

How to request a change to your existing food business permit

Operational changes

You can submit an application in the [Public Health Permit Center](#) to request certain types of operational changes for your permits.

See the below table for the types of change requests that can be made in the Permit Center and the application link to request the change.

Type of Change	Application Link to Request the Change You need to log into your account to access the application.
Change of business name/dba	Change to Existing Facility - Food Establishment
Out of business	
Change in menu	
Change of risk level	
Change in seating capacity	
Change of equipment	
Change of layout	
Change of commissary kitchen	Change to Existing Facility - Change of Commissary
Change of ownership for a new owner	Change of Ownership - General Food Service Change of Ownership - Limited Food Establishment Change of Ownership - Micro-Market Change of Ownership - Mobile Food Unit

Administrative changes

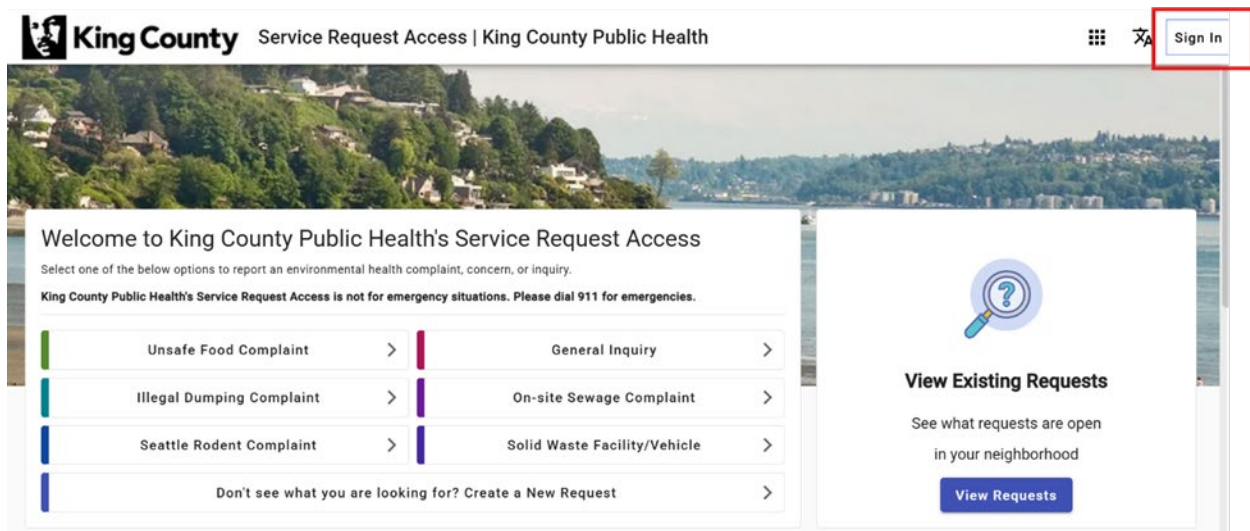
For administrative changes, you can submit a request in our Service Request Access system. The change will not be made immediately: staff will review the request before any changes are finalized.

Administrative changes include:

- Change mailing address
- Add a new contact
- Remove a contact
- Update a contact (such as changing a phone number for a contact)

To submit one of the above types of change requests:

1. Log into the [King County Public Health's Service Request Access](#) using your account details from the Public Health Permit Center



2. Select "Don't see what you are looking for? Create a New Request."

Welcome to King County Public Health's Service Request Access

Select one of the below options to report an environmental health complaint, concern, or inquiry.

King County Public Health's Service Request Access is not for emergency situations. Please dial 911 for emergencies.

Unsafe Food Complaint >	General Inquiry >
Illegal Dumping Complaint >	On-site Sewage Complaint >
Seattle Rodent Complaint >	Solid Waste Facility/Vehicle >
Don't see what you are looking for? Create a New Request >	

3. Select the relevant option in the “Request type” dropdown

Make a request Portal Home

* Request type

- General Inquiry
- Change Request-Add Contact
- Change Request-Mailing Address
- Change Request-Remove Contact
- Change Request-Update Contact

4. Fill in the requested details. Different information will be requested depending on the type of change request.

- Important: You do not need to select location information in the built-in map under “Select A Location”

ENTER REQUEST DETAILS

Description

* Permit Number(s) * Establishment Name Contact Company Name * First Name * Last Name

* Phone Number * Email Contact Preference * Type of Contact ☐ Is Billing Contact?

ENTER CONTACT INFORMATION

Contact information does not display on this website. Note that the agency staff may be obligated to share contact information with the agency directly.

First name P Last name Chamberland

Phone number Email address pascalleptesting@gmail.com

☐ Accountant/Finance Officer

☐ Facility Operator/Person In Charge

☐ Regional Manager

☐ Certified Food Protection Manager

[Get in touch](#) [Clear Contact](#)

5. Submit your request. Once you have added all details, select the submit button in the lower right corner of the screen.

- Please allow for 7 to 10 business days for this request to be reviewed.