

Environmental Health Services Division 645 Parfet Street, Lakewood, CO 80215  
(303) 232-6301 FAX (303) 271-5760 [jeffco.us/public-health](http://jeffco.us/public-health)

## Change of Ownership for Retail Food Establishments

Retail food licenses are specific to the ownership and location and are non-transferable. If you're planning to purchase, or have already purchased, an existing food establishment we may consider your application for license without a plan review if your facility meets the following criteria:

1. Your facility does not meet the definition of “extensively remodeled” as specified in the paragraph below, and;
2. There are no changes made to the establishment, menu or equipment, and;
3. The facility has been in continuous operation or closed for a period not exceeding 30 days.

If your facility does not meet all 3 criteria, then your facility will require a plan review prior to being considered for licensing. Please visit [www.jeffco.us/public-health](http://www.jeffco.us/public-health) to obtain a Form 3000 Plan Review Application.

“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.

Before you can apply for a retail food license, you need to get a sales tax license from the Department of Revenue. If you already have a sales tax license and plan to completely change ownership (different taxpayer or employer ID number than originally listed), you need to get a new sales tax license that matches the new ownership. Once the new sales tax license is obtained, you must apply for a new retail food establishment license under the new ownership.

### RETAIL FOOD ESTABLISHMENT REVIEW FOR A CHANGE OF OWNERSHIP

Jefferson County Public Health requires 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 complete and charged at a rate of seventy-five dollars (\$75.00) per hour. Fees can be paid via cash, check, money order or credit card. All checks and money orders shall be made payable to “Jefferson County Treasurer”. If paying by credit card (in person or over a secured telephone line), there is a 1.75% convenience fee.

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.

## 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:	
Mailing Address:	
Current Owner/Manager	
Name:	Phone:
Email:	

**DATE OWNERSHIP CHANGE WILL TAKE EFFECT: \_\_\_\_\_**

- ❖ 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; or contact us for an email address**
  
- ❖ Include a copy of the new menu and list of any changes that will be made to facility. Please be advised that incomplete or missing information may delay the review, approval and licensing processes.
  
- ❖ 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 plan review may be required.