

## **Guidelines for Change of Ownerships of Food Establishments**

These guidelines are provided to answer some of the most frequently asked questions regarding requirements for change of ownership/person(s) of food establishments. A change of ownership is defined as a food establishment that is in the process of being sold or transferred to another person.

If the business license department requires a new license, then an application for a new health permit must also be submitted. An inspection of the food establishment must be conducted prior to approving the new permit. The purpose of this inspection is to determine compliance of the food establishment with applicable standards and regulations.

### **The following is a list of items most frequently encountered:**

#### **Menu/Operations:**

- Provide menu for facility and if doing any special processes (Curing, Reduced Oxygen Packaging, Cook/Chill, etc.) must provide a [HACCP plan](#) that must be approved by Washoe County Health District before any special process operation occurs.

#### **Certified Food Protection Manager:**

- All food establishments that are a risk category 2 or 3 must provide a CFPM within 60 days.
- To obtain a list of accredited certification organizations go to link provided: <https://www.washoecounty.us/health/programs-and-services/food-protection-services/local-certified-food-protection-manager-resources/index.php>

#### **General Cleaning:**

- Cleaning should occur throughout the entire facility (e.g., walls, floors, ceilings, shelves, equipment, walk-in coolers, hoods, etc.).

#### **Floors:**

- Floors need to be easily cleanable (e.g., smooth, light colored, durable, and in good repair).
- Floors of all food preparation, food storage, utensil washing areas, floors of walk-in refrigeration units, dressing rooms, and toilet rooms, must be smooth and durable, such as sealed concrete, terrazzo, ceramic tile, and durable grades of linoleum or plastic.
- Base coving needs to be provided.
- Carpeting is not allowed, except in dining rooms.

#### **Walls:**

- Need to be light colored, durable, and made of a cleanable material.
- Wall liner extends at least 2 ft. above the splash zones (e.g., FRP, stainless steel and tile are acceptable materials - no fiberboard type products are allowed).

#### **Ceiling:**

- Ceilings in food preparation and storage areas need to be light colored, smooth, easily cleanable, and non-absorbent and in good repair.
- Perforated or fissured tiles, or any other textured surfaces are not allowed (exceptions may be allowed in bar areas).

#### **Equipment:**

- Equipment must meet NSF standards or be equivalent.
- Home style refrigerators are not allowed.
- Home style freezers are allowed in some situations.
- All equipment must be in good working condition.
- Freezers units must be able to maintain food frozen.
- Refrigerators must be able to maintain food at 41°F.
- Refrigerator and freezer gaskets must be in good repair.
- Thermometers must be provided inside cooling units.
- Dishwashers must be able to properly sanitize if Chlorine 50-100ppm/Quaternary ammonium 200-400ppm.
- Appropriate test kits/strips and/or temperature gauges must be provided.
- High temperature dishwashers must be able to register a temperature of 165°F at the rack or 180°F at the manifold.
- Ice bin cold plates are not allowed in the customer's ice.
- All hot/cold holding equipment must be able to maintain the proper temperatures.

**Equipment Installation:**

- Fixed equipment that is not easily movable must be installed so that it is:
  1. Spaced to allow access for cleaning along the sides, behind, and above the equipment;
  2. Spaced from adjoining equipment, walls, and ceilings a distance of not more than one thirty-second inch (1 mm); and
  3. Sealed to adjoining equipment or walls, if the equipment is exposed to spillage or seepage.

**Lights:**

- All lights must be shielded, coated, or shatter proof bulbs are to be provided in facility.
- The following light intensity must be provided: 50-ft candles food preparation, 20-ft candles equipment storage, walk-in boxes, 10-ft candles dry storage.

**Plumbing:**

- Backflow devices are to be provided where needed (mop sinks, dishwashers, chemical dispensers, soda fountains, and etc.).
- Indirect waste lines require air gaps or air breaks depending on the type of equipment that is being drained.

**Sinks:**

- Handwashing sinks must be easily accessible and located within 25 feet (7.62 meters) and within line of sight of all work stations, food preparation and ware washing areas.
- All new establishments and establishments which are extensively remodeled must also have sinks for washing hands located within the area used for the preparation of food.
- Hand sinks must be provided with soap and disposable paper towels.
- A three-compartment sink is required if no dishwasher is available (a few exceptions may apply if tableware is not used).
- A mop sink is required.
- A prep sink may be required.
- All sinks must have hot and cold running water.

**Refuse:**

- All food establishments must subscribe to an approved garbage collection service.
- All refuse and grease containers must be on a smooth nonabsorbent surface.

**Shelving, Racks, Counters:**

- All shelves, racks, and counter tops must be constructed of metal or material which is smooth, sealed, easily cleanable, and durable.
- Wood is allowed in dry storage locations only if the surface is painted or sealed.
- The minimum height of the bottom shelf is 6 inches.

**Restrooms:**

- All restrooms shall have hot and cold running water, self-closing doors, exhaust fan, and a covered waste receptacle.
- Disposable paper towels and soap shall be provided.

**Other Items:**

- All door opening must be rodent proof.
- Screens are required on open doors.
- Dipper wells are required for storage of ice cream or butter scoops.
- Broken and unused equipment must be removed from facility.
- All cutting boards, knives, utensils, slicers, can openers, etc. must be in good cleanable condition (i.e., not worn, chipped or damaged which may prevent proper cleaning and sanitizing).
- Splash guards may be required between sinks and work areas.
- Sneeze guards may be required to protect exposed food.

The above list is not all inclusive and other items may need to be repaired or replaced prior to the issuance of the permit. The Health District does offer an advisory inspection for a fee.

Additional requirements can be found in the Regulations of the Washoe County District Board of Health Governing Food Establishments. These regulations are available on line at <https://www.washoecounty.us/health/regulations.php>.