



Instructions for Submission for Change of Permit Holder (CPH) Application

Nevada State Law, NRS 446.875, paragraph 5(a), states that health permits are not transferrable from person to person or from place to place. Application for a new health permit is required at the time of purchase of an existing and operating food establishment.

A “Change-of-Permit Holder” (CPH) applicant may remain in operation while taking over a functioning establishment under the following circumstances:

The application for CPH is made within 30 days of the start date reflected on the lease or deed;

- No major remodeling has taken place within the food service or storage areas, ware-washing or restrooms;
- No major menu changes have taken place (menu changes that require new equipment);
- The applicant schedules an inspection within 30 days of the date of application, and passes that inspection with 10 demerits or less, with no critical items uncorrected by the end of the inspection.

A facility that has closed for any reason prior to the “Change-of-Permit Holder” inspection taking place must remain closed until inspected and approved. Establishments that are closed pending inspection may not stock food products or open for business until after the inspections have been completed and passed and a health permit to operate has been issued. A facility undergoing major renovation or remodeling is not eligible for a CPH and must apply as a new establishment. **A facility that is closed at the time of lease or purchase must remain closed and apply as a new establishment and is not eligible for CPH.**

Applications may be submitted either in person or online.

1. **Applying in Person:** An appointment must be made prior to application for Change-of-Permit Holder in person. All appointments are held at the Southern Nevada Health District, Facilities Design Assessment & Permitting, 333 N. Rancho Dr, Ste 450, Las Vegas, NV. **Direct Line: (702) 759-1258** please leave a message and someone will return your call within one business day.

Applications cannot be accepted unless the minimum required paperwork is submitted.

The minimum requirements to submit an application:

- A signed copy of this Instruction Sheet.
- A Change of Permit Holder Application signed by the legal owner of the establishment.
- A signed copy for our files of a lease agreement, deed or other executed legal documents allowing the Permit Holder access to the facility.
- A copy of plans (if available) and menu.
- Completed Facilities Design Assessment and Permitting Questionnaire (Risk Cat 1-3 or higher)
- Ability to pay all applicable fees (cash, credit/debit card business check [pre-printed address, no starter checks, no alterations]).

The application must be submitted and all applicable fees paid at the time of appointment. All necessary paperwork must be presented for review at the time of appointment.

If an appointment is missed without notice of cancellation, a fee for missed appointment will be charged before another appointment will be scheduled.



- 2. **Applying Online:** Submit the completed application packet to FoodRev@snhd.org and allow up to three business days for processing. Once the application is processed, an invoice will be emailed to you, which can be paid online. **The invoice must be paid by the end of the business day on which it was sent, or your application will be deleted and your business may be subject to closure.**

The minimum requirements for online application submission:

- A signed copy of this Instruction Sheet.
- A Change of Permit Holder Application signed by the legal owner of the establishment.
- A signed copy for our files of a lease agreement, deed or other executed legal documents allowing the Permit Holder access to the facility.
- A copy of plans (if available) and menu.
- Completed Facilities Design Assessment and Permitting Questionnaire (Risk Cat 1-3 or higher)
- Ability to pay all applicable fees (cash, credit/debit card business check [pre-printed address, no starter checks, no alterations]).

- 3. **Food Safety Assessment Meetings:** A Food Safety Assessment Meeting may be required prior to scheduling the final inspection. The permit holder, chef, manager and/or other persons with operational knowledge of the facility must attend. The attendee(s) must bring a current menu and completed Food Establishment Operations Questionnaire to the meeting. Failure to appear or failure to demonstrate adequate food safety knowledge will result in a missed appointment fee and will delay scheduling the final inspection
- 4. **Fees: Payment of fees does not constitute approval or permit to operate. Fees are not refundable,** and are only valid for one year from the date of the original submission. CPH applications will be deleted one year and one day from the date of application. Fees must be paid on the date the invoice is received. SNHD bills all permits on a fiscal-year (July-June), not by anniversary date. **Fees cannot be prorated or adjusted.**
- 5. **Inspections: Your assigned inspector will call you to schedule your permitting inspection. If you do not receive a call within one week, please call 702-759-1258 to schedule your inspection.** Failure at the permitting inspection due to imminent health hazard, issuance of more than 10 operational demerits, or conditions preventing the inspection, will result in closure with fees. Inspection cancellations must be made prior to inspector arrival at the facility. A re-inspection fee, per permit, will be assessed if the establishment is not ready for a scheduled final inspection, or if the applicant is unable to demonstrate proper food-handling knowledge during the inspection. The re-inspection fee must be paid prior to scheduling another final inspection.

Please review the attached “Change of Permit Holder Inspections” information prior to scheduling your inspection to avoid closure with fees.

You or your representatives must contact all other SNHD programs which may be relevant to your project separately, (e.g., HACCP/Labeling, Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare, Schools, etc).

