



LICENSED FOOD SERVICE ESTABLISHMENT CHANGE OF USE APPLICATION

Please complete this application thoroughly. A sanitarian will review the application to determine if the existing licensed food service establishment (equipment, amount of refrigeration, hot water capacity, storage space, hand wash facilities, etc.) can accommodate the proposed new use.

Note that a Plan Review may be required. A determination will be made after consultation and/or review of the establishment's file. You may also need to contact your township and local building department for approval to open.

An inspection will be required before you are allowed to open. You will be contacted by an Environmental Health sanitarian to schedule this inspection.

Application type:

<input type="checkbox"/> Change of Owner	<input type="checkbox"/> License Transfer from MDARD	<input type="checkbox"/> Re-open Closed Facility
<input type="checkbox"/> Other:		

Restaurant and owner information:

Existing restaurant name		
Proposed restaurant name		
Street address	City	Zip
New owner name	New owner phone	
New owner email	Proposed open date	

Planned menu changes (attach additional pages as necessary):

Prior to your approval to operate, you must submit:

Receipt:

- Proposed menu
- Standard Operating Procedures/SOP's (if the menu is different from the existing restaurant's menu)
- Manager Certification Certificate(s) (ServSafe, National Registry of Food Safety Professionals or Thomson Prometric)
- Allergen Training Certificate(s) (no longer required but is strongly recommended)
- Food service license application & fee
- Fee for this change of use application

Planned building changes (attach additional pages as necessary):

Planned equipment changes (attach additional pages as necessary):

Applicant signature:

Submittal of this application does not guarantee that you will be approved for licensure. You will be notified if the information is incomplete or does not satisfy the minimum sanitation requirements. If you have questions about the application process, please contact our office at 734-222-3800.

Note that other agencies such as Michigan Department of Agriculture and Rural Development (MDARD), Michigan Liquor Control Commission, or local municipalities may also require you to submit plans and obtain operating licenses and permits. What you will need depends on your operation. Check with these agencies for specific requirements.

Refer to the following web sites for more information:

www.washtenaw.org/foodsafety

www.michigan.gov/mdard

I certify that the information submitted is accurate to the best of my knowledge.

Owner/Representative Signature: _____ **Date:** _____

Name and Title (please print): _____