



Information required for Change of Ownership

Transfer a License: There is no fee charged to transfer a license. 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 one transfer is permitted per license period.**

New Owner: For an establishment that was closed for less than one year, the New Owner must purchase a new license and provide the required information below. For those establishments that were closed and not licensed for the previous licensing year, a Food Facility Layout Review must be conducted.

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 an LLC or Inc., or the name of the individual. The corporate name must match the Ohio Secretary of State web site information.
- A statement indicating structural and/or menu changes or added equipment.
- All existing equipment is commercial grade, in good working order, and the facility is in compliance with applicable laws.
- List of suppliers

Contact information for the new owner (included in the letter):

- operation address;
- mailing address for official notices;
- email addresses; and
- business phone number and cell phone number for the owner

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

☐ Copy of the **Certification in Food Protection** from the Ohio Department of Health for The PIC in Risk Class 3 and 4 establishments. This is not a ServSafe® certificate. A copy of a registration form of a course the PIC is registered for would be accepted in place of the certificate.

- 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 signed **lease** and/or signed **purchase agreement**

☐ A permit from the Department of Building and Housing is required when making structural changes and may when equipment is added. When equipment is added to a facility, it will require a Food Facility Layout Review by CDPH be completed 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.

75 Erieview Plaza, 3rd Floor Cleveland, Ohio 44114-1839 • 216-420-7355

www.clevelandhealth.org