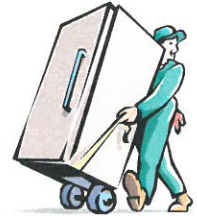


FSO/RFE CHANGES REQUIRING HEALTH DEPARTMENT NOTIFICATION

Remember to contact the Wayne County Health Department **PRIOR** to conducting any of the following changes applicable to your existing food service operation or retail food establishment:

- **Changing ownership/license holder**
- **Closing of a facility** (due to going out of business)
- **Re-opening after an emergency/disaster** (notification immediately after closing due to sewage backup, power outage, water interruptions, flood, fire, etc. and prior to re-opening)
- **Modifying equipment** (adding or replacing equipment with new and/or used equipment)
- **Modifying structure** (remodeling, building/exterior storage additions, etc.)
- **Modifying layout/alteration of the flow of food handling activities** (relocation of equipment, sinks, areas of food preparation and/or food sales areas, etc.)
- **Modifying menu or food preparation/handling procedures** (addition or elimination of breakfast menu, sushi, advance food preparation, reheating leftovers, catering, etc.)
- **Changing hours/days of operation** (including seasonal operations of six months or less per licensing period)
- **Adding home produced food items to the menu/retail sales** (cottage food production operation items, home bakery items, eggs, maple syrup, honey, etc.)



The above changes **MAY** require one or more of the following to occur:



- **Facility review submittal and review of plans**
- **Change of ownership and/or transfer inspections** (identify deficiencies that need to be corrected in order to be in compliance with the current Ohio Uniform Food Safety Code)
- **Change of the operation risk level based on food handling procedures**
- **Equipment approval** (specification submittal on new equipment and/or approval of used equipment)
- **Permit issuance/approvals by other governmental agencies** (plumbing, electrical, building, fire, etc.).

Wayne County Health Department
Food Safety Program
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