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**What You Need to Know**

**Tips to operate a food business in Pierce County.**

**Selling or closing your food business? Changing your menu or equipment? Read below to find out what you need to do.**

**Closing?**

**If your food business is closing, fill out a**[**Closure Statement**](https://tpchd.org/wp-content/uploads/2023/12/Closure-Statement-1.pdf)**. Email it to**[**food@tpchd.org**](mailto:food@tpchd.org)**or mail or bring it in to the Health Department.**

**Changing ownership?**

**Food Establishment Permits are not transferable to different owners or locations. New food business owners must contact the Health Department and:**

* **Complete a**[**Change of Ownership Statement**](https://tpchd.org/wp-content/uploads/2024/04/Food-Establishment-Change-of-Ownership-Statement.pdf)**and**[**Food Establishment Application**](https://tpchd.org/wp-content/uploads/2023/12/Food-Establishment-Application-1.pdf)**.**
* **Provide a copy of your Washington State Business License (or UBI number).**
* **Purchase a Food Establishment Permit. Plan Review may be required.**
* **If you want to change your menu or equipment—submit a**[**Plan Review Packet**](https://tpchd.org/wp-content/uploads/2023/12/Food-Establishment-Plan-Review-Packet-1.pdf)**.**

**Changing menu or equipment?**

**When you change your menu or equipment, the Health Department must review and approve your plan before you make changes. See our**[**Plan Review information.**](https://tpchd.org/healthy-places/food-safety/opening-a-food-business/)

**Changing the name of your facility?**

**Contact us for more information. Email**[**food@tpchd.org**](mailto:food@tpchd.org)**or call (253) 649-1417 and press 0.**

**Renewing your permit?**

**Food establishment permits are valid Feb. 1 through Jan. 31 each year. Permit renewal invoices are mailed mid-Dec. and are due Feb. 1. You can:**

* [**Pay online**](https://eco.tpchd.org/#/onlinePayments)**with Visa, MasterCard or Discover.**
* **By mail with business check or money order.**
* **In person with cash, business check, money order, Visa or MasterCard.**

**We will mail your permit once all your outstanding invoices are paid. Post your permit where customers can see it.**

**Paying an invoice?**

**To pay any Health Department invoice, you can:**

* [**Pay online**](https://eco.tpchd.org/#/onlinePayments)**with Visa, MasterCard or Discover.**
* **Mail a check or money order.**
* **Bring in cash, business check, money order, Visa or MasterCard.**

**Resources**

* [**Food Establishment Inspection Reports**](https://tpchd.org/healthy-places/food-safety/restaurant-inspections/)**.**
* [**Current Restaurant Closures**](https://tpchd.org/healthy-places/food-safety/food-establishment-closures/)**.**