

Becoming Owner of an Established Fixed Food Facility

When a retail food facility changes ownership in Monterey County, the new owner must apply for their own permit from Monterey County Environmental Health Bureau (MCEHB). The new owner may also need to make changes to ensure the structure of the facility meets California Retail Food Code requirements.

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

1. Obtain a [Change of Ownership](#) form from MCEHB office or online at mtyhd.org/EH. Submit the completed application along with the appropriate fee to MCEHB, proposed menu, and the completed [Plan Check form](#).

- An inspector will contact you 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 Application](#) with the permit fee at MCEHB.

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TIPS TO REMEMBER

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

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 two times the permit fee.

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