

**CONTRA COSTA  
ENVIRONMENTAL HEALTH DIVISION**  
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[www.cchealth.org/eh](http://www.cchealth.org/eh)

**Becoming Owner of an Established Fixed Food Facility**

When a retail food facility changes ownership in Contra Costa County, the new owner must apply for their own permit from Contra Costa Environmental Health (CCEH).

The new owner may also need to make changes to ensure the structure of the facility meets California Retail Food Code requirements.

**CCEH recommends getting in touch with our Food Facility Program before taking ownership to get accurate information.**

Please call us at 925-692-2500.

Permits do NOT transfer during a change of ownership.

The new owner must obtain a new permit BEFORE opening.

Operating with no permit will result in a penalty fee equal to three times the permit fee.

**Taking over Ownership of an existing food facility is a minimum two-step process:**

1. Obtain a Facility Evaluation Application form from CCEH office or online at [cchealth.org/EH](http://cchealth.org/EH). Submit the completed application along with the appropriate fee to CCEH, proposed menu, and the completed Plan Review or Food Facility Evaluation Questionnaire.
  - An inspector will contact you within three business days to schedule a facility evaluation.
  - The inspector will determine if the facility meets code requirements. If it does not, the report will detail required changes. Re-inspections are billed at an hourly rate listed in the fee schedule.
  - In cases where major changes are required to meet code, the applicant must follow the plan review process. Ask your inspector for details.
  - Once the facility passes inspection, the applicant receives conditional approval to open – for up to five business days – while applying for a permit.
2. Submit a Permit to Operate Application with the permit fee at CCEH. You will be issued a temporary permit and white “Placard Pending” sign to post at your facility.