

# Process for Changing Ownership of an Establishment

## Daviess County Health Department

1. **Contact the Health Department at 812-254-8674.**
2. **Submit a completed establishment information form, fees and all applicable materials to:**

Daviess County Health Department  
Attention: Food Protection  
Daviess County Government Center  
300 East Hebron Street  
Washington, Indiana 47501

If changes are to be made to the establishment you must also submit a plan review application, plan review fees and plans; and follow procedures for renovations. **Permits are non-transferable.**

\*\*\*Please note that applications that are not fully completed will not be processed until we receive all the necessary information.

3. **Preliminary Inspection.** Contact the health inspector to request a preliminary inspection. This inspection must be done before a Permit will be issued. All equipment must be in place and operating. An inspection form will be filled out and changes needing to be made will be discussed. At the end of this inspection, a pre-operational inspection should be scheduled with the health inspector based on the necessary time to make changes, if any.
4. **Pre-Operational Inspection.** A pre-opening inspection will be conducted by the health inspector when your facility is ready for operation. This inspection must be completed before a Permit will be issued. All equipment must be in place and operating. An inspection form will be filled out and changes needing to be made will be discussed. At the end of this inspection, if no changes are necessary and your facility is in compliance with the State and Local Health Codes, you will be issued a yearly Retail Food Establishment Permit after fees are paid (permit expires December 31<sup>st</sup> of each year, annual renewal is required).
5. **Final Inspection.** A regular routine inspection will be performed within the first 90 days after change of ownership.