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County Executive

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INSTRUCTIONS FOR RESTAURANT TAKEOVER

NOTE: Albany County Department of Health Permits Are Non-Transferable.

If the food service establishment is currently in operation or has recently been closed and if the new owners are making "NO Structural Changes", the procedure is as follows:

1. **Complete Application** to operate a food service establishment. Submit 30 days prior to establishment opening date.
 - a. **Include Certificate(s) of Insurance** from list below (one form for Workers Compensation and one form for Disability Benefit):

Workers Compensation

Form C105.2
Form U-26.3
Form SI-12
Form GSI-105.2

Disability Benefit

Form DB-120.1
Form DB-155

-OR-

- b. **Business Establishments Operating Without Employees or Designated Exemptions:**

Certificate of Attestation of Exemption: Form CE-200 may be obtained on line at: www.wcb.ny.gov -or- in person at: NYS Workers' Compensation Board located at: 100 Broadway, Menands, New York, 12204. Phone: 1-866-750-5157

2. **Submit applicable fee.** The application fee is determined by the number of seats within your establishment. Frozen Dessert requires additional fee. (See enclosed fee schedule.)
3. Provide a signed-dated letter stating your intent to take over the food service establishment "**making no structural changes.**" (Include establishment's former name and new name, address, and new owner's signature.)
4. Include a **Menu** if one is available or a listing of foods you plan to serve.

If you are taking over a food service establishment that has been closed for more than six months, or if it is your intent to make structural changes, you must follow the guidelines for new/modified food service establishment, which may be obtained from this office.

If you have any further questions, feel free to contact us below at:

**DIVISION OF ENVIRONMENTAL HEALTH SERVICES: PH (518) 447-4620
FAX (518) 447-4698**