



RE: Request to Transfer a Retail Food Establishment/ Food Service Operation License

In accordance with Sections 3717.26 and 3717.46 of the Ohio Revised Code, a Retail Food Establishment License or a Food Service Operation License may be transferred by the Licensor (Health District) once per licensing period (first day of March to the last day of February). The license may be transferred by the license holder of record to a new address in Defiance County or to a new owner. In the latter case the law specifies that the license may not be transferred without the consent of the Licensee (the person or organization whose name appears on the license). If you wish to transfer your license to a new owner, please complete the paragraph below and return the enclosed application to the above address. Licenses will be issued at the time of inspection.

I, \_\_\_\_\_, authorized representative of
(Print Name of current operator or representative)

\_\_\_\_\_ request the transfer of Retail Food Establishment or Food Service Operation
(Name of operation or establishment)

License # \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_
(Name of new owner or operator) Date Transfer will take place

\_\_\_\_\_  
Signature of current operator or representative Date

- The new owner must complete and return an Application for a License to Conduct a: Food Service Operation/Retail Food Establishment.
If the license holder refuses to complete this application, the new owner will have to purchase a license for the current. Return this form prior to transfer of ownership.
All licenses expire on March 1st. Renewal Notices are mailed in February and licenses must be renewed on or prior to March 1st to avoid the 25% late penalty.
A transfer voids any grandfathering. The following may need to be addressed as a result of this license transfer:
No food handling or storage equipment used in a facility may be other than commercial grade. Commercial grade equipment is equipment approved by a food equipment testing organization. For example, commercial equipment may bear a seal indicating NFS, ULS, ETL or CSA approval. All non-commercial equipment must be removed from the facility. Make and model number of new equipment must be submitted to the health district.
If not installed, all Risk level facilities must have a service sink or curbed cleaning facility. Risk Level II, III, & IV must have a dedicated and accessible hand wash sink. If determined by the department, a food prep sink and grease trap may be required. If changes or additions are made to plumbing the licensee must contact the Ohio Department of Commerce for a plumbing inspection. A copy of the inspection shall be filed with the health district.
Risk level III or IV facilities, must have one employee with Ohio Food Safety Manager Certification. All facilities must have one employee per shift with the Ohio Person-In-Charge Certification. The licensee will have 30 days from the date of the transfer to show documentation that employees are enrolled in classes and must have documentation by the end of the license period that the certification has been obtained.

\* Food licenses will not be transferred between January 1st and March 1st.