<td>Yes</td>
<td>Yes</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#4</td>
<td>Dishwasher</td>
<td>Indirect</td>
<td>Yes</td>
<td>No</td>
<td>To floor sink</td>
</tr>
<tr>
<td>#5</td>
<td>Mop sink</td>
<td>Direct</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Walk-in condensate line</td>
<td>Indirect</td>
<td></td>
<td></td>
<td>To floor drain</td>
</tr>
<tr>
<td>#7</td>
<td>Steam table</td>
<td>Indirect</td>
<td>No</td>
<td>Yes</td>
<td>To bell drain</td>
</tr>
</tbody>
</table>

Examples of Plumbing Fixtures Requiring Indirect Drain

- Food preparation sinks
- Warewashing sinks and dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain.

NOTE: For actual requirements please check with your local building department for the most current plumbing regulations.
**Finish Schedule**

The following table provides examples of some of the acceptable finish materials for floors, walls and ceilings by area. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable.

<table>
<thead>
<tr>
<th>AREA</th>
<th>FLOOR</th>
<th>WALL</th>
<th>CEILING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Food prep and Ware-washing</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Dry Storage</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Wait and Serving stations</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Toilet room</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Janitor closet</td>
<td>Quarry tile, poured seamless sealed concrete, sheet vinyl</td>
<td>Stainless steel, tile with sealed grout, FRP board</td>
<td>Vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish</td>
</tr>
<tr>
<td>Walk-ins</td>
<td>Quarry tile, poured seamless sealed concrete, aluminum, stainless steel</td>
<td>Aluminum, stainless steel, FRP board</td>
<td>Aluminum, stainless steel, FRP board</td>
</tr>
</tbody>
</table>