



South Carolina
DEPARTMENT OF AGRICULTURE
RETAIL FOOD SAFETY DEPARTMENT
350 Ballard Court, West Columbia, SC 29172

Hugh E. Weathers, Commissioner

SC REGULATION 61-25, RETAIL FOOD ESTABLISHMENTS CHANGE TO EXISTING RETAIL FOOD ESTABLISHMENT PERMIT

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 _____ State _____ Zip _____ County _____

Phone _____ Fax _____ Email _____

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 SCDA 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))

Name (print)

Submittal Date

RETURN BY EMAIL OR MAIL TO

SCDA Retail Food Safety
retailfood@scda.sc.gov

350 Ballard Court
West Columbia, SC 29172

SCDA USE ONLY

Verification Date _____ Reviewer _____

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

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



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INSTRUCTIONS FOR COMPLETING CHANGE TO EXISTING RETAIL FOOD ESTABLISHMENT PERMIT

Purpose: This document is used to notify the Department of changes to a permitted retail food establishment operation.

Audience: The form is intended for the owner/manager/operator of the food service operation.

Instructions:

1. Provide the establishment name.
2. Provide the establishment's physical address to include the city and zip code.
3. Provide the establishment's phone number including the area code. If available, provide a fax number.
4. Provide the email address used by the establishment.
5. Provide the county in which the establishment is located.
6. Provide a brief description(s) of changes and/or additional information in the space provided. Some examples of changes are:
 - Billing address if different from the establishment's physical address.
 - Changes to contact information for the permit holder(s)/owner(s) and/or emergency contact(s).
 - Equipment changes/additions, including manufacturer and model number.
 - Changes to the layout of food preparation and/or operation areas.
 - Becoming a shared use operation.
 - Adding an immediate outdoor cooking area.
7. Attachments such as equipment layouts or equipment schedules (manufacturer and model numbers) may be provided to illustrate changes to the permitted retail food establishment.
8. Change form must be signed by the owner/presiding officer. Include the printed name of the owner/presiding officer and the date of submittal.

For a change of ownership, please use the Retail Food Establishment Application.

Office Mechanics & Filing: This form is maintained under the retention schedule 11701 – Retail Food Establishments.