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 | Disability Benefit |
      |----------------------|--------------------|
      | Form C105.2          | Form DB-120.1      |
      | Form U-26.3          | Form DB-155        |
      | Form SI-12           |                    |
      | Form GSI-105.2       |                    |

   -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