

Information required to Transfer a License and/or Change Owner

To Transfer a License at no cost: The current owner must provide a **notarized** letter that gives permission to transfer the current license to the new owner. In addition, provide the required information below. **No more than 1 transfer is permitted per license period.**

For an establishment where there is a New Owner, they must purchase a new license, and provide the required information below.

REQUIRED INFORMATION:

- Letter addressing the following;
 - The new DBA (Name of establishment)
 - The party that is legally responsible for incidents at the facility such as a LLC or Inc., or the name of the individual. The corporate name must match the Ohio Secretary of State web site.
 - A statement indicating if any structural and/or menu changes, or equipment added.
 - All existing equipment is commercial grade, in good working order, and the facility is in compliance.
 - List of suppliers

- Contact information for the new owner (included in the letter);**
 - operation address,
 - mailing address for official notices
 - email addresses,
 - business phone number and cell phone number for the owner

- Ownership, if a LLC or Inc. must have a copy of the Ohio Secretary of State document.

- Copy of level 2 certification in food protection from the Ohio Department of Health for the PIC in Risk Class 3 and 4 establishments. If there is not one, a copy of a registration form of a course the PIC is registered for.
 - Provide copies of level 1 certifications for staff when the level 2 person is not on site.

- A copy of the menu/general list of products to be offered.

- Copy of the **lease** and **purchase agreement** (not required if ownership change is in name only)

- If adding any approved commercial equipment, or making structural changes a permit from the Department of Building and Housing, the establishment will be required to submit plans for review and approved before a license would be issued.

***A compliance inspection is required before transfer or new owner is approved and will be scheduled once the information above is reviewed and accepted.**

Please contact our office if you have further questions.

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