



Change of Ownership for Retail Food Establishments

An application for a license may be considered without a plan review for an existing retail food establishment if you are planning to purchase, or have already purchased an existing food service operation and are not making any changes to the establishment, menu, or equipment. When purchasing an existing retail food establishment, the proposed licensee is required to bring the facility up to current building codes and retail food establishment regulations.

If you are the owner of a currently licensed establishment, and are planning to change ownership (i.e., different taxpayer or employer ID number than originally listed on the license), you must contact the Colorado Department of Revenue, Division of Taxation to obtain a new sales tax license. The new sales tax license number is required prior to applying for a retail food establishment license under the new ownership.

If you plan to extensively remodel the facility, a plan review will be required prior to beginning construction. “Extensively remodeled” is defined as any major alteration of an existing configuration that:

- Increases seating by more than 15 seats or 20%;
- Alterations requiring a building permit by local authorities; or
- Changes or alterations made in the nonpublic areas that result in a reduction or increase of total space by 25% or more.

If your plans meet this definition, please visit www.jeffco.us/public-health to obtain a Form 3000 Plan Review Application.

If your facility does not meet the definition of “extensively remodeled” as specified in the paragraph above, your retail food establishment may be considered for licensing without plan review. Please fill out the contact information section on page 2 to request a review of the site you are intending to license as a retail food establishment.

RETAIL FOOD ESTABLISHMENT REVIEW FOR A CHANGE OF OWNERSHIP

Jefferson County Public Health offers an onsite review of retail food establishments for a change of ownership. The fee for service shall be seventy-five dollars (\$75.00) or the actual cost of such review, whichever is greater. **Seventy-five dollars (\$75.00) of such fee shall be billed at the time the site evaluation request is submitted.** The remainder shall be payable when services are completed and is charged at a rate of fifty dollars (\$50.00) per hour. All checks and money orders shall be made payable to “Jefferson County Treasurer”. The purpose of the service is to provide a list of the items that the new owner will be required to address in order to bring the establishment into compliance with the current Colorado Retail Food Establishment Rules and Regulations.

Mission: To create, promote and enhance health and vitality through innovation, collaboration and celebration.

Lakewood Offices/Clinic
Environmental Health
Arvada WIC

645 Parfet Street
645 Parfet Street
6303 Wadsworth Bypass

Lakewood, CO 80215
Lakewood, CO 80215
Arvada, CO 80003

303.232.6301 – phone
303.232.6301 – phone
303.275.7510 – phone

303.239.7088 – fax
303.271.5760 – fax
303.275.7503 – fax

Retail Food Establishment Contact Information

Establishment Information	
Current Establishment Name:	Phone:
New Establishment Name:	Cell:
Physical Address:	Fax:
City:	Email:
Zip:	

Individual(s) Requesting Site Evaluation	
Name:	Phone:
Email:	

Current Owner/Manager	
Name:	Phone:
Email:	

- ❖ To schedule a review of a potential retail food establishment site, complete the contact information page and submit to the Jefferson County Public Health offices located at:

645 Parfet Street Lakewood, CO 80215

- ❖ Please be advised that if during the site review it is determined that alterations to the facility must be made to meet the requirements specified in the most current version of the Colorado Retail Food Rules and Regulations, a full plan review may be required.

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Lakewood Offices/Clinic	645 Parfet Street	Lakewood, CO 80215	303.232.6301 – office	303.239.7088 – fax
Environmental Health	645 Parfet Street	Lakewood, CO 80215	303.232.6301 – office	303.271.5702 – fax
Arvada Offices	6303 Wadsworth Bypass	Arvada, CO 80003	303.275.7500 – office	303.275.7503 – fax