I, the undersigned, understand that proper development and operation of this project is my responsibility:

Signed: _____ Print name: _____

Date: _____ Name of Facility: _____



Change of Permit Holder Inspections

An inspection of your facility must be scheduled prior to issuance of the permit. Although this is not a complete list of requirements*, completion of the items on this checklist will help you pass your permitting inspection. **Note that a prior “A” Grade does not guarantee that existing construction and equipment will meet current requirements.** Grade cards reflect conditions in the facility at the day and time the inspection is performed. Generally, some repairs or corrections are required for older facilities undergoing change of permit holder. You will be given time to correct most violations that do not directly impact food safety.

- Someone knowledgeable about the food operations must be present during the inspection.
- Is there adequate hot water:
 - At 3-compartment sink (120°F)?
 - At all hand sinks, including restrooms (100°F)?
- Do you have food thermometers, sanitizer test strips and disposable gloves (depending on operation)?
- Are all of the hand sinks stocked with paper towels and hand soap?
- Is there adequate refrigeration (all units operating at 41°F or less)?
- Has the RPZ (backflow device) been tested within the last 12 months?
- Do all drain lines from food equipment have at least a 1” air gap to floor sink?
- Do doors close tightly to deter pests? Is there an air curtain? Does it work?
- Are required notices posted?
 - No Smoking (not required if “21 and over ONLY” sign posted)
 - Alcohol in pregnancy warning sign (if alcohol is served in establishment)
 - Consumer advisory regarding eating raw or undercooked foods (menu must indicate affected foods with *)
- Do all pieces of food equipment have food safety certification marks (NSF, ETL, UL Sanitation, CSA, BISCC)?
- Is there adequate lighting in food preparation and ware wash areas?

If your facility is awarded more than 10 demerits at your permitting inspection, the permit will not be issued, your facility will be closed, and you will be assessed closure fees. Please contact your Facilities Design Assessment and Permitting inspector if you have any questions before your scheduled appointment.

Facilities Design Assessment and Permitting 702-759-1258

*A complete list of requirements can be viewed at <http://www.southernnevadahealthdistrict.org/food-establishments/index.php>



| FACILITY INFORMATION | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------|----------------------------|
| Projected date of new Permit Holder taking over: | | Hours of operation: | |
| Septic Tank: YES NO | Muni Sewer: YES NO | Water supply: Well Muni System N/A | Grease Interceptor: YES NO |
| # Of Employees: | # Of Employee Restrooms | # of Customer Restrooms | # of Drive Through Windows |
| NCIAA (NEVADA CLEAN INDOOR AIR ACT) AFFIDAVIT: <i>I, the applicant or duly authorized agent of the applicant, do hereby attest and affirm that the aforementioned facility is [] Exempt or [] Not Exempt from compliance with the requirements of NRS 202.2483 inclusive.</i> | | | |
| Is the establishment currently open and operating? | | | |
| If YES, were the ownership documents signed more than 30 days ago? | | | |
| Is the establishment currently under waiver, variance, or HACCP plan approved by SNHD? If YES, describe: | | | |
| Are special processes being utilized or being planned? (Reduced oxygen packaging, curing, smoking, using preservatives, sprouting seeds/beans, custom meat processing?) | | | |
| Is the establishment undergoing remodel? If YES, describe: | | | |
| Have you ever operated a food establishment before or are you a certified food safety manager? | | | |
| TYPE OF PERMIT(S) YOU ARE APPLYING FOR, INCLUDE NUMER OF SEATS AND/OR SQUARE FOOTAGE | | | |
| Restaurant/ seats: | Drinking Establishment/Seats: | Snack Bar/Seats: | Kitchen/ Sq Ft: |
| Market/ Sq Ft: | Bakery/Sq Ft: | Food Processor/ Sq Ft: | Warehouse/Sq Ft: |
| School/ Sq Ft: | Commercial Childcare/ Sq Ft: | Body Arts- Tattoo/Piercing Sq Ft: | Other/ Sq Ft: |
| GENERAL INFORMATION FOR THE APPLICANT | | | |

An annual health permit fee and a one-time Change of Permit Holder fee must be paid upon receipt of your invoice.

In-person submissions are accepted at 333 N Rancho, Ste 450 by appointment only. Call 702-759-1258 to schedule an appointment. If an appointment is missed without a cancellation, a fee for a missed appointment will be charged before another appointment will be scheduled. Applications can also be submitted online to FoodRev@snhd.org.

A representative for the new Permit Holder may make application for the change of permit holder on their behalf.

The application cannot be processed without the following information:

- A signed copy of the Instructions for Submission of Change of Permit Holder.
- A Change of Permit Holder Application signed by the legal owner of the establishment.
- A signed copy for our files of a lease agreement, deed or other executed legal documents allowing the Permit Holder access to the facility.
- A copy of plans (if available) and menu.
- A completed Facilities Design Assessment and Permitting Questionnaire (Risk Cat 1-3 or higher)
- Ability to pay all applicable fees (cash, credit/debit card business check [pre-printed address, no starter checks, no alterations]).