



**CONTRA COSTA
ENVIRONMENTAL HEALTH DIVISION**
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Becoming Owner of an Established Fixed Food Facility

When a retail food facility changes ownership in Contra Costa County, A new owner must apply for their own health permit

from Contra Costa Environmental Health (CCEH). Health permits are owner-specific and non-transferrable between different owners.

A new owner may also need to make changes to ensure the structure of the facility meets current California Retail Food Code requirements <https://cchealth.org/eh/food/pdf/2021-Cal-Code-Book.pdf>

Permits are non-transferrable.

A new owner must obtain their own permit BEFORE opening.

Operating without a health permit may result in a penalty fee equal to three times the permit fee and potential closure of the food facility.

Please contact us via email at cocoEH@cchealth.org or via telephone at (925) 608-5500 preferably before operating or immediately after finalizing the purchase process.

To obtain a Health Permit, submit the following to CCEH as soon as possible:

1. A completed [Health Permit Application](#).
2. A [application fee](#) listed in the fee schedule.
3. A proposed menu.
4. A completed [Risk Category Form](#).
5. A completed [Plan Review or Food Facility Evaluation Questionnaire](#)

Following submittal and review of your Health Permit Application, an inspector will contact you to schedule a facility evaluation. When the inspector arrives for your facility evaluation they will determine if the facility meets code requirements. If it does not, the inspection report will detail any required changes. If the inspector needs to return re-inspections will be billed at the hourly rate listed in the [fee schedule](#).

In cases where major changes are required to meet current code requirements, the applicant may need to submit plans and follow the [plan review process](#). Should this occur, ask your inspector for details.

Once a facility passes inspection, the applicant receives conditional approval to open and begin operation. – The new permit holder will receive an invoice shortly thereafter for the permit fee and any additional inspection fees incurred. The invoice should be paid in full as soon as possible in order to receive the new health permit via the U.S. Mail. The invoice is payable on our website at <https://cchealth.org/eh/#Pay>.