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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REVISED: 09/21/2021 pjc