RETAIL FOOD ESTABLISHMENT
Change to Existing Retail Food Establishment Permit

Bureau of Environmental Health Services
Division of Food Protection & Rabies Prevention

A change to an existing Retail Food Establishment Permit must be submitted to the Department when: (8-304.11(B - E))

1. A food is to be added that requires a type of preparation process that is not currently performed in the permitted Retail Food Establishment.
2. Additional Retail Food Establishment operations are to be added. (Chapter 9)
3. Food equipment is to be installed after the permit has been issued.
4. Structural modifications to the permitted Retail Food Establishment are to occur.
5. Contact or billing information changes.
6. Any other changes that may affect the operation of the permitted Retail Food Establishment are proposed.

Establishment Name _____

Establishment Address _____ City _____ Zip _____

Phone _____ Fax _____ E-mail _____

County (location) _____

Provide brief description(s) of changes and/or additional information below (If additional space is needed, attach sheet(s) to addendum).

_____

_____

_____

_____

_____

_____

_____

_____

_____

I, the undersigned, attest to the accuracy of the information provided in this addendum and I affirm that the retail food establishment will comply with SC DHEC Regulation 61-25.

It is unlawful for a person to willfully give false, misleading or incomplete information on a document, record, report or form required by the laws of this State.

Should the facility fail to adhere to the requirements of Regulation 61-25, the permit to operate may be subject to enforcement action, which may include civil penalties pursuant to Section 44-1-150(B) of the South Carolina code of Laws and/or permit suspension/revocation pursuant to Regulation 61-25, Retail Food Establishments.

_____	_____	_____
Owner/Presiding Officer Signature (8-302.13(A))	Print Name	Submittal Date

FOR OFFICE USE

Verification Date _____ Reviewer _____

Process/Risk Category: 1 2 3 4 Permit # _____

Personal information provided on this document is subject to public scrutiny or release.